

# Level Of Knowledge on Parliamentary Practices and Procedures Among the Sanguniang Kabataan (Sk) Chairpersons in Tangub City

Mario B. Sayson Jr.<sup>1</sup>, Roovie Angelie C. Siasico<sup>2</sup>, Jesa V. Zamora<sup>3</sup>, Grichen T. Bation<sup>4</sup>

Pending

DOI: <https://doi.org/10.47772/IJRISS.2025.91100480>

Received: 18 September 2025; Accepted: 25 September 2025; Published: 20 December 2025

## ABSTRACT

The Sangguniang Kabataan (SK) is the formal mechanism for youth involvement in local governance in the Philippines, underscoring the need for SK Chairpersons to have a solid understanding of leadership and parliamentary procedures. This study evaluated the parliamentary knowledge of 55 SK Chairpersons in Tangub City, Misamis Occidental, through a descriptive-correlational quantitative design. A validated questionnaire assessed seven areas: agenda creation, meeting minutes, quorum, voting and nominations, motions, order of precedence, and amendments. Descriptive statistics and Pearson-r correlation analyzed knowledge levels and their relationship to age at election and length of service. Findings showed Chairpersons were most competent in quorum (mean = 2.96), meeting minutes (2.72), and agenda creation (2.70), rated “Satisfactory.” Fair knowledge was observed in voting and nominations (2.25), motions (2.23), amendments (2.14), and order of precedence (2.12), with order of precedence being the least understood. Significant correlations emerged between age and knowledge of order of precedence and amendments, and between length of service and knowledge of voting, nominations, and amendments. The study concluded that while SK Chairpersons have foundational knowledge, they lack depth in technical parliamentary procedures. The study recommends targeted trainings, curriculum integration, standardized modules, peer-led activities, and further research to enhance the procedural competence of SK Chairpersons across various sectors.

**Keywords:** Local Government Unit, Parliamentary Practices and Procedures, Robert's Rule of Order, Sangguniang Kabataan Chairperson, Youth Leadership

## Dedication

This thesis is dedicated first and foremost to God, whose divine guidance and wisdom have sustained us throughout the completion of this research.

To all the Sangguniang Kabataan (SK) Chairpersons of Tangub City—your tireless commitment to serving your communities has been the inspiration behind this study. To the young leaders who continue to pursue excellence in governance, your passion and dedication are the driving forces behind meaningful change.

We also dedicate this work to our beloved families—the Sayson and Calabria families—for their unwavering support, love, and encouragement throughout this journey. Your belief in our potential has been our greatest source of strength and motivation.

We extend our deepest gratitude to our esteemed panelists: Prof. Preachy Esin, Prof. Requina, and Prof. Clint Joy M. Quije, for their constructive feedback and academic guidance.

To our editor, Ms. Glydel Abella—thank you for your meticulous attention to detail and unwavering support in refining our work.

To our statistician, Ms. Kimberly Jangad—your expertise and patience were instrumental in analyzing and interpreting our data accurately.

To our mentors—thank you for your encouragement and for pushing us to do our best every step of the way.

To our colleagues and friends—your words of motivation and moral support have been a constant source of comfort and strength.

For all these contributions, we are sincerely and deeply grateful.

## ACKNOWLEDGEMENT

We would like to express our sincere gratitude to everyone who contributed to the success of this research. First, we thank the Almighty Father for granting us the wisdom and strength to complete this study. Our deepest appreciation goes to our research mentors and advisers, Mr. Eldie J. Bulajao, Jessa V. Zamora, Grichen T. Bation, for their guidance and invaluable support throughout the process.

We are also grateful to our panel—Prof. Preachy Mae Esin, Prof. Jay Mar Requina, and our panel chair, Prof. Clint Joy M. Quije—for their constructive feedback and helpful suggestions.

Special thanks to Mrs. Julie Cabalan, our research instructor, for her constant encouragement, as well as to Ms. Kimberly Jangad, our statistician, and Ms. Glydel Abella, our editor, for their contributions.

Lastly, we thank our families—thank you for your unwavering emotional and financial support. Your belief in us has been our foundation of strength. To our classmates and friends for their unwavering support and encouragement. This research is a product of shared efforts, and we are truly thankful.

## The Problem and Its Scope

### Background of the Study

A barangay is the smallest and most essential unit of governance in the Philippines. In governing barangay meetings, parliamentary procedures serve as a structured guide to ensure fairness, and efficiency. These procedures, often based on Robert's Rule of Order or Local Government guidelines, help facilitate discussions, resolve disputes, and ensure democratic decision-making. The Local Government Code of the Philippines stated that a barangay must be led by a barangay captain who is elected by the community and supported by seven barangay councils with legislative authority. As recognized in Article II, Section 13 of the 1987 Philippine Constitution, the government trusts in the youth's capacity to lead and empower the nation with fresh ideas, which highlights the youth's role in nation-building. Hence, based on Chapter 8, Section 423, Paragraph A of the LGC, it was stated that, "There shall be in every Barangay, a Sangguniang Kabataan (SK) to be composed of a chairman, seven (7) members, a secretary, and a treasurer. Given that representatives of the youth are given a chance to lead in the youth level, the need for them to adhere in appropriate procedures must be emphasized. Specifically, they must be knowledgeable in parliamentary procedures to ensure that meetings are conducted in an orderly, fair, and efficient manner, allowing democratic participation from all members.

Youth engagement in policy decision-making can benefit youth and their communities. Youth bodies at the municipal level, in the form of councils, commissions, and advisory boards, are one common mechanism to engage youth (Augsberger et al, 2023). The participation of youth in local governance is to check whether these young leaders have absorbed the ideals of clean government, or whether they also follow the same paths, bringing parliament and the public together in a joint endeavor (Evans, 2024). Particularly, the Local Government Code of 1991, section 50 (b) (4) states that conduct of meetings during sessions often becomes stressful and chaotic when a group is attempting to make decisions and when multiple individuals attempt to talk at the same time while others sit in the back of the room and are disengaged from the topics being discussed. This systematic process of parliamentary procedure allows a group to achieve its objectives in a way that is efficient, just, and productive. In every session conducted by the youth leaders, it is important for the members to rely on information to inform others about the events proposed by their respective chairperson. By this, exercising

formal type of meetings, such as practicing parliamentary procedures, is an important training for the youth leaders.

In an initial interview with the SK Federated officer and his secretary in Tangub City, the researchers found that parliamentary procedures were not being properly followed during their sessions. Additionally, a review of their meeting minutes revealed that some key elements of these procedures were missing. Given that young people are naturally inquisitive and open to discussions, it is crucial to implement parliamentary procedures in their sessions. These guidelines help maintain order, ensure efficiency, and promote fairness in decision-making. By providing a structured framework for discussions, parliamentary procedures uphold majority rule while safeguarding the rights of the minority, fostering a more democratic and effective governance process within the SK council.

In light of this, the researchers were driven to conduct this study to identify the level of knowledge on parliamentary practices and procedures among the Sangguniang Kabataan

(SK) Chairpersons in Tangub City. Specifically, the researchers assessed the profile of the respondents in terms of their age, gender, educational attainment, age when elected, and length of service. Additionally, this study explored their knowledge on parliamentary procedures in terms of seven (7) variables. Ultimately, this study's purpose was to ascertain the significant relationship between the profile of the SK Chairpersons and their level of awareness on the parliamentary practices and procedures. Overall, the data produced in this study could be used in creating recommendations to address the gaps identified in the study.

## Conceptual Framework

This chapter was designed to determine the level of knowledge on parliamentary practices and procedures among the Sangguniang Kabataan (SK) Chairpersons in Tangub City. Under the Robert's Rules of Order, there were fifteen (15) variables of parliamentary practices and procedures, which included: quorum, agenda, motions, order of precedence, debate, voting and nomination, Chair's role, recognition, amendments, point of order, appeal, previous question, minutes, committee, and adjournment. This study focused on seven (7) variables: Building Agenda, Meeting Minutes, Quorum, Voting and Nominations, Motion, Order of Precedence, and Amendment.

According to Robert's Rules of Order (12th Edition, 2020), building an agenda was the process of organizing and outlining the topics, discussions, and actions to be addressed in a meeting. It served as a roadmap to ensure that meetings were structured, efficient, and goal-oriented. A meeting agenda serves as a structured roadmap for your meeting, detailing the topics and activities planned (Martinis, J., 2025). It helps keep the meeting focused and

organized by allocating time for each item and identifying who is responsible for presenting. By providing structure, it encourages preparation, active participation, and efficient use of time.

According to Vu (2020), agenda-building is the process through which an issue gains importance in the news, shaped by the interaction between the media, the public, and political figures. This stage involves collaborative influence, where each actor plays a role in bringing attention to specific topics. Only after this process does agenda-setting take place, where the prioritized issues are formally recognized in public and political discussions.

Meeting minutes were the official written record of discussions, decisions, and actions taken during a meeting. According to A. R. a. R. O. O. (2019), meeting minutes are intended for individuals who need a clear summary of what took place during a meeting. Rather than recording every statement verbatim, the minutes should highlight the main points, decisions made, and key arguments or concerns raised. This approach ensures that the essence of the discussion is preserved, allowing others especially those who were absent to understand the meeting's outcomes and context. Meeting minutes offer an official record of what was discussed during a meeting, including key decisions, assigned tasks, and agreed deadlines (Deignan, S. 2023). They serve as a

valuable reference for both attendees and those who were absent, ensuring everyone is informed. This documentation helps maintain transparency and accountability within the organization.

A quorum was the minimum number of members required to be present in a meeting to legally conduct business and make official decisions. Without a quorum, any actions or votes taken might have been considered invalid. The required number for a quorum was usually specified in an organization's bylaws, constitution, or governing rules. According to BoardEffect (2023), "organizations form boards to unite the distinct skills and expertise of their directors, fostering a diverse team equipped to tackle complex issues." By combining these talents, the board gains multiple viewpoints, enabling more thoughtful and strategic decisionmaking for the organization's benefit. This teamwork ensures that both current operations and future objectives are addressed, guiding the organization toward lasting success and development. According to Board, I. (2024), "a quorum is essential to maintain the integrity of board decisions by requiring a minimum number of members to be present before any official action can be taken." This rule prevents a small subset of members from making decisions that affect the whole organization without broader participation. By ensuring adequate representation, a quorum helps promote fairness, accountability, and legitimacy in the decision-making process.

Voting and nominations were defined as follows: voting was the formal process by which individuals or groups expressed their choices to make decisions, elect leaders, or approve policies, while nomination referred to the process of proposing candidates or motions for election to a position or office. According to Miller, N. R. (2023) In small voting groups like committees, legislatures, and public meetings, it is both practical and customary to follow a sequential binary voting process based on parliamentary procedures. This involves presenting a series of yes/no decisions to the voters, where each subsequent decision depends on the outcomes of previous ones. Since each vote is binary and decided by majority rule, individual votes are typically free from issues of inconsistency or strategic manipulation. However, the overall challenge lies in designing the order and structure of these votes, as this broader framework can reintroduce the very problems of consistency and strategic behavior that the individual votes avoid. According to Teehankee, J. (n.d.), elections are fundamental to democracy because they allow citizens to select their leaders and hold them accountable. They also ensure that power is transferred peacefully and that the public has a voice in political decisions.

A motion was a formal proposal put forward by a member of an assembly or organization for discussion and decision-making. It served as the foundation of parliamentary procedure, allowing groups to introduce ideas, debate issues, and take action. According to Robert's Rules, motions are designed to clearly communicate a proposal for the group to act upon or to formally state the group's stance on an issue. This clear phrasing helps ensure that discussions remain focused and that decisions are made efficiently and effectively. According to the Municipal Research and Services Center of Washington (MRSC, 2015), a council member must first receive recognition from the mayor before formally presenting a motion during a meeting. After the motion is introduced and supported by another member if a second is required the chairperson is responsible for clearly restating the motion to ensure everyone understands it or ruling it out of order if it doesn't comply with procedural rules. Following this, the chair calls for a discussion, allowing members to debate the motion's merits. Although the majority of motions require a second to proceed, there are some exceptions where this step is not necessary. This process helps maintain order and fairness in council deliberations.

The order of precedence referred to the ranking or hierarchy of motions in parliamentary procedure, determining which motions took priority over others during a meeting. It ensured that more urgent or essential matters were addressed first, maintaining structure and efficiency in discussions. According to Admin, N. (2022), the Order of Precedence is a structured list used to rank officials and authorities based on their status or function within an organization or government. This arrangement dictates how individuals are acknowledged, positioned, or prioritized during formal gatherings and official events, ensuring proper decorum is observed. It plays a key role in upholding protocol and respect in settings such as government, diplomacy, and legislative activities. Meanwhile, GmbH, F. (n.d.) explains that the order of precedence is equally vital in managing multiple documents, particularly when there are conflicting or overlapping provisions. It establishes a clear rule for which document should be followed first, helping to avoid confusion and disputes by creating a consistent and fair approach to interpretation.

Lastly, an amendment was a formal change or modification proposed to a motion, bill, or document to clarify, improve, or alter its content before final approval. Amendments helped refine proposals by adding, deleting, or substituting words to better reflect the intentions of the assembly. In parliamentary procedure, amendments had to be debated and voted on before becoming part of the original motion. According to Convene (2025), amendments are vital tools for organizations as they provide the necessary flexibility to revise existing rules, policies, or official documents in order to respond to new developments. These revisions enable organizations to effectively address changes in trends, market conditions, and legal regulations, ensuring that their operations remain current and practical. Through amendments, organizations are able to stay competitive and compliant, adjusting their strategies and internal guidelines as circumstances evolve. Meanwhile, The Editors of Encyclopaedia Britannica explain that, in the realm of government and law, an amendment refers to any formal change or addition made to important legal texts such as constitutions, statutes, or legislative bills. These legal modifications are essential for refining, correcting, or enhancing existing provisions to better reflect the needs and values of society. Overall, both perspectives highlight that amendments serve as key mechanisms for adaptability, progress, and relevance—whether in organizational governance or in the legal and political sphere.

The research was anchored in the principles of Robert's Rules of Order, a comprehensive guide to parliamentary procedure authored by Henry M. Robert III, Daniel H. Ho-nemann, Thomas J. Balch, Daniel E. Seabold, and Shmuel Gerber. According to the Municipal Research and Services Center of Washington (MRSC) (2024), parliamentary procedure provided the process for proposing, amending, approving, and defeating legislative motions. Even though using parliamentary procedure isn't strictly required, it can help make council meetings run more smoothly and lower the risk of decisions being challenged or declared invalid due to procedural mistakes. A city can choose to create its own rules for how meetings are conducted through an ordinance or resolution or it can officially follow established guidelines like Robert's Rules of Order.

According to Rivas, J. M., Bohigues, A., and Colalongo, R. E. (2023), parliamentary practices and procedures in the Philippines refer to structured approaches that promote fairness, order, and efficiency during meetings by ensuring that motions, debates, and voting follow recognized rules. These practices help safeguard the rights of all members and support transparency in decision-making. The authors emphasize five developmental contexts of parliamentary procedure: the formalization of informal practices, the creation of clearer and more precise rules, integration with bureaucratic systems, reliance on third-party bodies like courts for conflict resolution, and greater awareness of the broader impact of decisions. Shaw (2020) supports this view by highlighting that the evolution of parliamentary procedure is marked by similar trends aimed at improving uniformity and accountability. Shaw notes that clearer regulations limit ambiguity, and the growing role of legal institutions reinforces structured conflict resolution. Together, these insights reflect how parliamentary governance has transformed into a more organized, transparent, and legally responsive system.

As stated by Christoph Konrath (2021), the formalization of informal practices related to the analysis presented by Morlok. It came into play for a variety of reasons, such as when a previous underlying consensus could not be upheld or was no longer shared or understood. This may have happened because of party fragmentation or a rise in the number of people within the system who could block decisions. It could also reflect a growing demand for transparency, where actions need to be clear, explainable, and easy to verify. In the past, informal practices worked because there was a shared, unspoken understanding that helped connect political goals with legal requirements.

Formalizing previously informal parliamentary practices presented significant challenges. While it improved consistency, it also limited the flexibility and interpretive freedom that informal systems previously allowed. This shift required adherence to legal frameworks and broader legal scholarship, moving beyond individual expert opinions or isolated procedural debates. According to Pekonen et al. (2024), this transformation aimed to turn diverse and often conflicting viewpoints into productive, deliberative dialogue that deepened understanding of agenda items from various perspectives. Konrath (2021) further argued that embedding parliamentary procedures within administrative law can either strengthen democratic resilience or risk detaching these practices from both the public and elected officials. Although the procedures may appear overly technical, they serve a

vital role in transforming ideological conflicts into structured debates, reinforcing parliamentary legitimacy through peaceful, rule-based decision-making.

The seven key variables represent fundamental aspects of effective parliamentary governance. Agenda building is crucial as it provides a clear and organized framework for meetings, ensuring that discussions are comprehensive and focused. Keeping accurate meeting minutes offers transparency and serves as an official record of decisions and discussions, which supports accountability. Quorum is vital because it establishes the minimum number of members needed to validate any decisions made during the meeting. Voting and nominations reflect the democratic nature of decision-making and assigning roles within the group. Motions introduce formal proposals that guide discussions in a structured way. The order of precedence helps maintain order by prioritizing which motions to consider first. Finally, amendments allow participants to suggest changes or additions to motions or documents, promoting flexibility and continuous improvement in parliamentary processes (Robert, 2020; Yoder, 2017).

In the article by Aimee Dres R. Bautista titled “Exploring Political Socialization and Political Participation: The Filipino Youth and the Sangguniang Kabataan in Caloocan City’s First Legislative District,” the author concluded that political socialization and engagement play an essential role in encouraging youth involvement in formal politics. Despite this potential, the Sangguniang Kabataan (SK) has faced criticism for issues such as inefficiency and corruption.

Through a directed content analysis of focus group discussions in two schools in Caloocan City, the study examined young people’s attitudes toward the SK and how these perceptions influenced their willingness to participate. Consistent with political socialization theory, Bautista found that youth commonly developed views about the SK through family influence, media exposure, and personal experiences. However, the findings also indicated a widespread sense of political cynicism, with many young individuals expressing disinterest in SK activities and elections. Similarly, Labayne, L. M. (2019) assessed the performance of SK officials and found that while some showed dedication to public service, a considerable number lacked training in governance and parliamentary procedures. This lack of preparation often resulted in poorly executed youth programs and ineffective meetings, prompting the study to highlight the need for ongoing training and capacity-building efforts to improve the overall credibility and performance of the SK.

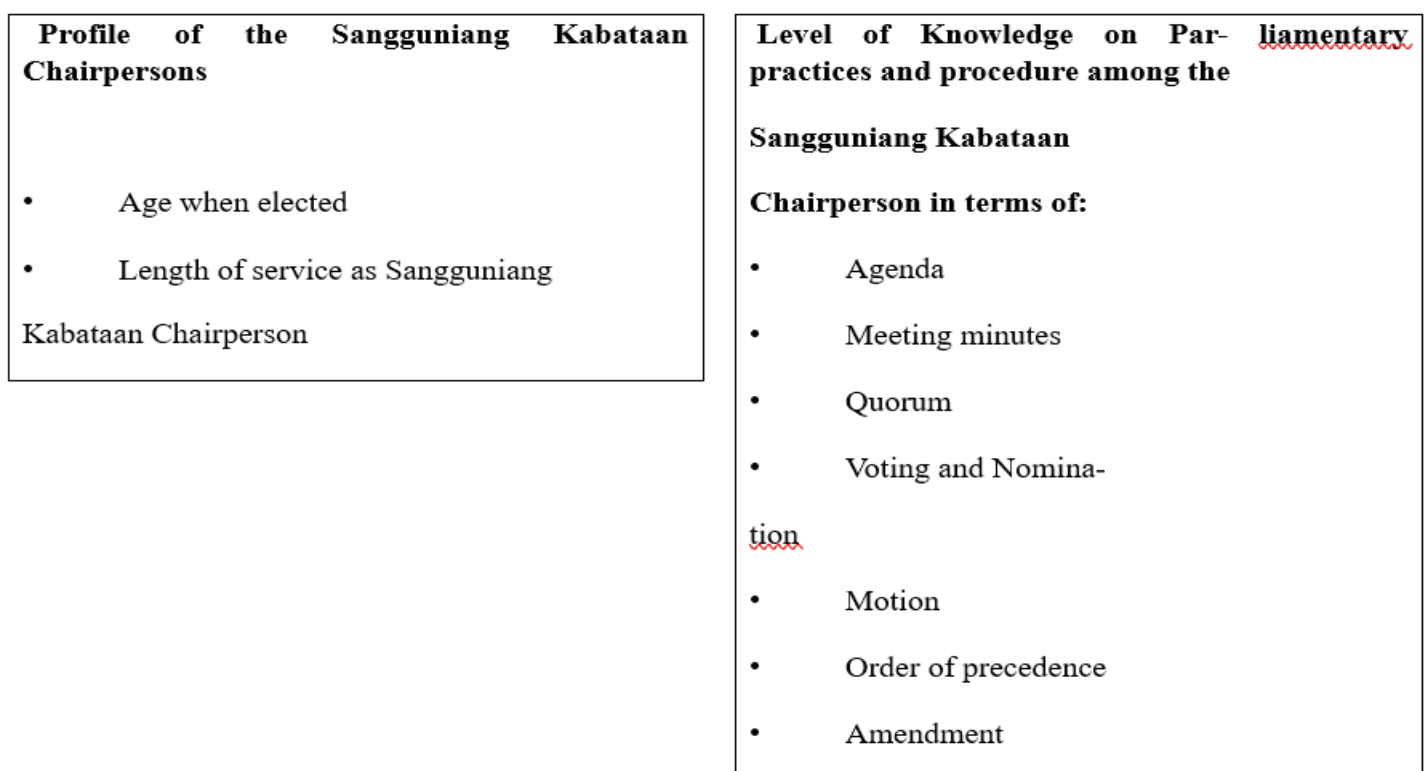


Figure 1. Schematic Diagram of the Study

## Statement of the Problem

This research study aimed to identify the level of knowledge on parliamentary practices and procedures among the Sangguniang Kabataan (SK) Chairpersons in Tangub City, Misamis Occidental.

Specifically, this study will seek answers to the following questions:

1. What is the profile of SK Chairpersons in terms of:
  - 1.1. age when elected; and
  - 1.2. length of service as a SK Chairperson?
2. What is the level of knowledge of the SK Chairperson in terms of:
  - 2.1. creating agenda;
  - 2.2. preparing minutes of meeting;
  - 2.3. quorum;
  - 2.4. voting and nomination;
  - 2.5. motion (summary of motions and handling a main motion)
  - 2.6. order of precedence; and
  - 2.7. amendment?
3. Which among the SK Chairpersons' level of knowledge on parliamentary practices and procedures is least knowledgeable?
4. Is there a significant relationship between the SK Chairpersons' level of knowledge on parliamentary practices and procedures and the profile of the SK chairpersons?

## Significance of the Study

This research study may be beneficial to the following groups and individuals, offering them insights that could be utilized in various ways:

**SK Officials and Youth Leaders.** The findings of this study may help SK officials and youth leaders deepen their understanding of parliamentary procedures and practices. This increased awareness could potentially contribute to more effective governance and improved decision-making processes.

**Youth.** The results of this study might serve to inform the youth about the current level of understanding that elected youth leaders have regarding parliamentary procedures and practices. This awareness may influence their choices in future elections.

**Future Leaders.** This study could serve as a helpful resource for aspiring leaders, guiding them in understanding and potentially applying parliamentary procedures and practices when they assume leadership roles in the future.

**Future Researchers.** The study may offer a valuable reference point for future researchers conducting similar inquiries. The data and findings presented here could support further exploration and deepen the collective understanding of youth participation in governance through parliamentary procedures.

## Scope and Limitation of the Study

This study focused on the Sangguniang Kabataan (SK), who were elected during Barangay and Sangguniang Kabataan election (BSKE) held last October 30, 2023, in Tagub City. This study was carried out to measure the level of their knowledge in of par- liamentary procedures and practices during the meeting sessions they conducted. Con- versely, this study was conducted at Tangub City, Misamis Occidental. Furthermore, this study was conducted during the first semester of Academic Year 2024-2025.

## RESEARCH METHODOLOGY

This section discusses the research design, research setting, research respondents, research instrument, instrument validity, data gathering procedure, and data analysis of the study.

**Research Design.** The researchers employed a descriptive correlational quantita- tive research design for this study. According to Pritha (2021), correla- tional research design investigates the relationship between two or more variables

without the researcher manipulating any of them. This type of research is particularly useful in identifying patterns and associations between variables. In this study, the design enabled the researchers to assess the relationship between the SK Chairpersons' level of knowledge on parliamentary practices and procedures and other rele- vant variables without altering any conditions

**Research Setting.** This study was conducted in Tangub City, Misamis Occidental. Tangub City is located in the province of Misamis Occidental and is politically subdivided into 55 barangays. Each barangay consisted of several puroks. Tangub City had a diverse demographic profile. The researchers of this study chose this location as the setting because they observed a lack of application of parliamentary procedure, which they aimed to investigate through their findings.

**Research Respondents.** The study included fifty-five (55) Sangguniang Kabataan (SK) Chairpersons from Tangub City as its respondents. A purposive sampling method was employed, wherein participants were deliberately selected based on predetermined criteria aligned with the study's objec- tives. The criteria for inclusion were as follows: First, the respondent must be the officially elected SK Chairperson of their barangay from the October 30, 2023 Barangay and SK Elections; Second, must be ac- tively serving during the first semester of Academic Year 2024–2025; and lastly must have participated in at least one formal SK meeting during their term. This sampling approach ensured that the respondents re- flected essential attributes such as leadership roles, current engagement in SK duties, and broad representation across different barangays, thus strengthening the validity and relevance of the research outcomes.

**Research Instrument.** The researchers used a researcher-made questionnaire to gather the required data for the study. The questionnaire was composed of items on the demographic profile of the participants, including their age when elected and their location, as well as a survey scale for col- lecting data. The survey questionnaire was specifically designed to de- termine the participants' level of knowledge in parliamentary practices and procedures.

**Instrument Validity.** To ensure the reliability and suitability of the research in- strument, the researchers first submitted the initial version of the ques- tionnaire to the research adviser, editor, and panel members for thor- ough review. Their comments and suggestions were carefully consid- ered and integrated to improve the clarity and relevance of the items. A pilot test was then conducted with a group of individuals who shared similar characteristics with the target respondents but were not part of the main study. The pilot results showed that the questionnaire was easy to understand and capable of collecting consistent and relevant data. Based on these findings, minor revisions were made. The final version of the instrument was then validated by three independent evaluators, who confirmed its content accuracy, clarity, and appropriateness for data collection. This validation

process helped ensure that the instrument was aligned with the study's objectives and was effective for gathering reliable data.

**Data Gathering Procedure.** To ensure the validity and appropriateness of the research instrument, the researchers submitted the draft questionnaire to the research adviser, editor, panel members, and evaluators for review. All suggestions and recommendations were carefully incorporated into the final version of the survey. After securing the necessary approvals, the

researchers sought permission from relevant authorities and obtained informed consent from the respondents. The questionnaires were then personally administered, and the collected data were systematically organized for analysis.

**Data Analysis.** In this study, the researchers used a researcher-made multiple-choice survey questionnaire for data collection. The collected data were quantitatively analyzed and objectively interpreted. The statistical tools used included frequency, percentage, weighted mean, and Pearson-r to ensure accurate analysis and interpretation of the gathered data. Frequency and percentage were utilized to summarize the demographic profile of the respondents. The weighted mean was used to interpret the responses of the participants for each indicator presented in the questionnaire. To interpret the computed mean scores, the researchers applied the following scale:

Table 1 Point System

Points	Percentage	Qualitative Description
5	100	Excellent
4	80-99	Very Satisfactory
3	60-79	Satisfactory
2	40-59	Fair
1	20-39	Poor
0	0-19	Very Poor

### Verbal Interpretation

5 – This signifies that the SK Chairperson in Tangub City has excellent knowledge of the specific parliamentary practice or procedure, suggesting full mastery and correct application during meetings

4 – This signifies that the SK Chairperson in Tangub City has very satisfactory knowledge of the specific parliamentary practice or procedure, suggesting near mastery and correct application during meetings.

3 – This signifies that the SK Chairperson in Tangub City has satisfactory knowledge and demonstrate a fair understanding of the specific parliamentary practice or procedure.

2 – This signifies that the SK Chairperson in Tangub City has fair knowledge of and demonstrate insufficient understanding of the specific parliamentary practice or procedure.

1 – This signifies that the SK Chairperson in Tangub City has poor knowledge of the specific parliamentary practice or procedure, suggesting sufficient mastery and correct application during meetings.

0 – This signifies that the SK Chairperson in Tangub City has no knowledge of the specific parliamentary practice or procedure.

The researchers utilized Pearson Correlation Analysis to investigate the relationship between two continuous variables. The intensity and direction of the relationship between the variables were expressed as a number between -1 and 1 (Turkey,

2022). This analysis aimed to determine whether there was a significant

difference in the SK Chairpersons' level of knowledge on parliamentary practices and procedures when grouped according to their profile. The test followed the provision that if the significance value was less than 0.05, then the alternative hypothesis ( $H_a$ ) was accepted and the null hypothesis ( $H_o$ ) was rejected. Conversely, if the significance value was greater than 0.05, then the null hypothesis ( $H_o$ ) was accepted and the alternative hypothesis ( $H_a$ ) was rejected.

Table 2 Pearsons-r

Scale of Correlation Co-efficient	Interpretation
$0 < r \leq 0.19$	Very Low Correlation
$0.2 < r \leq 0.39$	Low Correlation
$0.4 < r \leq 0.59$	Moderate Correlation
$0.6 < r \leq 0.79$	High Correlation
$0.8 < r \leq 1.0$	Very High Correlation

## Ethical Considerations

In this study, the researchers ensured that informed consent was obtained from the respondents, avoided causing any harm, and maintained their privacy and dignity. Furthermore, the researchers described the purpose of the study to the respondents and requested their written and signed consent. The researchers also clarified that all correspondence related to the study was truthful and transparent. Respondents were encouraged to participate with the assurance that their information would be kept confidential.

## Trustworthiness of the Study

This study was conducted with utmost reliability. To ensure the credibility of the interpretation of the study, the researchers consulted professionals and experts regarding

the gathered data to ensure the accuracy and validity of the findings. The researchers also conducted a thorough literature review to compare their results with existing research and ensure consistency and reliability in their interpretation. The study utilized a robust research design, including appropriate sampling techniques and data collection instruments. By adhering to these practices, the research aimed to enhance the credibility and trustworthiness of its outcomes. To establish the trustworthiness of the study, the researchers observed credibility through systematic recordkeeping, demonstrated clarity during data analysis, and ensured that interpretations of data were consistent and transparent. Consultations with experts and professionals were made to ensure that the researchers made sound judgments on the results and relevant recommendations.

## Definition of Terms

For a more comprehensive understanding, the following terms are defined theoretically and operationally in this study.

**Aptitude.** This refers to a natural skill or an ability to do something well (<https://tinyurl.com/bdex7t7m>). In this study, this is used to elaborate the leadership

potential in conceptual framework part in this study.

**Parliamentary Procedure.** This refers to the body of rules, ethics and customs governing meetings and other operations of clubs, organizations, legislative bodies and other deliberative assemblies (<https://shorturl.at/dFOAu>). In this study, this is used to give the reader a clear meaning of what this study is all about.

**Robert's Rules of Order.** This refers to the standard for facilitating discussions and group

decision-making (<https://shorturl.at/cmHb8>). In this study, this is used as an overview on how to protect the rights of every member in the meetings

**Sangguniang Kabataan (SK).** It is the youth council in the Philippines that serves as a platform for young individuals to participate in local governance and advocate for the needs and interests of the youth in their communities (<https://shorturl.at/R2Gve>). In this study, this word is used to give the reader an overview on the specific focus of this study. 23

## Presentation, Analysis, And Interpretation Of Data

This chapter presents the data, analysis, and the interpretation. Tables show the analysis and interpretation of data. A total of 55 respondents were surveyed. The respondents of this study are the SK Chairpersons of the 55 barangays within Tangub City.

**Table 1 Profile of the Respondents in Terms of their Age when Elected**

Age when elected	Frequency	Percent
18	5	9.09
19	2	3.64
20	11	20.00
21	12	21.82
22	15	27.27
23	9	16.36
24	1	1.82
<b>Total</b>	<b>55</b>	<b>100</b>

Table 1 displays the age distribution of SK Chairpersons. A total of 27.27% of the respondents fall within the age of 22, while 21.82% are aged 21, 20.00% are aged 20.

These age distribution of the SK Chairpersons reveals clear and distinct trends. The highest proportion is represented by those aged 22, accounting for 27.27% of the total. These figures underscore the significant participation of individuals in their early twenties in SK leadership roles. Furthermore, a study by the National Youth Commission (NYC, 2020) emphasized that the age bracket of 18 to 24 is a crucial period for leadership development. This stage is characterized by a heightened sense of civic responsibility and the potential for innovative thinking—essential qualities for SK Chairpersons.

Research has shown that involving youth in governance not only enhances their leadership skills but also fosters civic engagement and encourages active community participation. According to the National Youth Commission (Philippines), youth leadership programs like the SK are instrumental in shaping future leaders by providing them with hands-on experience in governance and decision-making.

By examining the age distribution, it becomes evident that the SK is effectively engaging young leaders—particularly those in their early twenties—who are at a pivotal stage in both personal and professional development. The age provision can be changed to below 25 years of age as a requirement to include those 24 years and a day or days more since this language could be less confusing to prospective candidates (Flores III, et al 2021). This age group is typically characterized by enthusiasm, adaptability, and a strong desire to drive societal change, making them well-suited for leadership roles within their communities. A young leaders aged 20-25 demonstrate heightened enthusiasm, adaptability, and a strong commitment to social change, making them ideal candidates for leadership positions that require innovation and community engagement (Smith & Johnson, 2022)

Table 2 Profile of the Respondents in Terms of their Length of Service

Length of Service	Frequency	Percent
1 year and 1 month	52	94.55
2 years	3	5.45
<b>Total</b>	<b>55</b>	<b>100</b>

Table 2 presented the duration of service of the SK Chairpersons in Tangub City. A total of 94.55% of the respondents had served for 1 year and 1 month, while 5.45% had served for 2 years as SK Chairpersons.

According to the Revised Implementing Rules and Regulations of Republic Act No. 10742 (2023), Section 11 states that the SK Chairperson and members shall hold office for a fixed term of three (3) years unless sooner removed for cause, permanently incapacitated, deceased, or resigned from office. Although the standard term for SK Chairpersons is three years, the service durations observed in Tangub City reflected the dynamic nature of local governance and electoral processes in the Philippines.

The results in Table 5 indicated that the majority of SK Chairpersons were newly elected and had limited experience in their positions. Consequently, some of them may have lacked familiarity with parliamentary practices. Knowledge of parliamentary procedures was essential for SK Chairpersons to lead effectively, uphold democratic values, and ensure orderly governance within their councils.

To address this gap, it was recommended that authorities implement comprehensive training programs focused on parliamentary rules, effective governance, and leadership development. Such programs would better equip SK Chairpersons with the necessary skills to carry out their roles efficiently and responsibly. According to Flores III, et al. (2021) the Commission's mandate is to formulate and implement the country's national youth development program, consult youth organizations including the SKs during youth dialogues as an evaluative mechanism for the agency's programs, provide training and serve as the National Secretariat of the SK (National Youth Commission 2018).

Table 3 Respondents' Level of Knowledge in Terms of Creating Agenda

Indicator	f	%	Qualitative Description
1. The agenda presented by the president before the meeting.	28	51	Fair
2. Flexible time, based on discussion needs allotted for each agenda item.	39	71	Satisfactory
3. Organization picnic planning is not typically included in a standard work meeting agenda.	32	58.18	Fair
4. Reading of minutes is not the major item in creating an agenda.	24	43.63	Fair
5. The chair is responsible to create the agenda.	26	47.27	Fair
Total	55	100	
<b>Average: 2.70</b>			<b>Satisfactory</b>

Table 3 presents the respondents' level of knowledge regarding the proper creation of a meeting agenda. The highest indicator with 71% and the frequency of 39 is Flexible time, based on discussion needs allotted for each agenda item, classified as , this means that most respondents recognize the importance of flexibility in time allocation during meetings. The lowest indicator is the Reading of minutes is not the major item in creating an agenda with only 43.63% frequency of 24 and rated as Fair, shows that many respondents are less aware that reading the minutes should not be prioritized when creating an agenda. Generally, the average qualitative description has satisfactory knowledge and demonstrate a fair understanding of agenda preparation with an average rating of 2.70.

To address this gap, authorities had implemented mandatory training programs for SK officials. For example, the Department of the Interior and Local Government (DILG) issued guidelines for the Sangguniang Kabataan Mandatory Training (SKMT), which included modules on governance, planning, and meeting management. In the study by Dela Cruz (2024), the creating agenda centers on evaluating how effective capacity-building

programs are in enhancing the leadership competencies, governance skills, and community engagement of Sangguniang Kabataan (SK) officials. Despite the existence of these initiatives, studies highlighted the ongoing need for continuous capacity-building. According to the findings of Lising and Rivera (2024), the study aimed to assess the core, technical, and leadership competencies of Sangguniang Kabataan (SK) officials in Quezon Province. The primary agenda of the research was to generate data-driven insights that would serve as the basis for developing a capacity-building program specifically tailored to the needs of SK officials. Research showed that although training programs were available, their effectiveness varied, and many SK officials still lacked the necessary competencies in key areas of governance.

Table 4 Respondents' Level of Knowledge in Terms of Making Minutes

Indicators	f	%	Qualitative Description
1. The minutes is the records of what happens in the meeting.	38	69.09	Satisfactory
2. Stand up in front of the members need to be done while reading the minutes.	23	41.81	Fair

3. It should be made by motion that the approval for the minutes of the meeting.	32	58.18	Fair
4. Date and place are important details to put in meeting minutes.	27	49.09	Fair
5. It provides accountability and indicates meeting duration of the minutes to put time when the meeting ended.	30	54.54	Fair
Total	55	100	
<b>Average: 2.72</b>			<b>Satisfactory</b>

Table 4 reflects the respondents' level of knowledge regarding the proper preparation of meeting minutes. The highest-rated indicator is The minutes is the records of what happens in the meeting with 69.09% and frequency of 38 which described as Satisfactory,

reflects that the majority of respondents understand the primary purpose of minutes, which is to accurately record discussions and decisions made during meetings. In contrast, the lowest indicator with 41.81% frequency of 23 is stand up in front of the members need to be done while reading the minutes described as Fair, shows that many respondents are either unfamiliar with or uncertain about the procedural expectations when presenting minutes, which may reflect a misconception or a need for further guidance on meeting formalities. Overall, the average rating is 2.72, has Satisfactory knowledge and demonstrate a fair understanding of making minutes.

Meeting minutes are critical for ensuring accurate documentation of discussions and decisions made during meetings. They serve as a formal record that can be referenced for accountability and future decision-making. According to Meghan Day (2024) Meeting minutes are crucial accountability and compliance tool. But they must be accurate to meet that need. Accurate meeting minutes are vital in local governance as they serve as official records of decisions, actions, and discussions. They promote transparency, accountability, and provide a historical record for future reference. Best practices in minute-taking include clearly recording decisions, action items, and ensuring the minutes are accessible to stakeholders.

To strengthen their skills, SK Chairpersons can make use of helpful resources like the SK Operations Manual, which provides guidance on governance procedures, including how to take meeting minutes. Attending workshops and training sessions that focus on effective documentation can also greatly enhance their abilities. By adopting these practices, SK Chairpersons. The goal was to gain a deeper understanding of youth leadership and governance at the local level (AtanozaMegriño, 2024).

Table 5 Respondents' Level of Knowledge in Terms of Observing Quorum

Indicators	f	%	Qualitative Description
1. If a quorum is not achieved in a meeting, the meeting will be void.	33	60	Satisfactory
2. Quorum refers to the minimum number of members required to conduct official business in a meeting.	34	61.81	Satisfactory
3. Quorum is important in meetings to ensure fairness in decision-making.	47	85.45	Very Satisfactory
4. The quorum of a meeting is typically determined by the organization's governing documents, such as bylaws.	13	23.63	Poor

5. Decisions made in a meeting without a quorum are typically invalid and unenforceable.	36	65.45	Satisfactory
Total	55	100	
<b>Average: 2.96</b>			<b>Satisfactory</b>

Table 5 The table presents the respondents' understanding of quorum in the context of meetings. The highest indicator with 85.45% frequency of 47 is, Quorum is important in meetings to ensure fairness in decision-making with rated as Very satisfactory. This shows that the vast majority of respondents highly recognize the significance of quorum in ensuring balanced and legitimate decision-making during meetings. The lowest indicator with 23.63% frequency of 13 is, The quorum of a meeting is typically determined by the organization's governing documents, such as bylaws rated as Poor. This reveals a knowledge gap regarding how quorum is formally defined, many respondents may not be fully familiar with the technical or legal basis for determining quorum, such as through organizational bylaws or rules. Generally the overall average is 2.96, has satisfactory knowledge and demonstrate a fair understanding of observing quorum.

Understanding and applying quorum rules was deemed essential for effective governance. A quorum ensured that a sufficient number of members were present to make legitimate decisions, thereby maintaining the integrity and authority of the group's actions. According to Roberts' Rules of Order, a standard reference in parliamentary procedure, the presence of a quorum prevented a small subset from making decisions for the entire body, ensuring fair representation of all members.

In the context of Sangguniang Kabataan (SK), observing quorum rules was particularly important as it upheld the democratic principles of youth leadership. The SK Reform Act required a quorum for official meetings and decision-making, thereby emphasizing the importance of collective governance and accountability. In the context of the Sangguniang Kabataan (SK), adherence to quorum rules is crucial in upholding democratic principles in youth leadership. Republic Act No. 10742, also known as the Sangguniang Kabataan Reform Act of 2015, mandates that a quorum be present for official meetings and decision-making. This legal provision underlines the importance of collective governance, active participation, and accountability among youth leaders.

To further improve their understanding, SK Chairpersons would have benefited from focused training sessions and workshops specifically addressing parliamentary procedures, including quorum management. The lack of formal restrictions on the matter of compulsory attendance expresses itself not only in the absence of a statutory quorum, but in a positive fashion as well (Fast, 2022). These educational initiatives could have been reinforced through the use of resources such as the SK Operations Manual, which provided detailed guidance on good governance practices. Continued learning opportunities were essential not only to enhance procedural knowledge but also to strengthen the overall effectiveness, credibility, and transparency of SK leadership.

Moreover, the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 10742, known as the Sangguniang Kabataan Reform Act of 2015, emphasize the importance of quorum in youth councils. Specifically, the IRR stipulates that the presence of the majority of all members of the Local Youth Development Council (LYDC) shall constitute a quorum for meetings, ensuring that decisions are made collectively and democratically. This legal framework underscores the necessity for SK officials to be well-versed in quorum requirements to uphold the integrity of their governance processes.

Table 6 Respondents' Level of Knowledge in Terms of Voting and Nomination

Indicators	f	%	Qualitative Description
1. In a room of 30 people, a simple majority would be 16 votes.	27	49.09	Fair

2. Voting and nominations made from the floor typically do not require a second.	9	16.36	Very Poor
3. The primary purpose of voting in parliamentary procedures is to make decisions collectively.	31	56.36	Fair
4. A designated committee or appointed tellers usually count the votes during an election in a meeting.	29	52.72	Fair
5. If voting is tied, the chairperson typically casts a tiebreaking vote.	28	50.90	Fair
Total	55	100	
<b>Average: 2.25</b>			<b>Fair</b>

Table 6 illustrates the respondents' level of knowledge regarding voting and nomination procedures in parliamentary settings. The highest-rated indicator is, The primary purpose of voting in parliamentary procedures is to make decisions collectively with 56.36% frequency of 31 rated as Fair. This reflects a fair understanding of voting and nomination that decisions are made through collective agreement. In contrast, the voting and nominations made from the floor typically do not require a second, is the lowest indicator with only 16.36% frequency of 9 and rated as Very Poor. This highlights a major gap in

knowledge regarding the rules of nomination and voting processes, especially in informal or less structured scenarios, where misconceptions about procedural requirements may exist. Generally, the overall average is 2.25 corresponding to a Fair, demonstrates insufficient understanding in voting and nomination. This is somewhat familiar with the concepts, there are areas that require significant improvement.

This finding underscored a critical area for improvement in the governance training provided to SK officials. Voting and nomination are fundamental aspects of democratic decisionmaking, ensuring fairness, transparency, and legitimacy in organizational actions. As outlined in Roberts' Rules of Order, a thorough understanding of these processes is essential for maintaining orderly proceedings and upholding democratic principles.

Although the Sangguniang Kabataan Reform Act mandated mandatory training for SK officials, the data revealed that these interventions may not have sufficiently addressed procedural competencies related to voting and nomination. Research has shown that interactive and practical training methods—such as simulations, role-playing, and case studies—are significantly more effective than purely theoretical instruction in enhancing procedural knowledge. According to Cruz and Santos (2019) found that hands-on workshops and seminars significantly improve SK officials' confidence and accuracy in electoral roles. Interactive learning experiences proved more effective than traditional lectures in building leadership skills.

Improving the SK Chairpersons' competencies in voting and nomination was therefore crucial for promoting more democratic and participatory governance. Determining how often each rule is vulnerable to simple voting strategies such as burying and compromising, and how often each rule gives an incentive for non-winning candidates to enter or

leave races (Green-Armytage, 2014). The integration of additional learning resources—such as hands-on workshops, mentorship opportunities, and ongoing professional development programs—was recommended to help bridge the knowledge gap and empower young leaders to perform their roles with greater confidence and accuracy.

Table 7 Respondents' Level of Knowledge in Terms of Motion

Indicators	f	%	Qualitative Description
------------	---	---	-------------------------

1. A motion is typically introduced by saying "I move" or a similar phrase.	20	36.36	Poor
2. Main motions are debatable, allowing members to discuss and deliberate on the proposal.	22	40	Fair
3. In the case of a tie, the motion typically dies unless the chair can vote to break the tie.	34	61.81	Satisfactory
4. A motion in a meeting is a formal proposal put forward for discussion or decision.	12	21.81	Poor
5. When a motion is seconded, it means another member supports the motion for discussion.	35	63.63	Satisfactory
Total	55	100	
<b>Average: 2.23</b>			<b>Fair</b>

Table 7 shows the respondents' level of knowledge regarding motions in parliamentary procedures. The highest indicator is, when a motion is seconded, it means another member supports the motion for discussion with 63.63% frequency of 35 described as Satisfactory, it shows that most respondents understand the importance of seconding a motion to move it forward for discussion. The lowest indicator of 21.81% frequency of 12 is a motion in a meeting is a formal proposal put forward for discussion or decision, rated as Poor, notable gap in understanding the basic definition and function of a motion, which may signal confusion between informal suggestions and formal proposals during meetings. Generally, overall average rating is 2.23 which falls under the Fair knowledge and demonstrate insufficient understanding of the motion.

Understanding motions is critical in parliamentary procedures as it enables the orderly introduction and handling of proposals during meetings. Motions are the backbone of decisionmaking in structured settings, ensuring that discussions are formalized, and decisions are documented. According to Roberts' Rules of Order, proficiency in handling motions ensures efficient and effective meetings, contributing to transparent and democratic governance.

The data suggests that while SK Chairpersons have some understanding of motions, there is a notable gap in their comprehensive knowledge and application. The Sangguniang Kabataan Reform Act emphasizes the importance of procedural knowledge and mandates training to enhance the governance capabilities of youth leaders. However, the effectiveness of these trainings varies, and more interactive, practical sessions could improve the understanding and execution of motions.

Enhancing the knowledge of SK Chairpersons in handling motions is vital for fostering efficient and democratic governance within their communities. Providing additional workshops, practical exercises, and mentorship opportunities focused on parliamentary procedures can help bridge this knowledge gap. This, in turn, will empower SK leaders. According to Reyes and Cruz (2020) that SK officials who participated in interactive workshops on parliamentary procedures were better equipped to manage council sessions, resulting in more orderly and productive meetings.

Table 8 Respondents' Level of Knowledge in Terms of Order of Precedence

Indicators	f	%	Qualitative Description
1. The protocol used in ranking government of-	39	70.90	Satisfactory

officials and other personages in the Philippines is the Order of Precedence.			
2. The chairperson typically determines the order of precedence in a meeting.	30	54.54	Fair
3. Order of precedence in a meeting refers to the sequence of agenda items, not the rank or seniority of attendees.	8	14.54	Very Poor
4. Adhering to the order of precedence during meetings gives a smooth flow to the meeting.	28	50.90	Fair
5. A motion to adjourn the meeting or a motion that lays on the table can be considered motions with specific precedence, but typically a motion to adjourn has high precedence.	12	21.81	Poor
Total	55	100	
<b>Average: 2.12</b>			<b>Fair</b>

Table 8 shows the respondents' level of knowledge regarding on the Order of Precedence, with the highest rated indicator of 70.90% frequency of 39 and rating as Satisfactory, this are protocol used in ranking government officials and other personages in the Philippines is the Order of Precedence, many respondents are familiar with the general idea of Order of Precedence as it applies to official protocol and hierarchy in formal settings. In contrast, the lowest rated indicator is, Order of precedence in a meeting refers to the sequence of agenda items, not the rank or seniority of attendee with 14.54% frequency of 8 and was rated as Very Poor, revealing a common misunderstanding. Generally, the overall average rating is 2.12 interpreted as Fair knowledge of and demonstrate insufficient understanding on order of precedence.

The data suggested that while some SK Chairpersons possessed a basic understanding of the Order of Precedence, many experienced difficulty in applying it effectively dur-

ing meetings. The Sangguniang Kabataan Reform Act emphasized the importance of procedural competence and mandated training for SK officials to ensure effective governance. However, the variation in scores pointed to the need for more targeted and practical training sessions, particularly in procedural aspects like the Order of Precedence.

The Order of Precedence is a fundamental component of parliamentary procedure, as it ensures that motions and discussions are prioritized and managed in a systematic manner.

According to De Jesus (2022), its purpose is for youth representatives to implement programs and influence decision-making. It defines the hierarchy of actions within meetings, reducing confusion and guaranteeing that essential matters are addressed efficiently. As established in Roberts' Rules of

Order, a thorough understanding of the Order of Precedence is vital for maintaining order, legitimacy, and productivity in formal deliberations. Enhancing the knowledge of SK Chairpersons in this area could lead to more orga-

nized and effective meetings. Group members with skills to lead effective meetings are valuable resources of any community organization. The effects of a behaviorally based textbook and training procedures designed to teach members of community self-help groups to chair effective meetings were analyzed (Seekins, et al, 1984). To achieve this, additional workshops, hands-on training, and reference materials—such as the SK Operations Manual—should be provided. Strengthening their grasp of procedural rules would not only boost their

confidence and leadership capacity but also improve the overall quality of governance and decision-making within the SK councils.

Table 9 Respondents' Level of Knowledge in Terms of Amendment

Indicators	f	%	Qualitative Description
1. A revision or addition to the terms of a contract or document is called an Amendment.	38	69.09	Satisfactory
2. In the context of a meeting, an amendment more accurately refers to modifying an existing proposal or motion rather than adding unrelated items like re- freshments to the agenda.	14	25.45	Poor
3. An amendment can be proposed at any time during the meeting when the relevant motion is being dis- cussed.	30	54.54	Fair
4. Adding a specific deadline to a motion is an exam- ple of an amendment.	15	27.27	Poor
5. If an amendment is rejected during voting, the original motion remains unchanged and proceeds to a vote.	21	38.18	Poor
Total	55	100	
<b>Average 2.14</b>			<b>Fair</b>

Table 9 illustrates the respondents' understanding of amendments in the context of meetings and parliamentary procedures. The highest indicator is revision or addition to the terms of a contract or document is called an Amendment, with 69.09% frequency of 38 rated as Satisfactory, indicates that the majority of respondents are familiar with the general definition of an amendment, particularly in legal or formal document contexts. The lowest indicator is the context of a meeting, an amendment more accurately refers to modifying an existing proposal or motion rather than adding unrelated items like refreshments to the agenda with only 25.45% frequency of 14 rated Poor, reflects a key misunderstanding among respondents, showing that many do not fully grasp the procedural use of amend- ments confusing them with adding unrelated or informal items to meeting discussions. Generally, overall average rating is 2.14, which correspond to Fair knowledge of and demonstrate insufficient understanding of amendment.

Amendments are a fundamental aspect of parliamentary procedure, allowing mem- bers to propose changes to motions in order to enhance clarity, precision, and effectiveness. Understanding how to propose, debate, and vote on amendments is essential for upholding democratic processes and ensuring that decision-making remains inclusive and participa- tory. According to the National Democratic Institute (NDI), the effective use of amend- ments can significantly strengthen governance by enabling more responsive and adaptable decision-making frameworks.

The findings underscored the importance of enhancing the procedural knowledge of SK Chairpersons, particularly in the area of amendments. Despite existing training pro- grams, the variation in scores indicated that many SK officials may lack confidence or clarity in navigating amendment procedures. To address this, it is recommended that au- thorities provide interactive training modules, practical workshops, and increased access to reference materials such as the SK Operations Manual. According to Mahinay (2013) reveals that a positive correlation infers that higher good governance could mean higher performance if the Sangguniang Kabataan officials plan their activities under their man- dated duties and functions. With the right application of knowledge on fiscal responsibility and accountability, their activity will be successful.

Improving SK Chairpersons' understanding of amendments will empower them to engage more effectively in legislative discussions, ensure decisions are well-informed, and promote transparency and inclusiveness in SK governance. The awareness of the SK Chair- person plays a vital role in our society and can encourage youth participation in activities. Yet, there is still a need to further develop the technical skills of the youth so that they can perform their duties effectively (Navarro, et al, 2023).

Table 10 Respondents' Level of Knowledge on Parliamentary Practices and Procedures

Indicators	Mean	Interpretation
Creating Agenda	2.70	Satisfactory
Meeting Minutes	2.72	Satisfactory
Quorum	2.96	Satisfactory
Voting and Nomination	2.25	Fair
Motion	2.23	Fair
Order of Precedence	2.12	Fair
Amendment	2.14	Fair
<b>Overall Mean:</b>	<b>2.44</b>	<b>Fair</b>

Table 10, shows the indicator whose least knowledgeable among the SK chairper- sons in terms of the 7 indicators with the highest of 2.96 which is the Quorum interpreted as Satisfactory, indicating that this aspect of the meeting procedures is well established and effectively managed. A good quorum suggests that meetings are conducted with sufficient member participation, which is crucial for valid decision-making and legitimacy. The low- est mean is 2.14 for Order of Precedence, which falls into the Fair category, indicates that there may be some challenges or inconsistencies in following the correct sequence of busi- ness during meetings. Improving this area could enhance meeting efficiency and clarity. Generally, the overall Performance mean is 2.44, categorized as Fair knowledge of and demonstrate insufficient understanding of the specific parliamentary practices and proce- dures.

Quorum is a fundamental procedural requirement that ensures a minimum number of members are present to conduct official business, thereby legitimizing decisions made during meetings. According to Robbins and Judge (2019), a well-established quorum is critical for the validity of decisions and reflects active member participation, which en-

hances organizational governance. Barangay officials who maintained proper quorum dur- ing meetings exhibited higher transparency and accountability, leading to more effective community decision-making (Quinto and Dela Cruz, 2018).

Order of precedence refers to the correct sequence in which business is conducted during meetings. It ensures clarity, structure, and efficiency. According to Yates (2017), adherence to the order of business minimizes confusion and conflict, allowing meetings to proceed smoothly and decisions to be reached more efficiently, effective meetings require not only procedural knowledge but also leadership skills that foster participation, manage conflicts, and ensure follow-through on decisions. In local government units, leadership training significantly enhances the quality of meetings and governance outcomes (Capuno et al., 2016).

Table 11 Significant Relationship on Age When Elected and to Creating Agenda, Meeting Minutes, Quorum, Voting and Nominations, Motion, Order of Precedence, and Amendment

Age when elected				
	Pearson-r	Interpreta- tion	p-value	Decision
Creating Agenda	0.033	Very Low	0.495	Not Significant
Meeting Minutes	0.096	Very Low	0.931	Not Significant
Quorum	-0.019	Very Low	0.782	Not Significant
Voting and Nomina- tion	- 0.088	Very Low	0.683	Not Significant
Motion	-0010	Very Low	0.565	Not Significant
Order of Precedence	0.335	Low	0.015	Significant
Amendment	-0.010	Very Low	0.014	Significant

Table 11 presents the relationship between the respondents' age when elected and their level of knowledge in various aspects of parliamentary procedure. The highest posi- tive correlation is found in order of Precedence with a Pearson-r of 0.335 interpreted as Low, and a p-value of 0.015, which is statistically significant, age when elected has a low but meaningful positive relationship with the respondent's knowledge of order of prece- dence. The lowest correlation negative and close to zero is Motion with a Pearson-r of -

0.010 and a p-value of 0.565, indicating a very low and non-significant relationship, this means that the age at which a respondent was elected does not have a meaningful impact on their understanding of motions within parliamentary procedure. Generally, the data re- veals that age when elected does not strongly influence knowledge in most parliamentary areas, with the exception of Order of Precedence and Amendment, which show statistical significance despite having low correlation values. According to the study of Espiritu (2018) revealed in his study that having experience as an SK proved to be a worthy ground for leadership and management functions.

However, two areas did show statistically has interpreted as low in person-r and had a significant relationship

based on age: Order of Precedence and Amendments. This indicates that age at the time of election influenced how Chairpersons structured the se- quence of meeting items and managed changes to proposals. These results suggest that older or more mature Chairpersons may bring different perspectives or approaches to lead- ership and procedural decision-making, particularly in navigating the more complex as- pects of parliamentary procedures.

Table 12 Significant Relationship of Length of Service and Performance in Leadership and Meet- ing Management Tasks

Length of Service	Pearson-r	Interpretation	p-value	Decision
Creating Agenda	-0.051	Very Low	0.709	Not Significant
Meeting Minutes	0.002	Very Low	0.987	Not Significant
Quorum	0.150	Very Low	0.275	Not Significant

Voting and Nomination	0.277	Low	0.040	Significant
Order of Precedence	0.145	Very Low	0.291	Not Significant
Amendment	0.494	Moderate	< .001	Significant

If you want this aligned to a thesis/dissertation table format (APA-style or with table number and title), I can format that as well.

Table 12 examines the relationship between respondents' length of service and their performance in various leadership and meeting management tasks, using the Pearson-r and the pvalue to determine statistical significance. The highest correlation is Amendment with a Pearson-r of 0.494, interpreted as a Moderate positive correlation, and a p-value of

<.001, indicating that this relationship is statistically significant, the longer a respondent has served, the more competent they tend to be in understanding and performing tasks related to amendments during meetings. The lowest correlation is Meeting Minutes with a Pearson-r of 0.002, interpreted as Very Low and a p-value of 0.987, which is not significant, this implies that length of service has virtually no relationship with a respondent's ability to manage or understand meeting minutes, indicating that experience alone may not enhance this specific skill. Generally, this implies that experience may contribute specifically to procedural aspects that require active participation and decision-making but is not a strong determinant across all skills.

For most responsibilities like creating agendas, recording meeting minutes, checking quorum, managing motions, and following order of precedence, length of service do not have significant relationship. In other words, both newer and more experienced members tend to handle these tasks similarly.

However, there are two areas where experience does seem to matter the Voting and Nomination. Here, length of service does show a significant relationship. This suggests that those who have served longer may be more confident or skilled in managing elections and voting procedures. In Amendment, this task shows a highly significant relationship based on service length. Those with more experience likely have a better grasp of how to propose or manage changes to existing proposals, indicating a clear learning curve in this area. In short, while many leadership tasks can be handled effectively regardless of experience, voting procedures and amendments appear to benefit from time and familiarity in the role. Older and more educated voters tend to have the more positive voter experience. Poor voter experiences are also found to lead to citizens 'checking out' of future elections or disengaging from the voting process (James & Garnett, 2023) 44

## SUMMARY OF FINDINGS, CONCLUSION, AND RECOMENDATIONS

This chapter provides the summary of findings, conclusions, and recommendations which are derived from the data presented in chapter 2.

### Summary of Findings

This study employed a descriptive correlational quantitative research design to investigate the level of knowledge on parliamentary practices and procedures among the fifty-five (55) elected Sangguniang Kabataan (SK) Chairpersons in Tangub City, Misamis Occidental. The research sought to assess the relationship between the respondents' profiles and their understanding of key parliamentary practices. Respondents were purposively sampled and completed a validated researcher-made questionnaire that assessed their knowledge across seven variables: agenda creation, meeting minutes, quorum, voting and nominations, motion, order of precedence, and amendments. Statistical tools such as frequency, percentage, weighted mean, and Pearson's correlation were employed to analyze the collected data, ensuring the results were both accurate and reliable.

The majority of the SK Chairpersons were aged between 20 and 23, with 22 years old being the most represented at 27.27%. Their length of service primarily fell at 1 year and 1 month (94.55%), reflecting their recent election to office. This demographic high- lights a youthful group with limited experience in governance. Respondents exhibited the highest level of knowledge in quorum procedures, with an average score of 2.96, catego- rized as “Satisfactory” knowledge and demonstrate a fair understanding in Quorum.

Similarly, meeting minutes and agenda creation scored averages of 2.72 and 2.70, respec- tively, both falling under the “Satisfactory” category, knowledge and demonstrate a fair

understanding of the specific parliamentary practices and procedures. However, more com- plex parliamentary elements such as order of precedence (2.12), amendments (2.14), mo- tions (2.23), and voting and nominations (2.25) revealed moderate understanding. Among these, order of precedence emerged as the least understood, indicating significant knowledge gaps in prioritizing and managing motions.

Statistical analysis revealed no significant correlation between age at election and knowledge, except for order of precedence and amendments, where older respondents demonstrated slightly better comprehension. Length of service showed significant relation- ships with knowledge of voting, nominations, and amendments, suggesting that experience contributes to proficiency in these areas.

Overall, respondents displayed basic competence in foundational parliamentary prac- tices but struggled with more advanced elements. Experience and age were modestly cor- related with improved understanding in certain areas, highlighting the importance of both maturity and tenure in governance roles.

## CONCLUSION

The findings of the study reveal that the Sangguniang Kabataan (SK) Chairpersons in Tangub City possess a good level of knowledge in fundamental aspects of parliamentary practices, such as quorum, meeting minutes, and agenda creation. However, the study also identified fair knowledge of and demonstrate insufficient understanding of the specific par- liamentary practices and procedures, specifically voting and nominations, motions, amend- ments, and order of precedence, with the latter being the least understood. Statistical anal- ysis showed that age when elected has a significant relationship with knowledge in order of precedence and amendments, while length of service is significantly related to

knowledge in voting and nominations as well as amendments. These results indicate that procedural competence improves slightly with age and tenure, particularly in areas that require greater familiarity with structured decision-making. Overall, while SK Chairper- sons demonstrate basic competence, there is a clear need for targeted training and experi- ential learning to address the observed gaps and enhance their effectiveness in conducting structured and democratic meetings.

## RECOMMENDATIONS

Based on the findings of the study, several recommendations are proposed to strengthen the procedural competence of SK Chairpersons. Below are additional recom- mendations derived from the results of the study:

For the Local Government Unit (LGU), it is recommended to offer training work- shops focusing on technical areas such as order of precedence, amendments, and motions, incorporating practical exercises to enhance understanding. LGUs are also encouraged to initiate mentorship programs that pair experienced SK officials with new members to facilitate knowledge transfer and guidance. Additionally, conduct- ing regular refresher courses is advised to help maintain and update the procedural knowledge of current SK officials.

For the Institute of Arts and Sciences (IAS CAES), it is recommended to include parliamentary procedure modules in governance-related curricula to better prepare future youth leaders. Collaborations with LGUs for internships and hands-on work- shops should be strengthened, and research efforts should be directed toward iden- tifying barriers and formulating solutions in youth governance.

To the Department of the Interior and Local Government (DILG) is encouraged to develop standardized training modules on parliamentary procedure for SK officials nationwide to ensure consistency and quality of instruction. Additionally, the DILG should monitor and evaluate the implementation of these trainings at the local level, providing support and feedback to both LGUs and SK councils.

The SK Federation is likewise encouraged to organize peer-led capacity-building activities that reinforce the practical application of parliamentary rules and to establish a repository of best practices and success stories to help guide member councils in improving their governance practices. Lastly, future researchers are encouraged to explore the impact of advanced training methods on the procedural skills of youth leaders

This research can also serve as a reference for future studies. Future researchers are encouraged to examine how modern training methods, like simulations and interactive tools, affect the procedural skills of youth leaders compared to traditional approaches. They should also explore how SK officials' understanding of parliamentary procedures develops over time through experience and continued learning. Additionally, studies can investigate how factors such as age, education, gender, and leadership experience influence a youth leader's competence in parliamentary practices.

## REFERENCES

1. Atanoza-Megriño, M. G. A. (2024). Empowering the future: The Sangguniang Kabataan's role in shaping the lives of young Filipinos. *Journal of Interdisciplinary Perspectives*, 2(7), 1–11. <https://doi.org/10.69569/jip.2024.0242>
2. Augsberger, A., Collins, M. E., & Howard, R. C. (2023). The global context of youth engagement: A scoping review of youth councils in municipal government. *Children and Youth Services Review*, 156, 107349. <https://doi.org/10.1016/j.chilyouth.2023.107349>
3. Bautista, A. D. R. (2020). Exploring political socialization and political participation: The Filipino youth and the Sangguniang Kabataan in Caloocan City's first legislative district. *Child & Youth Services*, 42(3), 224–249. <https://doi.org/10.1080/0145935X.2020.1859364>
4. Brown, A., & Smith, L. (2017). Civic education and cognitive development in young adults. *Journal of Educational Research*, 29(4), 345–362. <https://doi.org/10.31489/2024HPh4/114-123>
5. Cal, M., Abellanos, M., Payao, R., & Niere, M. (2023). Effectiveness of SK mandatory training conducted in selected barangays of Cebu City. *International Journal of Multidisciplinary: Applied Business and Education Research*. <http://doi.org/10.11594/ijmaber.04.02.23>
6. Cruz, M. L., & Santos, R. P. (2019). Capacity building and leadership development among youth council officials: A study on workshop effectiveness. *Philippine Journal of Local Governance*, 12(2), 45–60. <https://doi.org/10.48173/jdmps.v5i3.274>
7. Day, M. (2024). Meeting minutes as a crucial accountability and compliance tool. *Future Internet*, 16, 429. <https://doi.org/10.3390/fi16110429>
8. De Jesus, F. (2022). Implementation of powers and functions of Sangguniang Kabataan amidst the COVID-19 pandemic: Basis for development of an action plan. *Journal of Legal Studies & Research*, 8(1), 156–180. <https://doi.org/10.13140/rg.2.2.20794.09924>
9. Dela Cruz, J. M. (2024). Evaluating the effectiveness of capacity-building programs for Sangguniang Kabataan officials. *Philippine Journal of Local Governance*, 12(1), 45–62. <https://doi.org/10.5861/ijrse.2024.24105>
10. DeRue, D. S., & Wellman, N. (2009). Developing leaders via experience: The role of developmental challenge, learning orientation, and feedback availability. *Journal of Applied Psychology*, 94(4), 859–875. <https://doi.org/10.1037/a0015317>
11. Echezona, R., Otubelu, N., & Eneche, J. (2024). Citation analysis of dissertations of National Institute for Legislative and Democratic Studies. *Library and Information Perspectives and Research*, 6, 46–54. <https://doi.org/10.47524/lipr.v6i2.47>
12. Eraut, M. (2012). Transfer of knowledge between education and workplace settings. In *Knowledge, values and educational policy* (pp. 65–84). Routledge. <https://doi.org/10.4324/9780203378595-8>
13. Evans, P. (2024). Reimagining parliamentary procedure. In *Reimagining Parliament* (pp. 126–141). <https://doi.org/10.51952/9781529227024.ch009>

14. Fast, E. (2022). Attendance at parliamentary sessions and the quorum rule. *Israel Law Review*, 17(2), 197–219. <https://doi.org/10.1017/S0021223700007524>
15. Flores III, L., Mendoza, R., Yap, J., & Valencia, J. (2021). Advancing youth governance in the Philippines: A narrative of the Sangguniang Kabataan and its road to reform. *SSRN Electronic Journal*. <https://doi.org/10.2139/ssrn.3779023>
16. Green-Armytage, J. (2014). Strategic voting and nomination. *Social Choice and Welfare*, 42, 111–138. <https://doi.org/10.1007/s00355-013-0725-3>
17. James, T., & Garnett, H. (2023). The voter experience around the world: A human reflexivity approach. <https://doi.org/10.1080/00344893.2023.2290714>
18. Jones, M., & Lee, A. (2016). Cognitive development and professional expertise in young adults. *International Journal of Organizational Psychology*, 9(2), 123–138. <https://doi.org/10.55640/ijmsdh-11-04-08>
19. Konrath, C. (2021). On the juridification of parliamentary practice and procedures. *International Journal of Parliamentary Studies*, 1(1), 7–21. <https://doi.org/10.1163/26668912-bja10014>
20. Kurz, K., Wurthmann, L., Gross, M., & Leininger, A. (2024). The influence of age on citizens' preferences for age-related descriptive representation. *Politics and Governance*. <https://doi.org/10.17645/pag.9251>
21. Libo-on, J. (2023). Predictors of barangay officials' parliamentary rules and procedure knowledge and skills. *International Journal of Advance Study and Research Work*. <https://doi.org/10.5281/ZENODO.4403424>
22. Lising, S. D. B., & Rivera, M. A. (2024). Sangguniang Kabataan competencies in Quezon Province: A basis for capacity development program. *International Journal of Research Studies in Education*, 13(13), 125–135. <https://doi.org/10.5861/ijrse.2024.24105>
23. Local Government Academy. (2019). The Sangguniang Bayan. <https://lga.gov.ph/uploads/publication/attachments/1590688631.pdf>
24. Mahinay, R. B. D. (2013). Multi-sector perceptions on good governance and performance of Sangguniang Kabataan (SK) in Brgy. Tablon, Cagayan de Oro City. <https://www.researchgate.net/publication/236622276>
25. Miksza, P., Shaw, J. T., Richerme, L. K., Hash, P. M., Hodges, D. A., & Parker, E. C. (2023). Quantitative descriptive and correlational research. *Music Education Research*. <https://doi.org/10.1093/oso/9780197639757.003.0012>
26. Navarro, M. D., Ramos, V., Casimiro, R., & Manuzon, E. (2023). SK Reform Law of 2015: Perspectives of Sangguniang Kabataan in Cabanatuan City, Philippines. *The QUEST: Journal of Multidisciplinary Research and Development*, 2(1). <https://doi.org/10.60008/thequest.v2i1.68>
27. Nazaruddin, M. I., & Yusoff, M. A. (2023). Parliamentary institutional reforms in Malaysia: The case of the Pakatan Harapan era, 2018–2020. *Kajian Malaysia*, 41(2), 21–41. <https://doi.org/10.21315/km2023.41.2.2>
28. Parliamentary procedure: A brief guide to Robert's Rules of Order. (2024). Municipal Research and Services Center. <https://tinyurl.com/26tycn4h>
29. Pekonen, O., Lauwers, K., & Hoetink, C. (2024). Durability through discord: Debating parliamentary procedure in Europe around the turn of the twentieth century. *Parliaments, Estates and Representation*, 1–6. <https://doi.org/10.1080/02606755.2024.2417135>
30. Reyes, J. P., & Cruz, A. R. (2020). Interactive learning for youth councils: Enhancing parliamentary procedure skills. *Journal of Community Development*, 15(1), 23–37. <https://doi.org/10.26529/cepsj.491>
31. Seekins, T., Mathews, M., & Fawcett, S. (1984). Enhancing leadership skills for community self-help organizations through behavioral instruction. *Journal of Community Psychology*, 12(2), 155–163. [https://doi.org/10.1002/1520-6629\(198404\)12:2<155::AID-JCOP2290120208>3.0.CO;2-3](https://doi.org/10.1002/1520-6629(198404)12:2<155::AID-JCOP2290120208>3.0.CO;2-3)
32. Smith, L., & Johnson, M. (2022). Leadership potential in early adulthood: Characteristics and community impact. *Journal of Leadership Studies*, 16(2), 112–127. <https://doi.org/10.1002/jls.21789>
33. Smith, J. (2018). The influence of age on organizational knowledge acquisition. *Journal of Leadership Studies*, 12(3), 45–60.
34. Taylor, B. (2007). Parliamentary procedure: A basic guide to meetings. University of Wyoming Cooperative Extension Service. <https://wyoextension.org/parkcounty/wp-content/uploads/2015/12/Parliamentary-Procedure-guidelines.pdf>

35. Waldeck, J. (1972). Legal nature of parliamentary procedure. Cleveland State Law Review, 21, Article 13. <https://heinonline.org>

## APPENDICES

Appendix A

Certification

Appendix B

Letter to Conduct



**TANGUB CITY GLOBAL COLLEGE**  
J. Luna St., Maloro, Tangub City, Misamis Occidental  
E-mail Address: tgcspresoffice@gmail.com

November 8, 2024

**HON. SABINIANO S. CANAMA**  
City Mayor  
Local Government Unit (LGU)  
Barangay 1, Tangub City, Misamis Occidental

Through: **RUBY E. BACALING, MBA**  
City Administrator  
This City

Dear Sir:

Greetings from the Lux Mundi!

As students of the Bachelor of Arts major in Political Science program at Tangub City Global College, we are conducting a research study titled, "Level of Knowledge on Parliamentary Practices and Procedures among the Sangguniang Kabataan (SK) Chairpersons in Tangub City". This study aims to identify the level of knowledge on parliamentary practices and procedures among the Sangguniang Kabataan (SK) Chairpersons in Tangub City, Misamis Occidental.

In line with this, we kindly request your approval to conduct data gathering with the fifty-five (55) Sangguniang Kabataan (SK) Chairpersons. Using a research-made questionnaire as the research instrument, we will collect data from the target respondents who are the Sangguniang Kabataan (SK) Chairpersons in the City. Rest assured that all gathered information will be treated with the utmost confidentiality and used exclusively for academic purposes.

Your favorable approval of this request would be deeply appreciated. Thank you and God bless!

Respectfully yours,

**ROOVIE ANGEL H. C. SIASICO**  
Researcher

**MARIO B. SAYSON JR.**  
Researcher

Noted:

**JULIE MAE P. CABALAN**  
Research Instructor

**ELDIE J. BULAJAO, MPA, JD, MPOLSCI, MAED**  
Research Adviser

**EDNA E. DELA SIERRA, PhD**  
Dean, Institute of Arts and Sciences

**CLINT JOY M. QUIJE, MA-Math**  
Director, Research Extension and Publication Office

**ILYN R. D. CORTES, DBA**  
VP for Academic Affairs

**NIRL C. ENERIO, MPA-ED**  
Executive Vice President

**MARICELLE M. NUEVA, DM**  
College President  
Tangub City Global College

Approved:

**HON. SABINIANO S. CANAMA**  
City Mayor

**LUX MUNDI**  
Light of the World

**I-INTegrity C-Compassion E-Excellence**

Appendix C

Letter to the Participants

Appendix D

Questionnaire

Tangub City Global College Maloro, Tangub City level of knowledge on parliamentary practices and procedures among the sangguniang kabataan (sk) chaiperson in tangub city

Name (optional): \_\_\_\_\_

Length of service as SK Chairperson: \_\_\_\_\_ Age when elected: \_\_\_\_\_

## I. Knowledge in Parliamentary Procedure

### Diagnostic Test

**Direction:** Select the correct answer for the following questions. Write the letter of your choice in the space provided before the question.

1. What do you call the outline presented by the president before the meeting?  
a. Agenda b. Quorum c. Division d. Suspended
2. How much time should be allocated for each agenda item?  
a. 15 minutes  
b. 30 minutes  
c. 1 hour  
d. Flexible, based on discussion needs.
3. Which topics should NOT be included in the agenda?  
a. Project updates  
b. Budget review  
c. Team building activities  
d. Organization picnic planning
4. Which of the following is NOT the major item in creating the agenda?  
a. Reading of minutes.  
b. Call to order.  
c. Treasurer's report.  
d. President's report.
5. Who is responsible to create the agenda?  
a. The chair.  
b. The treasurer.  
c. The members.  
d. The secretariat.
6. What do you call a record of what happens in the meeting?  
a. Motion b. Agenda c. Minutes d. Roll
7. What does the secretary do while reading the minutes?  
a. Raise the hand

- b. Stand up in front of the members.
  - c. Shout
  - d. Set
8. How to approve the minutes of the meeting?
- a. It is automatically approved after reading.
  - b. It should be voting.
  - c. It should be made by motion.
  - d. All of the above.
9. What are the important details to put in meeting minutes?
- a. Parliamentary
  - b. Date and place
  - c. Names of attendees
  - d. None of the above
10. Why is it important to include in the meeting minutes the time when the meeting ended?
- a. It provides accountability and indicates meeting duration.
  - b. It's required by law for all minutes.
  - c. It helps attendees remember when they left.
  - d. It's a courtesy to the secretary.
11. What will happen if the quorum is not achieved in the meeting base in the general rule?
- a. It conducts any business.
  - b. They freely make announcements.
  - c. The meeting will be void.
  - d. Any motion will not be seconded.
12. What does "quorum" refer to in the context of a meeting?
- a. The agenda items to be discussed
  - b. The minimum number of members required to conduct official business
  - c. The duration of the meeting
  - d. The meeting minutes

13. Why is quorum important in meetings?

- a. To ensure fairness in decision-making
- b. To determine the meeting agenda
- c. To keep track of attendance
- d. To decide on meeting locations

14. How do you usually determine the quorum of a meeting?

- a. It depends on the secretary's instinct.
- b. By the decision of the presiding officer.
- c. Based on the number of topics in the agenda.
- d. By the organization's governing documents, such as bylaws.

15. What happened to the decision made in the meeting that cannot be in quorum?

- a. They are typically invalid and unenforceable.
- b. Considered valid.
- c. It is automatically approved by the committee.
- d. The decisions made are legally valid.

16. What is the simple majority in a room of 30 people?

- a. 15              b. 20              c. 29              d. 16

17. What is needed in voting and Nominations made from the floor?

- a. It should always have a second demotion.
- b. It needs approval of the presiding officer.
- c. Nothing, the important thing is having a nomination.
- d. None of the above

18. What is the primary purpose of voting in parliamentary procedures?

- a. To have a meeting minute.
- b. To record the opinions of the chairperson.
- c. To express their opinions.
- d. To make decisions collectively.

19. Who usually counts the votes during an election in a meeting?

- a. The chairperson alone.

- b. A designated committee or appointed tellers.
  - c. Any attendee present.
  - d. The person who called the meeting.
20. What happened in the meeting if the voting is a tie?
- a. The voting is invalid.
  - b. The chairperson typically casts a tie-breaking vote
  - c. The candidate with fewer votes is chosen
  - d. It needs to have a voting again.
21. How will we introduce the motion?
- a. The motion is agreed
  - b. I make a motion
  - c. I move the motion
  - d. Seconded
22. Which of the following motion is debatable?
- a. Main motion      b. Recess      c. Point of order      d. voting
23. What happens to a motion in the case of a tie?
- a. It dies
  - b. The chair can vote to break the tie
  - c. The motion needs to be restated
  - d. a or b
24. What is a motion in a meeting?
- a. A physical gesture made by the chairperson.
  - b. A formal proposal put forward for discussion or decision.
  - c. The process of voting on an agenda item.
  - d. A summary of the minutes.
25. What does it mean when there is a seconded in every motion?
- a. The motion is rejected.
  - b. The motion is not good for everyone.
  - c. Another member supports the motion for discussion.
-

d. None of the above

26. What is the protocol used in ranking government officials and other personages in the Philippines?

- a. Order of precedence   b. Motion   c. Minutes   d. Adjourn

27. Who typically determines the order of precedence in a meeting?

- a. The chairperson  
b. The meeting secretary  
c. The most senior member present  
d. The meeting venue staff

28. What does "order of precedence" refer to in a meeting?

- a. The sequence in which agenda items are discussed  
b. The rank or seniority of attendees  
c. The alphabetical order of participants' names  
d. The order of refreshments served

29. What is the main advantage of adhering to the order of precedence during meetings?

- a. It accepts the suggestions of the members.  
b. It reduces the chairperson's needs.  
c. It ensures the most urgent and important matters are addressed first.  
d. It gives a smooth flow of the meeting.

30. Which of the following is an example of a motion with high precedence?

- a. A motion that lay on the table.  
b. A motion for the approval of the agenda.  
c. A main motion.  
d. A motion to adjourn the meeting.

31. What do you call if there is a revision or addition to the term of a contract or document?

- a. Motion   b. Lotion   c. Amendment   d. Minutes

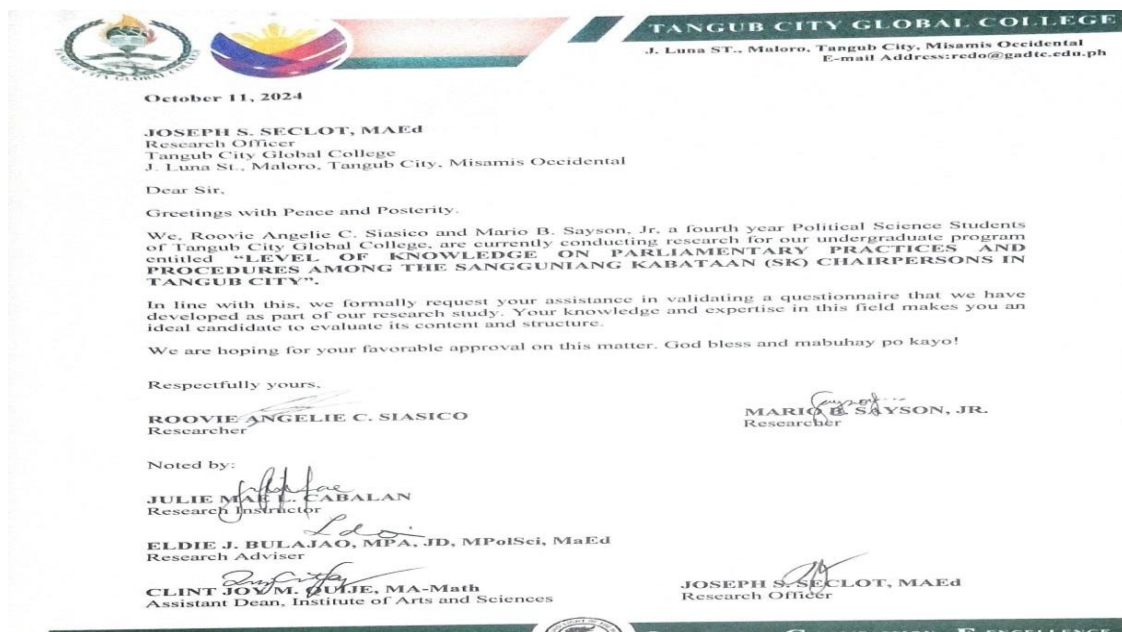
32. What does "amendment" refer to in the context of a meeting?

- a. Changing the venue of the meeting  
b. Modifying an agenda item or motion  
c. Postponing the meeting to a later date

- d. Adding refreshments to the agenda
33. When should an amendment be proposed during a meeting?
- a. At any time during the meeting
- b. Only during the first agenda item
- c. Only after all other agenda items have been discussed
- d. Only by the chairperson
34. What is the example of an amendment in the action given below?
- a. Approving the motion raise.
- b. Voting
- c. Adding a specific deadline to a motion.
- d. Suggesting a new agenda.
35. What happens to the amendment if rejected during voting?
- a. The vote did not proceed.
- b. The original motion remains unchanged and proceeds to a vote.
- c. The amendments are automatically approved.
- d. The amendments are needed to be revised.

## Appendix E

### Letter for Validation of Questionnaire



Appendix F

**Validation of Questionnaire**

Appendix G

**Certificate of Similarity Checking**

Appendix H

**Editor's Certificate**

Appendix I

**Statistician's Certificate**