

PROPOSED MANUAL OF OPERATIONS ON NATIONAL SERVICE TRAINING PROGRAM

CHAPTER I. OVERVIEW

Legal Bases

- 1) Republic Act No. 9163, know as the “National Service Training Program (NSTP) Act of 2001.” An act establishing the National Service Training Program (NSTP) for tertiary level students, amending for the purpose rebulic act no. 7077 and presidential degree no. 1706, and for other purposes.
- 2) Implementing Rules and Regulations (IRR) of the National Service Training Program (NSTP) Act of 2001.
- 3) CHED Memorandum, Guidelines and Circulars.

VISION

The NSTP envisions molding dynamic, committed, productive members of the Reserve Officer' Training Corps National (ROTC) and National Service Corps (NSRC) who will serve as catalyst of change, quality life, sustain peace, unity, and synergism of the communities.

MISSION

The integral development of CWTS/ROTC/LTS students impressed through its programs and activities provides capability enhancement for civic duty geared toward encouraging youth in improving their skills, knowledge and attitudes that will develop them into service oriented, responsive, holistic public towards the attainment of progress and development.

GLOSSARY

As used in this operation, the following terms shall mean as follows:

- a) **“National Service Training Program” (NSTP)** is a program aimed at enhancing civic consciousness and defence preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of this three (3) program components. Its various components are specially designed to enhance the youth's active contribution to the general welfare.(Sec. 3, para a.)
- b) **“Program Components”** shall refer to the service components of the NSTP as enumerated in Section 4 of this Act. (Sec. 3. para. E)
- c) **“Reserve Officer's Training Corp” (ROTC)”** is a program institutionalized under Section 38 and 39 of Republic Act No. 7077 designed to provide military training to tertiary level students in order to motivate, train, organize and mobilize them for national defence preparedness.
- d) **“Civil Welfare Training Service” (CWTS)** refer to programs or activities contributory to the general welfare and the betterment of life for the members of the community or the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation, and morals of the citizenry. (Sec.3, para d.)
- e) **“Literacy Training Service” (LTS)** is a program designed to train students to become teachers of literacy and numeracy skills to school children, out of school youth, and other segments of society in need of their service. (Sec. 3, para c.
- f) **“ROTC Commandant”** –is a duly trained member of the Armed Forces of the Philippines designated to take charge of the ROTC program.
- g) **“NSTP Director / Coordinator”** is a duly qualified, trained and experienced personnel designated by school authority as Unit Coordinator for Civic Welfare Training Service.
- h) **“CWTS Coordinator”** is a duly qualified, trained and experienced personnel designated by school authority as who act as the overall head in the implementation of the National Service Training Program of the concerned institution.
- i) **“Instructor”** is a duly trained and experienced person designated to handle any of the NSTP components offered by the institution.
- j) **“Administrative Officer / Executive Assistance”** is duly qualified school personnel assigned to assist in the administrative requirements of the NSTP Office.

- k) **“NSTP Student”** is a tertiary level student officially enrolled in any of the components of NSTP.
- l) **“CWTS Student”** is a tertiary level student officially enrolled particularly in Civic Welfare Training Service Component of NSTP.
- m) **“NSTP Office”** is an venue for transaction regarding NSTP concern and as such administers and supervises the implementation NSTP and its components conducted by an institution.
- n) **“Institution”** is a duly authorized establishment of learning that offers and conducts the National Service Training Program as part of student’s Curriculum in strict compliance to Republic Act No. 9163, other pertinent laws, rules and regulations.

GOALS

Develop civic consciousness among the youth through the enhancement of their total well-being as agent in the pursuit of national development.

Specific Objectives:

- a) Inculcate among the youth the ideals of patriotism, nationalism and advance their involvement in public and civic activities;
- b) Train youths in various fields of endeavour imbued with moral values that enhances their
- c) Produce service oriented and responsive youth to help build communities.

CHAPTER II. ROLES AND AREAS OF CONCERN OF THE NSTP

Article I. ROLE OF NSTP

Section 1. The NSTP is basically concerned with the development of the youth. It emphasizes values intensification; civic consciousness and deepening their intellectual, moral, spiritual, technical and social well-being. It aims to inform, train, mobilize and mold the youth thereby making them indispensable partners in the pursuit of national development. It particularly deals with training, packaging, disseminating information for the development of knowledge, skill and attitude among youth to become empowered leaders and productive citizens.

Section 2. Based on the concept, the Coordinator prepares, coordinates, consolidates and operationalizes the said program in the university and its campuses. It shall also recommend policies and guidelines on the attainment of its objectives and render better services to student youths and the stakeholders.

Article II. AREAS OF CONCERNS

Section 1. *Leadership and Moral* - This area involves the development of the student to be productive leaders, responsible individuals imbued with moral values and active agents of development in their local communities.

Section 2. *Health Service* – This area aims to give knowledge on medical–related fields and extends health services as needed in the community. It includes specifically medical, service like first – aid operation, vaccination, and info–dissemination on health, nutrition technical assistance and training of youth to be first aide assistants.

Section 3. *Environmental Services* – This area inculcates environmental awareness and its contribution to health and related fields. It involves management of waste, environmental protection, dissemination and application of technologies supportive of the community needs and livelihood activities related to environment and other related fields supportive of the national thoughts.

Section 4. *Education* – This involves enhancement of instructional support materials and facilities for the community such as providing materials containing laws, ordinances, rules and regulations, and extended service of skilled students.

Section 5. *Entrepreneurship / Livelihood* – This area includes programs and activities which are vital in enhancing the entrepreneurial / livelihood skills improving the quality of life.

Section 6. *Art and Recreation* – This area involves sports, music, games, painting and art skills which promote capacities among the youth to relate with one another in the communities.

Article III. STRATEGIES FOR IMPLEMENTATION

In order to ensure effective implementation of the programs and projects and in consonance with its objectives the following strategic are recommended.

Section 1. DEVELOPMENT OF RELEVANT PROGRAMS

- ◆ Device and conduct relevant programs through seminar and workshops, training and information dissemination on science and technology and related fields on the areas of leadership and moral for citizenry, health, environment, livelihood, education, safety, drug and crime prevention for the students and the community.
- ◆ Lead in identifying, initiating, designing and packaging and marketing of relevant areas related to the program.

Section 2. CAPABILITY BUILDING FOR STUDENTS, STUDENT LEADERS AND FACULTY

Coordinators / Facilitators / instructors handling the program must be continuously updated in the fields of leadership, management of the programs such as health environment, education, livelihood, and socio-cultural, arts to enhance their capability.

The following must be given importance:

1. Opportunities for enhancing the program in different areas;
2. Participation and conduct of trainings, seminar – workshop, symposia conferences for the acquisitions of knowledge and skills; and
3. Fellowship for the workers and other professional undertakings.
4. Adopt and develop pilot communities and provide activities that will empower and enable sustainability and self – sufficiency.

Section 3. FACILITY DEVELOPMENT

The quality of the program is greatly affected by the utilization of facilities and other physical plans. State-of-the-art facilities and the use of other relevant learning materials be adequately provided to obtain good results like:

1. Distinct NSTP office;
2. Communication system for the promotion of programs;
3. Audio – visual resources in all training; and
4. Acquisition of facilities to meet desired standards.

Section 4. RESOURCE GENERATION AND ACQUISITION

To ensure successful implementation of its meaningful projects and endeavours resource generation schemes must be applied. This includes resource sharing with partner agencies and community targets.

Section 5. LINK AGING AND NETWORKING

The University must adopt active link aging and networking with GO's, PO's NGO's and other agencies as a means of sustaining programs.

Section 6. SOCIAL MOBILIZATION

The university shall adopt social mobilization as a means of encouraging genuine participation of students concerned.

Section 7. MONITORING AND EVALUATION

The assurance of effective, efficient and smooth delivery of the program monitoring and evaluation is applied in order to cope regularly with changing performances, opportunities and thoughts.

CHAPTER III. MANAGEMENT OF NSTP

Article I. NSTP

Section 1. The Management of the program and its activities is vested in the University Co-ordinator in close coordination with the president and all concerned units.

Article II. THE ORGANIZATION AND COMPOSITION OF NSPT

Section 1. The NSTP Office shall be under the President in close coordination with all the Vice Presidents.

Section 2. The office shall be composed of coordinator/Director, administrative staff and faculty.

Section 3. The office shall be the coordinating body composed of coordinators, faculty and administrative staff.

Article III. FUNCTION OF THE NSTP COORDINATORS

Section 1. GENERAL FUNCTIONS

It shall consolidate, coordinates and operationalizes activities in the colleges in accordance with the approved programs. Its charged the function of directing, coordinating, monitoring and evaluating the NSTP activities. It shall exercise academic and administrative supervision over the design, function, adoption and implementation of the different areas of concerns offered in the program.

Section 2. SPECIFIC FUNCTIONS

1. Leads in the Formulation and implementation of policies, rules, standards and basic procedure;
2. Conduct academic and administrative supervision over the design and adoption of the areas of concerns of the program;
3. Coordinates, monitors and review activities of the various campuses and colleges to ensure proper implementation.
4. Spearhead the establishment of linkages with GO's, PO's and NGO's and other funding agencies;
5. Reviews and recommends amendments to the established policies and guidelines for the program;
6. Plans and recommend projects that will encourage the cooperative and participative effort between the students and different communities;
7. manage the wise use of NSTP funds for the University

Article IV. ACADEMIC /COLLEGE UNIT COORDINATORS FOR CWTS

Section1. The specific functions of the CWTS academic unit coordinator:

1. Plans, coordinates, organizes, implements, supervises, evaluates CWTS activities in the college level;
2. Coordinates closely with the University NSTP office for the smooth implementation of the program;
3. Coordinates with other agencies for possible assistance needed for the program;
4. Recommend project activities that will enhance CWTS projects in the academic level; and
5. Perform other functions as the need arise.
6. Submit consolidated report of the academic unit to the University NSTP office for monitoring and evaluation purposes

Article V. ORGANIZATIONAL STRUCTURE, FUNCTIONS AND RESPONSIBILITIES

- a. Organizational Structure (Location of NSTP Office in the Institution's organizational structure, e.g.)

NSTP OFFICE ORGANIZATIONAL CHART**Article I. Functions and responsibilities of persons involved in the program****Section. 1 NSTP Coordinator**

- 1.1 Represent the University and spearhead the exercise of academic and administrative supervision over the design, formulation, adoption and Implementation of the different NSTP components offered in the institution. (Sec. 10, para a.) Shall coordinate, monitor and evaluate the program of the university.
- 1.2 Shall submit periodic reports to CHED Regional Office, TESDA Provincial/District Office and DND–AFP (through the Major Service Reserve Commands) for them to oversee and monitor the implementation of the NSTP–CWTS of the university, to determine if the trainings conducted are in consonance with the Act.(Sec. 10, para d.)
- 1.3 Shall recommend to school authorities budget for programs and activities including acquisition of facilities for the effective and efficient implementation of the program.
- 1.4 Shall communicate with school authorities budget for programs and activities including acquisition of facilities for the effective and efficient implementation of the program.

Section 2. Administrative Staff

- 2.1 Shall assist in the administrative requirements of the NSTP Office.
- 2.2 Shall assists in other requirement of the NSTP Office as may be prescribed by school authorities and concerned offices?

Section 3. Unit / College CWTS/ LTS /ROTC Coordinator

- 3.1 Shall serve as Coordinator for Civic Welfare Training Service component in the college. He may also serve as Instructor / Lecturer on the same component.
- 3.2 Shall render reports to the University NSTP Coordinator through the Deans / Campus Director for consolidation and for monitoring purposes.
- 3.3 Communicates with the University NSTP Coordinator for the activities and programs of the NSTP components.

Section 4. Instructor/ Facilitators

- 4.1 Shall directly implement instruction based on NSTP component syllabi.
- 4.2 Shall submit report of grades to the University NSTP Office through their respective coordinators for consolidation and approval of the NSTP Coordinator for further consolidation and for submission to school registrar and concerned officers.
- 4.3 Communicates with his or her coordinators for consultation and clarifications on matters, projects and activities regarding the program.

Section 5. Responsibility of School Authorities

- 5.1 School authorities shall have the full responsibility to strictly comply with the laws, rules and regulations appertaining to the National Service Training Program Act 2001.
- 5.2 Responsible school authorities shall be subject to legal action for non – compliance and the laws, rules and regulations relating to the same Act as stated above.

CHAPTER IV. POLICIES AND GUIDELINES**Article I. FUNDAMENTAL PROVISIONS**

Section 1. The NSTP Program is an academic requirement for a student before graduation faculty and employees who are qualified to handle should be given opportunity to serve the needs of the students based on their expertise.

Section 2 The NSTP Program must be within the area of specified in RA 9163, IRR, memos and thoughts of the university.

Article II. NSTP FUNDING

Section 1. All Projects fund shall be changed to the NSTP Trust Fund collected from students subject to the COA rules and regulations.

Section 2. NSTP Trust Fund releases shall be based from the approved Program Operation of Instruction (POI)

Section 3. NSTP Trust Fund from external source shall be treated as grants – in – aids.

Section 4. The change in the mode of funding the NSTP Projects shall require a written request and justification, subject to the review of the University NSTP Office. Any change of program and use of fund before implantation shall require the approval of the President upon the recommendations of the Office of the NSTP.

Article III. NSTP STAFF WORKLOAD

Section 1. Any faculty who to handle the component program of the NSTP shall be governed with the RA 9163, IRR and code.

Section 2. NSTP Specifics

- a. Workload – A group of 50 students composed 1 class. Which is equivalent to 1 regular workload? It involves organization, coordinating, packaging and critical conduct of the training.

Section 3. Any faculty staffs who handle the program shall be entitled for the following benefits of his choice.

- a. 10 days service credits per term.
- b. 1 regular load without additional pay even the program is conducted on Saturdays and Sundays.
- c. Receive appropriate remuneration based on academic rank.

Section 4. Any faculty/staff assigned shall be required to comply with all requirements before releasing the benefits for them.

Section 5. Qualified students who shall serve as ground leaders are allowed. Benefits shall be based on the standard guide for student assistants.

CHAPTER V. PROGRAM OPERATIONS AND MECHANICS OF IMPLEMENTATION

Article I. DEVELOPMENT OF PROGRAMS AND PROJECTS

Section 1. Projects conducted by the components of the NATP program are assumed to play an important role in the development of the youth as agent for national development and social role in the development of the youth as agent for national development and social change.

Article II. PREPARATION OF NSTP – CWTS PROGRAM

Section 1. The preparation of NSTP-CWTS Program shall be done on annual basis by the University NSTP Office in cooperation with the different unit/college coordinators. The program should include the whole program of the university.

Section 2. Program Operation for instruction shall be submitted to the president for approval.

Section 3. Development program operation for instruction shall be prepared by the unit/college coordinators in accordance with the general NSTP-CWTS guidelines and established priorities.

Article III. PROGRAM OPERATION IMPLEMENTATION

Section 1. The POI shall be implemented considering specific guidelines:

Article IV. SUPERVISION AND CHANNELS OF COMMUNICATION

Section 1. General Administration and Supervision, and Channel of Communication

- a. The school authorities shall exercise academic and administrative supervision over the design, formulation, adoption and implementation of the different NSTP components in their respective schools. (Sec. 10, para a.)
- b. The NSTP Coordinator shall represent in the exercise of academic and administrative supervision over the design, formulation, adoption and implementation of the different NSTP components offered by the concerned institution.

- c. The NSTP Coordinator communicates with school authorities on the developments of NSTP activities and programs of the institution. He / she is a recommending authority on actions subjects for approval of school authorities he represents.
- d. The NSTP Coordinator shall submit periodic reports approved by The School Authorities to CHED Regional Office / DND Office for monitoring and consolidation.
- e. CWTS Unit / College Coordinators shall coordinate with NSTP Coordinator and submit periodic reports for consolidation. These include reports of grades for submission to school Registrar for University NSTP Office files, for concerned offices and accomplishment reports.
- f. All Communications to school authorities shall be coursed through The NSTP Coordinator.
- g. Instructors shall submit periodic reports for consolidation. These include reports of grades and accomplishments reports and other requirements as needed.
- h. The NSTP Office of the Institution has full responsibility in maintaining proper management of records to facilitate consolidation of all requirements needed pertaining to National Service Training Program.

Article V. ADMINISTRATIVE SERVICES

Section 1. The NSTP Coordinator shall be responsible for any discrepancies, errors, and verification which will be communicated to proper authorities when needed or as the case maybe for final judgment and action. Certifications shall be processed by the NSTP Office through all concerned and shall be approved by NSTP Coordinator or school authorities; copy furnished the CHED Regional Offices/DND office.

Section 2. The NSTP Office takes change of the over all management of NSTP component records of the institution. It has full responsibility to render vital reports through proper channels and work with them for the accomplishment of the vision , mission, and objectives if the National Service Training Program, hence, in compliance with Republic Act No. 9163, know as The “ National Service Training Program (NSTP) Act of 2001.

Article VI. SPECIFIC PROGRAM

Section 1. Enrolment

- a. All incoming freshmen students, male and female, starting School Year (SY) 2002 – 2003, enrolled in any baccalaureate and in least two (2) year technical vocational of associate course, are required to complete one (1) NSTP component of their choice , as a graduation requirement, (Sec. 4, para a.)
- b. Any incoming students who are covered by R.A. 9163 are required to enrol in any components of the NSTP program.
- c. Any Student who has taken ROTC but wishes to take CWTS is allowed to enrol provided that she will finish CWTS 1 and 2.
- d. Clustering of students from different colleges during semester or summer periods may be done for NSTP–CWTS component, taking into account logistics branch of service and availability geographical locations, (Sec. 7, para a.)
- e. The sequence of enrolment in NSTP–CWTS is not liberalized hence; NSTP CWTS 1 is a prerequisite to NSTP 2. However, this must be taken one at a time or for am academics period of two semesters. (Sec. 6 para a.)
- f. Official enrolment in NSTP–CWTS Components after the duration of enrolment set by the institution shall be addressed illegal and not valid, unless otherwise strongly justified or covered by special guidelines or notice.
- g. Enrolment in NSTP–CWTS Component after due time of submission of report of grades to concerned offices shall deemed illegal and not valid.

Section 2. Dropping

- a. Official dropping of the student from the course while enrolled in academic subjects shall not be allowed unless is due and valid reason for dropping.
- c. The student who does not comply with the dropping requirement shall be given failing grade.
- d. Dropping for scholarship purposes hall not be allowed or tolerated.

- e. Dropping from the course shall be approved by the NSTP Coordinator upon submission of pertinent papers related there to. The accomplished dropping form copy shall be retained in the NSTP Office for consolidation and reporting purposes for submission to offices concerned.

Section 3. Transfer

- a. NSTP students who enrolled in NSTP component but decided to transfer in another component offered by the institution shall apply for transfer from the NSTP Office on or before the 3rd meeting / training day from the start of classes. Transferring from one component to another component shall not be allowed after the 3rd meeting / training day.
- b. Transferring without approval from NSTP Office is considered not valid and the student is deemed to be officially enrolled in the component which he 1st enrolled as reflected in his registration papers.
- c. Transfer of enrolment may be considered during a transition period (1st semester, SY 2002–2003) as justified by the student as accepted by the NSTP component in charge.
- d. Grade given from where the student transferred without proper justification shall not be valid.
- e. A copy of the approved application for transfer shall be retained in the NSTP Office for consolidation and reporting purposes for submission to offices concerned.
- f. The original copy of the approved transfer form shall be submitted to the University Registrar for reference.

Section 4. Exemption

- a. Any Alien students who enrolled in NSTP with proper documents as required by CHED are exempted from the NSTP.

Section 5. Excuses

- a. Any student holding government elective positions / officials including those of the Sangguniang Kabataan may be excused from NSTP Training provided they take active participation in implementation of the program and activities of the NSTP component particularly the CWTS, in community immersion and practical aspects of the training.
- b. Proper communication to this effect shall be made and must be evidenced by proper documents with careful examination and observation.
- c. The student still needs to enroll the subject, and shall be given a corresponding grade as approved by the NSTP Coordinator.
- d. Students enrolled in NSTP shall be considered excused, provided further the students attend special or makeup training being conducted by the NSTP Office within the same semester or particular periods.
- e. Students belonging to any accredited or school recognized organization shall be excused from the training only during important meetings, practices or rehearsals and the like, as evidenced by pertinent documents, shall be considered excused, provided they attend special or makeup training being conducted by the NSTP Office within the same semester or particular periods.
- f. Scholar or non-scholar students enrolled in any other subject courses other than the NSTP shall not be considered excused during their attendance in the performance or completion of such related subject courses.

Article VII. TRAINING**Section 1. Syllabi**

There shall be a standard syllabi or modules to be used by the university in conformity with national standards of implementing the NSTP program. An accrediting committee headed by the Office, which has jurisdiction on NSTP component, shall be organized in this regard.

Article VIII. NSTP MONITORING AND EVALUATION

Section 1. A periodic institutional monitoring and evaluation of the implementation of the NSTP program shall be conducted by the trained and experienced NSTP personnel of the university headed by the program coordinator and with membership in accredited and registered organizations. Criteria on this regards shall be formulated by the Committee on NSTP Monitoring and evaluation. Systematic documentation is necessary to facilitate monitoring and evaluation.

Article IX. GRADING SYSTEM

The grading system shall be as follows:

1.0	Passed
1.25	Passed
1.5	Passed
1.75	Passed
2.0	Passed
2.25	Passed
2.5	Passed
2.75	Passed
3.00	Passed
5.00	Failed (attended almost half of the course but did not continue)
D	Dropped
INC.	Incomplete (With major lacking requirement)

Students who have incurred an "Incomplete" Remark on the Final Report of Grades must complete the requirements within one semester from the issuance of the incomplete grade. Student who does not comply within the required period will automatically get a failing grade.

Bases for student evaluation

Attendance	15%
Quizzes / Recitation/ Participation	25%
Exam (Final/ Mid Terms)	30%
Project	30%

(A formula or bases must be prepared to determine the exact distribution of percentage for each factor. This may depend on the number of attendance and or absences; the number of exams and activities required; the impacts participate and accomplished and the observation of the instructor towards a particular student.)

Article X. FACILITIES INCLUDING SUPPLIES AND EQUIPMENT

Section 1. *Facilities* – Facilities essential for the effective and efficient, conduct and implementation of the NSTP program shall be provided by the institution. Expenses for such shall be included in the Program of Expenditures for each semester/school year/ final year and from other sources of income from the NSTP program. The NSTP Coordinator shall have the full responsibility and accountability for the safe-keeping of all facilities, subject for clearance before same personnel shall be allowed to transfer to other office. The property Custodian should record equipments and facilities for inventory purposes. Separate and decent NSTP Office must be provided by the institution. Rooms and appropriate venues for NSTP training must always be available.

Section 2. *Supplies and Materials* -The resource shall be generally through the NSTP fund. Others shall be procured through the initiative of the management and faculty involved of the program.

Article XI: NSTP – CWTS SERVICE STAFF (Selection, Loading, Schedules and Incentives)

Section 1. Instructors to handle a particular component shall be selected on the bases of qualification, relevant and related training and experience, skill and commitment. This pool of instructors maybe derived from fulltime administrative and academic personnel or part-time instructor employed by the institution as recommended by the

NSTP Coordinator.

Section 2. Each instructor is authorized to handle a maximum of one hundred (100) students (NSTP component) per session. Student assistant is mobilized in the administrative aspect of the program.

Section 3. Schedules for NSTP (components) lecture/Training shall not be in conflict with other subjects handled by the instructor. Lectures, synchronized trainings, general assemblies and exposures maybe scheduled during Saturdays and Sundays. The number of hours used for the theoretical and practical aspects of the training shall not be less than 54 but does not exceed 90 hour per semester. The basis of computation for incentive pay shall be 90 hour per semester for those who opted for payments and 10 days for those who opt for service credits. All requirements must be complied by the faculty before such benefits are given them. The incentives provided will ensure effective, full and proper implementation of the program.

Article XII. SPECIAL STUDENT (Student with Major defect)

Section 1. Special student (students with major defect) as evidenced by pertinent documents and actual observation, shall be mobilized according to their skills and potentials. Same students are required to enrol the subject and shall be given grades for their corresponding performances.

Article XIII. PRACTICUM

(Community immersion and participation in special programs of the government)

Section 1. The practical aspect of NSTP specially the CWTS / LTS components which is community exposure shall be emphasized during the second semester of each school years, or within the summer term of the program in lieu of the regular semester, as covered by CHED, TESDA and DND guidelines.

Section 2. CWTS/LTS practicum shall not be accredited as part of practicum of students in their respective courses of specialization. The practicum of those two components of NSTP is separate from their practicum in their respective curriculum. In view thereof, the students must complete their NSTP requirement within their first two years of college level. In this way, problems of higher level graduating students on NSTP shall be eliminated, and inept implications can be eradicated. More importantly, student's formative years come earlier than later.

Article XIV. CERTIFICATES

Section 1. There should be a standard format of certificates issued to students who have finished CWTS.

Section 2. The signatories of certificates are the President and NSTP Coordinator.

Section 3. Each Campus will produce its own certificate but shall follow the prescribed format.

Section 4. Names of the candidates for graduation should be submitted to the CHED/ TESDA / DND for the issuance of serial number to be included in the certificates.

Article XV. UNIVERSITY NSTP SERVICE FUNDING

Section 1. NSTP operation budget shall come from fees of students enrolled in the program. It shall be governed by the provisions from the COA.

Section 2. The NSTP projects could be funded through the regular budget, while other assistance will be from other agencies or organizations, which shall be treated, as grants and aids.

Section 3. Release of the funding shall be based on the nature of project activities to be undertaken. It shall include transportation, enhancement program of the staff and other matters related to the program.

Section 4. Change in the mode of funding shall require request and justification, subject for review by the NSTP University office.

CHAPTER VI. GUIDELINES ON THEIR RELATED MATTERS

Article I. FACULTY SECTION

Section 1. The NSTP Coordinator aside from the President, Head of Human Resource Personnel and the Director of Instruction shall compose the selection committee in hiring faculty member who handle NSTP components.

Article II. STUDENT PARTICIPATION

Section 1. Students enrolled in the NSTP components are allowed to participate in any NSTP related activities in and outside the University provided they comply with the necessary requirements.

Section 2. Students shall be issued insurance certificate as bases for security and protection while they are serving in the different communities.

Section 3. Waivers of students are required to submit before fielding them in the community.

Section 4. Student shall complete ant NSTP component within their first or two year of college.

Article III. COMMUNITY SERVICE WORK

Section 1. Any community service work done by the students shall serve as an to strengthen the NSTP program of the college or school concerned.

Section 2. Community service expose of the students shall be separate from the practicum required on their respective course.

