

Republika ng Pilipinas
(Republic of the Philippines)
KAGABUNAN NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila

October 11, 1977

DEPARTMENT MEMORANDUM
No. 222, s. 1977

ENCOURAGING ORGANIZATION OF BKK LOCAL CHAPTERS

To: Bureau Directors
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities

1. In line with the policy of harnessing young government employees for more productive endeavor along the development goals of the New Society, school officials are enjoined to encourage and facilitate the organization of local chapters of the Buklod ng mga Kabataang Kawani.

2. The Buklod ng mga Kabataang Kawani (BKK) is an organization of government employees of not more than thirty (30) years of age. The objectives of the organization are as follows:

- a. To maintain high standards of competence by encouraging personnel responsibility and efficiency through employee training programs and by seeking opportunities for the continuing growth and development of its members;
- b. To contribute to community development by coordinating with government agencies and instrumentalities vested with such function and to assist in every manner possible in the implementation of their program;
- c. To serve as the medium of articulation of the members' views, suggestions, needs, and grievances;
- d. To serve as an effective feedback mechanism on important national policies on government reforms and community development; and
- e. To serve as the learning ground for the members in the preparation for future leadership in the government.

3. In the organization of chapters in the field, the following pointers may be used:

- a. Gather all teachers and employees of not more than thirty (30) years of age for the organizational meeting.
- b. Formulate and ratify the Constitution of the BKK Chapter.
- c. Elect the BKK Chapter Executive Board consisting of the following officers: President, Vice-President who shall concurrently be the Chairman of the Committee on Community Development, Secretary, Treasurer, Auditor, Public Relations Officer, Chairman of the Committee on Membership, Chairman of the Committee on Personnel Relations, Chairman of the Committee on Member Development, and Chairman of the Committee on Finance.
- d. Establish an office of the BKK Chapter properly equipped with desks, chairs, typewriter(s), etc.
- e. Submit the Constitution to the schools superintendent and regional director for approval.
- f. Submit a detailed report to this Office on the results of implementation of this Department Memorandum, including the original copy of the ratified Constitution, names of officers, and development projects, if any.

4. Inclosed is a copy of the DDC BKK Constitution which may be used as a model for chapter organizations.

5. It is suggested that the regional directors, schools superintendents, and district supervisors take the leadership in disseminating the contents of this Department Memorandum for the information and guidance of all concerned.

(SGD.) MARCIANO ALABRACIN
Acting Secretary of Education and Culture

Incl.:

As stated

Reference:

Department Order: No. 57, s. 1977

Allotment: 1-2-3--(D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES
OFFICIALS
RULES & REGULATIONS
SOCIETY OF ASSOCIATIONS

CONSTITUTION OF THE DEC BUKLOD
NG MGA KABATAANG KAWANI

PREAMBLE

We, the young employees of the Department of Education and Culture, inspired by the vision of President Ferdinand E. Marcos and conscious of our role in the task of nation-building, in order to contribute to the upliftment of the civil service and to encourage youth involvement in community development, do hereby organize ourselves and promulgate this Constitution.

ARTICLE I - NAME

Section 1. The organization shall be known as the DEC Buklod ng mga Kabataang Kawani which may be referred to as DEC Buklod for short.

Section 2. The organization shall have its principal office at the Office of the Secretary, Department of Education and Culture (Building No. 3), Arroceros, Manila.

ARTICLE II - OBJECTIVES

Section 1. The Objectives of the organization shall be:

- a. To maintain high standards of competence by encouraging personnel responsibility and efficiency through employee training programs and by seeking opportunities for the continuing growth and development of its members;
- b. To contribute to community development by coordinating with government agencies and instrumentalities vested with such function and to assist in every manner possible in the implementation of their programs;
- c. To serve as the medium of articulation of the members' views, suggestions, needs, and grievances;
- d. To serve as an effective feedback mechanism on important national policies on government reforms and community development; and
- e. To serve as the learning ground for the members in the preparation for future leadership in the government.

ARTICLE III - DEFINITION OF TERMS

Section 1. As used in this Constitution, the following terms shall mean:

- a. DEC Bureau - DEC Buklod ng mga Kabataang Kawanj.
- b. Member - Members of this organization.
- c. Board - Executive Board of the organization.
- d. Department of Education and Culture (DEC)
- e. Office - a bureau or unit in the Department of Education and Culture.

ARTICLE IV - MEMBERSHIP

Section 1. Members shall be classed into four (4):

- a. Charter members - The founders of the organization.
- b. Regular members - Those members who meet all the qualifications enumerated in Section 2 of this Article.
- c. Associate members - Those members who meet all the qualifications enumerated in Section 2 of this article who choose to continue their membership in the organization.
- d. Ex-officio members - Charter, regular, and associate members who have reached the age of thirty but below 35 who choose to continue their membership in the organization.
- e. Honorary members - Any person who because of his support and service to the organization has been conferred honorary membership by the Board.

Section 2. Membership shall be open to any employee of the Department who:

- a. is not more than thirty (30) years of age at the time of admission.
- b. has at least completed secondary education.
- c. has rendered at least six (6) months of service in the government.

d. is of good moral character.

e. has at least a "Satisfactory" performance rating for the last performance rating period immediately preceding his application for membership.

Section 3.

a. Members of good standing, except ex-officio members have the right to attend and participate in the meetings of the organization, and to vote for and be voted upon as representatives of their respective offices, associate, ex-officio and honorary members.

b. All members have the right to seek advice and support from the organization on personnel matters and participate in the activities of the organization.

Section 4.

a. There shall be a membership fee of \$3.00 and an annual fee of \$2.00 to be paid on or before the thirty-first (31st) of January of each year. Associate, ex-officio, and honorary members shall be exempt from the payment of the annual dues.

b. Special contributions and donations from any member and other source may be received by the DEC Suklod Board.

c. Non-payment of dues for one year shall be sufficient cause for dropping the member from the organization. However, membership may be restored upon payment of dues for the previous and current year.

Section 5. The grounds enumerated in Section 2 of Article IX shall be the same grounds for disciplinary action against a member.

ARTICLE V - THE EXECUTIVE BOARD

Section 1. The Executive Board shall govern the organization. It shall hold office for two (2) years or until its successor shall have been duly constituted. It shall be composed of representatives from the different chapters of the Department. Each office of the Department shall be represented by the chapter's two (2) higher officers.

Section 2. Each member of the Board shall be selected by the members of his respective office from among the regular members of the Buklod in such manner as may be deemed suitable by that office. No member may be chosen representative for more than two terms. A majority of all the members of the DEC Buklod Board shall constitute a quorum for purposes of electing their respective officers and deciding matters relating thereto.

Section 3. The members of the Executive Board, through secret balloting shall elect among themselves the following officers of the organization: the President, the Vice-President who shall concurrently be the Chairman of the Committee on Community Involvement, the Secretary, the Treasurer, the Auditor, the Public Relations Officer, the Chairman of the Committee on Membership, the Chairman of the Committee on Personnel Relations, the Chairman of Member Development, and the Chairman of the Committee on Finance.

Section 4.

a. In case of vacancy occurring less than four (4) months before the next regular election, the board shall choose, by a majority vote one from among its members, to fill the vacancy. The successor shall serve only the unexpired portion of the term of his predecessor.

b. If a vacancy occurs more than four (4) months before the next regular election, the members in that office whose representative seat has been vacated shall hold a special election for the purpose of filling such vacancy.

Section 5. The Executive Board shall hold regular monthly meetings. Special meetings may be called by the President as the need arises or upon request of at least two members of the Executive Board.

ARTICLE VI - FUNCTIONS OF THE DEC BUKLOD

Section 1. The following are the functions of the DEC Buklod:

a. Formulate policies, guidelines, rules, and regulations for the organization and adopt general plans and programs to provide as much opportunities as possible for the development and growth of the members.

b. Supervise and coordinates the conduct of activities in the local Buklod organizations.

c. Submit to the general membership an integrated annual report of accomplishments of its various local organizations.

ARTICLE VII - POWERS AND DUTIES OF OFFICERS

Section 1. The President shall be the executive officer of the organization. He shall preside in all meetings of the DEC Buklod and of the Executive Board, and approve and sign the minutes of these meetings. He shall represent the organization, countersign certificates of membership and other papers affecting its activities and perform such other duties inherent to the nature of his position.

Section 2. The Vice-President shall perform the duties of the President in case of the latter's absence, disability, or resignation. As Chairman of the Committee on Community Involvement, he shall be responsible in coordination with the different government agencies or instrumentalities entrusted with the task of community development and shall make reports and recommendations relative to the Executive Board.

Section 3. The Secretary shall issue notices for all meetings and elections of the organization and shall prepare and keep the minutes of such meetings and elections. He shall secure and keep all records and other papers of the organization and shall sign all papers issued by the DEC Buklod.

Section 4. The Treasurer shall be the custodian of all funds and properties of the organization; shall sign and pay all vouchers covering obligations legally incurred and authorized by the Executive Board; shall collect and keep an accurate up-to-date account of all such receipts and disbursements, the records of which shall be open for reasonable inspection to any member during office hours; and shall perform such other duties as are inherent to his position.

Section 5. The auditor shall conduct a periodic audit of all funds and account books of the organization. He shall certify his report, which shall be in writing to the President. He shall perform such other duties as are inherent to his position.

Section 6. The Public Relations Officer shall be responsible for promoting relations between the DEC Buklod and other organizations within and without the Department. He shall be responsible for the publication and dissemination of information on Buklod matters.

Section 7. The Chairman of the Committee on Finance shall prepare annually such financial programs of the Buklod and shall coordinate all activities of the organization relative to its finance. He shall countersign all disbursements made by the Treasurer. The DEC Buklod shall endeavor to establish a trust fund in any of the government banking institutions.

Section 8. The Chairman of the Committee on Membership shall be responsible for the recruitment and selection of prospective members of the DEC Buklod. He shall submit a written recommendation to the Executive Board nominating qualified applicants for membership. He shall sign all petitions filed on behalf of the aggrieved member and perform such other functions pertinent to his Committee.

Section 9. The Chairman of the Committee on Personnel Relations shall receive all suggestions and complaints forwarded to the DEC Buklod. He shall determine the merit of the complaint filed and initiate investigations pertaining thereto. He shall sign all petitions which shall be addressed to the proper office of the Department of Education and Culture filed on behalf of the aggrieved member.

Section 10. The Chairman of the Committee on Member Development shall be responsible for coordinating with the proper offices in drawing up training and other programs for employee development and in seeking opportunities for the continuing growth and development of the members. He shall sign all certificates of training completed under the auspices of the DEC Buklod, and shall perform such other duties as may be pertinent to the nature of the function of his position.

ARTICLE VIII - PERMANENT COMMITTEES

Section 1. The following shall be the permanent Committees of the DE Buklod:

- a. Committee on Finance
- b. Committee on Membership
- c. Committee on Personnel Relations
- d. Committee on Member Development
- e. Committee on Community Development

Section 2. The Chairman of each Committee shall appoint from among the members of the DEC Buklod three members of his respective committee for approval by the Executive Board.

ARTICLE IX - IMPEACHMENT

Section 1. Any member of the Executive Board may be removed from the office upon a vote of three-fourths (3/4) of the members present in a meeting called for such purpose.

Section 2. The grounds for impeachment shall be:

- a. Acts inimical to the objectives of the DEC Buklod.
- b. Dishonesty.

c. Willful violation of the Constitution and other rules of the DEC Buklod.

d. Conviction in any crime or violation which involves moral turpitude.

ARTICLE X - AMENDMENTS

Section 1. This Constitution may be amended by at least three-fourths (3/4) affirmative vote of all the members of the DEC Buklod.

Section 2. The proposed amendment must be submitted in writing to the Secretary for the deliberation of the Board. The result of the deliberation shall be posted in conspicuous places in the Department of Education and Culture at least fifteen working days prior to the meeting called for the purpose of considering the proposed amendment.

Promulgated this 23rd day of September nineteen hundred and seventy seven in the City of Manila.

(SGD.) RAISON ALEXANDIS
President
DEC Buklod

(SGD.) CAROL GUERRERO
Secretary
DEC Buklod

Approved:

(SGD.) JUAN L. MANUEL
Secretary
Dept. of Education and Culture

A true copy