

OSDS

Local
Student
Affairs
Division

Republic of the Philippines
Commission on Higher Education

Office of Student Development
and Services

Implementing Rules and Regulations
of the

National **S**ervice **T**raining **P**rogram
(RA 9163)

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of the
National Service Training Program
(RA 9163)**

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Implementing Rules and Regulations

of the

NATIONAL SERVICE TRAINING PROGRAM (RA 9163)

Pursuant to Section 12 of Republic Act No. 9163 otherwise known as the National Service Training Program (NSTP) Act of 2001, the Commission on Higher Education (CHED), Technical Education and Skills Development Authority (TESDA), and Department of National Defense (DND), in consultation with concerned government agencies, the Philippine Association of State Universities and Colleges (PASUC) Coordinating Council of Private Educational Associations of the Philippines (COCOPEA), Non-Government Organization (NGOs) and recognized student organizations, hereby jointly issue, adopt and promulgate the following implementing rules and regulations to implement the provisions of the Act.

Rule I

GUIDING PRINCIPLES

Section 1. Guiding Principle. While it is the prime duty of the government to serve and protect its citizens, in turn it shall be the responsibility of all citizens to defend the security and promote the general welfare of the State, and in fulfillment thereof, the government may require each citizen to render personal military or civil service.

Section 2. Role of the Youth

In recognition of the vital role of the youth in nation-building, the State shall promote civic consciousness among them and shall develop their physical, moral, spiritual, intellectual and social well-being. It shall inculcate the ideals of patriotism, nationalism, and advance their involvement in public and civic affairs.

As the most valuable resource of the nation, they shall be motivated, trained, organized and involved in military, literary, civic welfare programs and other similar endeavors on the service of the nation.

Rule II

DEFINITION OF TERMS

Section 3. As used in the Implementing Rules and Regulations (IRR), the following terms shall mean:

- a. "National Service Training Program" (NSTP) – refers to the program aimed at enhancing civic consciousness and defense preparedness in the youth, by developing the ethics of service and patriotism while undergoing training in any of the three (3) Program components, specifically designed to enhance the youth's active contribution to the gen-

eral welfare;

- b. "Reserve Officers' Training Corps" (ROTC) – refers to the Program component, institutionalized under Sections 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 defense preparedness.
- c. "Literacy Training Service" (LTS) – refers to the Program component designed to train the students to literacy and numeracy skills to school children, out-of-school youths and other segments of society in need of their services;
- d. "Civic Welfare Training Service" (CWTS) – refers to the Program component 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 moral of the citizenry and other social welfare services;
- e. "Program Component" – refers to the service components of the NSTP as defined herein;
- f. "Clustering" – refers to the grouping of students enrolled to different schools and taking up the same NSTP component into one (1) group under the management and supervision designated school;
- g. "Cross Enrollment" – refers to a system of enrolment where a student is officially enrolled in an academic program of an origin school but is allowed to enrol in the NSTP component of another accepting school;
- h. "Non-government Organization" (NGO) – refers to any private organization duly accredited by CHED or recognized by TESDA; and
- i. "Student Cadet" – refers to a student enrolled in the ROTC component.

Rule III

PROGRAM IMPLEMENTATION

Section 4. Coverage:

- a. All incoming freshmen students, male and female, starting School Year (SY) 2002-2003, enrolled in any baccalaureate and in at least two (2) year technical-vocational or associate courses, are required to complete one (1) NSTP component of their choice, as a graduation requirement.

The above provision however does not cover the following:

a.1 Students who finished or graduated from a baccalaureate

degree or two year technical-vocational or associate course and pursuing or enrolled in another or additional baccalaureate degree or two-year technical-vocational or associate course in SY 2003-2004;

a.2 Students who completed any of the three (3) NSTP components but considered freshmen to the course where they transferred or shifted; and

a.3 Foreign students or aliens.

- a. All higher educational institutions including State Universities and Colleges (SUCs) and technical-vocational education institutions must offer upon enrolment, all the three (3) NSTP components. However, SUCs are required to maintain and provide the ROTC component. In cases that the enrolment of ROTC Cadets is less than 350 then, the provisions of clustering in Section 7 of NSTP IRR (RA 9163) should be followed.
- b. Program of study (syllabus) and enrolment forms shall bear the "NSTP" without stating therein the three components. There shall be an orientation for all NSTP enrolees to be jointly conducted by the ROTC, CWTS, and LTS coordinators/implementers. Students enrolled in the first semester of the freshman year shall be made to undergo a common module phase for 25 hours training period. Subjects covered are: *citizenship training; drug education; disaster awareness, preparedness and management; environmental protection; and other national security concerns*. Upon completion of the common module phase the student must select the specific NSTP program component that he/she will pursue.
- c. The Philippine Military Academy (PMA), Philippine Merchant Academy (PMMA), Philippine National Police Academy (PNPA) is exempted from the NSTP in view of the special character of these institutions. Other SUCs of similar nature will be exempted subject to approval of the Department of National Defense.
- d. Private Higher Educational Institution (HEIs) and technical-vocational education institutions with at least 350 student cadets, must establish/maintain a Department of Military Science and Tactics (DMST), subject to existing rules and regulations. For DMST previously approved and activated shall retain the status regardless of the number of cadets. However, for DMST has been created after approval of this IRR, there must be a minimum of 350 cadets. In cases where the number of cadets will be lesser than 350, clustering of ROTCU will be undertaken with the ROTCU of the SUCs within the nearest environ with the lead role.

Section 5. Program Components

- a. The NSTP shall have the following components which the students

can choose from as defined in Rule II, Section 3 hereof: The ROTC, LTS, and CWTS.

- b. All program components; the ROTC in particular, shall give emphasis on citizenship training and shall instill patriotism, moral virtues, respect for the rights of civilians and adherence to the Constitution.
- c. The CHED and TESDA, in consultation with DND, PASUC, and CO-PEA and other concerned government agencies, may design and implement such other non-military training component as may be necessary in consonance with the provisions of RA 9163.
- d. Within thirty (30) days from the approval of this IRR, the CHED, TESDA, and the DND shall jointly issue the minimum standards for the three (3) NSTP components, which shall form part of these guidelines.

Section 6. Duration and Equivalent Course Unit

- a. Each of the aforementioned NSTP components shall be undertaken for an academic period of two (2) semesters. It shall be credited for three (3) units per semester for fifty-four (54) to ninety (90) training hours per semester.
- b. A One (1) Summer Program (OSP) in lieu of the two (2) semester program may be designed, formulate and adopted by the DND, CHED and TESDA, subject to the capability of the school and the AFP to handle the same.
- c. Earned NSTP units shall not be included in the computation of Grade Point Average (GPA) grades of college graduating students.

Section 7. Clustering and Cross-Enrolment.

- a. Clustering of students from different education institutions during semestral or summer periods may be done for any of the NSTP component, taking into account logistics, branch of service and geographical locations. The host school shall be responsible in managing the Program.
- b. The school must allow any NSTP student to cross-enroll in any CHED/TESDA recognized institution. In cases that the enrolment of ROTC Cadets is less than 350, then, the provisions of clustering in Section 7 of NSTP IRR (RA 9163) should be followed.
- c. Students intending to cross-enroll shall be subject to the existing rules and regulations of the school of origin and the accepting school.

Section 8. Monitoring and Evaluation

- a. Management
 - a.1 The school authorities shall exercise academic and administrative supervision over the design, formulation, adoption and im-

plementation of the different NSTP components in their respective schools. Subject to the provision of this IRR.

- a.2 There should be an NSTP Office in each school or college/university headed by an NSTP Director or its equivalent position responsible for the implementation of the Program. Each of the NSTP components is considered a distinct and/or separate unit under the NSTP Office, and the head of the unit shall report directly to the NSTP Director or its equivalent position.
- a.3 A functional chart of the NSTP Office shall be structured base on the capability of the institution to sustain the component program being offered based on the number of enrollees.
- a.4 In the case of ROTC, the school authorities and DND, subject to the policies, regulations and programs of DND on the military component of the training, shall exercise joint supervision over its implementation.
- a.5 NGOs contracted by the school must secure a joint accreditation from CHED, DND and TESDA to formulate and administer training modules for CWTS and LTS components. CHED, DND and TESDA shall jointly exercise such academic and administrative supervision with those NGOs. Within forty five (45) days from approval and issuance of this IRR, the CHED, TESDA and DND shall issue the necessary guidelines for the accreditation of non-government organizations (NGOs) and training modules to be utilized b these NGOs.
- a.6 The DND shall formulate and administer training modules for the ROTC program.

b. Monitoring

- b.1 An NSTP Joint Committee at provincial, regional and national level shall be created by tripartite agreement for monitoring all the program components in the various institutions.
- b.2 CHED/TESDA Regional Offices, and DND-AFP (through the Majors Service Reserve Commands), shall oversee and monitor the implementation of the NSTP under their respective jurisdiction to determine if the trainings conducted are in consonance with Act. These offices shall submit periodic reports to the NSTP Joint Coordinating Committee.
- b.3 An annual NSTP Performance Evaluation (ANPE) shall be conducted towards the end of the school year to evaluate and determine the achievement of training objectives of the NSTP three components program.

CHED, TESDA, and DND (through Major Service Reserve Commands) shall formulate respective evaluation parameters

on program administration and implementation which shall jointly form part in the minimum standards.

- b.4 At the end of every school year, the Higher Education Institution shall submit an Annual Report to the CHED Regional Office copy furnished the Office of the Student Services in electronic template, indicating the following:

- b.4.1 Names who finished under NSTP component,
- b.4.2 The programs, projects and activities, undertaken with pictorials and documentation as much as possible, and
- b.4.3 Financial statements on the funds collected and utilized.

The annual report on NSTP by the university or college shall be made available to faculty, students and the general public in the NSTP Office.

In regions with universities and colleges having two or more campuses, the university concerned shall consolidate the report before submission to CHED Regional Offices.

- b.5 In cases of violations of guidelines, warnings and/or sanctions shall be imposed to schools and accredited NGOs pursuant to pertinent rules and regulations.

Rule IV

FEES AND INCENTIVES

Section 9. Fees

- a. No fees shall be collected for any of the NSTP component except basic tuition, which should not be more than fifty (50%) percent of the charges of the school per academic unit. NSTP fees collected shall constitute a Trust Fund, which shall be exclusively used for the operation of the Program.
- b. NSTP fees collected shall constitute a Trust Fund, 70% of which shall be exclusively used for the operation of the Program. The remaining 30% retained by the school shall serve as contingency fund especially in support to un-programmed activities not originally included in the program of expenditures prepared by the ROTC Commandant or CWTS/LTS Coordinator and approved by the school head.
- c. NSTP funds derived for NSTP-related operations shall serve as augmentation to sustain un-programmed activities of the NSTP.

- d. The unexpected fund balance shall be carried over to the next semester, provided however; NSTP funds shall not be converted into savings at the expense of the proper implementation of the program.
- e. Subsidies from the government, any legal agency or institution appropriated for NSTP shall be included in the preparation of the program of expenditure and report on the utilization of funds.
- f. Expenditures/disbursement shall be subjected to periodic audits by the proper school authorities and concerned NSTP Officers.
- g. NSTP Component (ROTC/CWTS/LTS) coordinators shall submit a comprehensive report on the utilization of the NSTP Funds to their respective NSTP Directors two (2) weeks after the end of every semester. ROTC Commandants shall submit the same report to their respective Major Service Reserve Commands.
- h. The NSTP Director or its equivalent shall submit a consolidated comprehensive report on the utilization of the NSTP Fund by program component to the school head, within thirty (30) calendar days after the end of every semester.
- i. Rental space of school and other similar expenses shall not be charged to NSTP.

Section 10. Incentive, Insurance and Protection

a. Incentives

- a.1 A program of assistance/incentives for ROTC students shall be provided and administered by DND, in accordance with existing laws and regulations and subject to the availability of funds.
- a.2 A special Scholarship Program and other forms of assistance and incentives for qualified NSTP students shall be administered by CHED and TESDA, with funds for the purpose to be included in the annual regular appropriations of the two agencies, subject to the availability of funds.
- a.3 The college or university may provide scholarship and other forms of assistance and incentives to qualified and deserving NSTP students, the funding of which shall be come from available NSTP funds of the school.
- a.4 Personnel involved in the NSTP shall be provided honorarium and other incentives based on the standard policy set forth by the HEIs.

b. Insurance and Protection

- b.1 School authorities concerned, CHED and TESDS shall ensure that health and accident group insurances are provided for students enrolled in any of the NSTP components.
- b.2 Schools that already provide health and accident group insurance and collect the necessary fees for the purpose from their students as of the effectivity of these Rules, are deemed to have complied with this requirement.

Rule V

ORGANIZATION OF NSTP GRADUATE

Section 11. Organization of NSTP Graduates

- a. Graduates of the non-ROTC components of the NSTP shall belong to the National Service Reserve Corps (NSRC) and could be tapped by the State for literacy and civic welfare activities, especially in times of calamities through the joint efforts of DND, CHED and TESDA, in coordination with DILG, DSWD and other concerned agencies/associations.
- b. The CHED, TESDA and DND, in consultation with other concerned government and non-government agencies, shall issue the necessary guidelines for the establishment, organization, maintenance and utilization of the NSRC.
- c. Graduates of the ROTC program shall form part of the Citizen Armed Forces pursuant to RA 7077, subject to the requirements of DND.

Rule VI

MISCELLANEOUS PROVISIONS

Section 12. Certificate of Completion. Certificate of Completion with corresponding serial number issued by CHED, TESDA or DND, shall be awarded to students who have successfully complied with the program requirements.

Section 13. **Information Dissemination.** The CHED, TESDA and DND shall provide information on these Act and IRR to all concerned publics through different modes of disseminating information.

Section 14. Amendatory Clause.

- a. Section 35 of Commonwealth Act No. 1, Executive Order No. 207 of 1939, Sections 2 and 3 of Presidential decree No. 1706, and

Sections 38 and 39 of Republic Act No. 7077, as well as all laws, decrees, orders, rules and regulations and other issuances inconsistent with the provisions of the Act are hereby deemed amended and modified accordingly.

- b. These Rules may be amended, modified, or replaced jointly by CHED, TESDA and DND, in consultation with PASUC, COCOPEA, NGOs and recognized student organizations.

Section 15. Separability Clause. If any provisions of this IRR shall be declared unconstitutional or invalid, the other sections or provisions not affected thereby shall remain in full force and effect.

Section 16. Effectivity. These rules shall take effect fifteen (15) days after publication in a newspaper of general circulation and shall remain in force and in effect until revoked or amended.

Adopted and issued: in witness whereof, the parties herein hereby affix their signatures this 13th day of November 2009.



HON. GILBERTO C. TEODORO JR.
Secretary of National Defense




SECRETARY OF
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GCT-094699


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