



Republic of the Philippines  
Province of Bohol  
MUNICIPALITY OF LOON  
**OFFICE OF THE MAYOR**

EXECUTIVE ORDER NO. 31  
Series of 2023

**CREATING THE TRAINING MANAGEMENT TEAM FOR THE  
SANGGUNIANG KABATAAN MANDATORY TRAINING (SKMT)**

WHEREAS, the Synchronized Barangay and Sangguniang Kabataan Elections (BSKE) ushered in a new set of Sangguniang Kabataan officials with the fresh mandate to serve the youth;

WHEREAS, Section 28 of Republic Act 10742, otherwise known as the SK Reform Act of 2015 as amended by Republic Act 11768, provides that Sangguniang Kabataan (SK) officials are required to undergo the SK Mandatory Training (SKMT) before they can assume office;

WHEREAS, the National Youth Commission (NYC) issued a resolution dated September 14, 2023 adopting the modified guidelines in the conduct of SKMTs;

WHEREAS, there is a need to constitute the Training Management Team to spearhead the conduct of the SKMT;

NOW THEREFORE, premises considered and by virtue of the authority vested upon me under the Local Government Code and other existing laws, I, Elvi Peter L. Relampagos, mayor of the Municipality of Loon, Bohol, do hereby declare and order the following:

**Section 1. Creation and Composition.** - The Training Management Team for the Sangguniang Kabataan Mandatory Training is hereby created and shall be composed of the following:

Chairperson: Glenda A. Laude, Municipal Local Government Operations Officer

Members: Reynaldo P. Monreal, *Municipal Administrator*  
Alan L. Relator, CE, EnP, *Municipal Planning & Development Coordinator*  
Sheila L. Castrojo, *Municipal Budget Officer*  
Teodomiro P. Coritico, *Municipal Treasurer*  
Marissa Cartoneros, *Secretariat*  
Orlaine Mae L. Caet, *Secretariat*

**Section 2. Functions.** - The SKMT Training Management Team shall perform the following duties and responsibilities:

- 2a. Spearhead the conduct of the mandatory training for SK officials and LYDC members;
- 2b. Provide assistance in the conduct of the SKMT;
- 2c. Plan and execute all administrative and logistical concerns in the conduct of the SKMT;
- 2d. Whenever needed, tap or partner with local resource institutions (LRIs), civil society organizations (CSOs), and non-government organizations (NGOs);

- 2e. Organize additional teams if needed;
- 2f. Facilitate the invitation of resource persons and co-facilitators in the training;
- 2g. Safely keep all documents pertaining to the training conducted, such as training design, terminal reports with photo-documentation, certificates, attendance sheets, and evaluation and assessment reports;
- 2h. Ensure that the training standards as defined by the DILG and other partners are adhered to in the implementation of the SKMT in Loon;
- 2i. Facilitate the issuance of the certificate of completion and certificate of appearance to the participants who comply with the requirements of the training;
- 2j. Monitor the conduct of the SKMT;
- 2k. Submit to the DILG Regional Office and the area office of the National Youth Commission (NYC) within seven days after the conduct of the SKMT all documents as aforementioned; and

**Section 3. Effectivity.** - This Executive Order shall take effect immediately.

Issued this 27<sup>th</sup> day of October 2023 in the Municipality of Loon, Bohol.

  
ELVI PETER L. RELAMPAGOS  
Mayor