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OFFICE OF THE CHANCELLOR

3 September 2013

MEMORANDUM NO. CAS-13-048


TO : All Deans, Institute Directors
Heads of Departments, College Secretaries
Concerned Faculty Members

SUBJECT : Implementation of RA 9163 in UP Diliman

This is to enjoin all concerned Colleges and academic units to comply strictly with the provisions of Republic Act No. 9163 – An Act Establishing the National Service Training Program (NSTP) for the Tertiary Level Students.

To ensure full compliance of the law in our campus, the UP Diliman NSTP Office was established on 20 June 2013 (1288th BOR Meeting) and Assistant Professor Roselle Pineda has been appointed as the UP Diliman NSTP Coordinator. Matters related to the implementation of NSTP in UP Diliman should be directed to the said office [email: updilimannstp@yahoo.com; telephone: 928-2886 (c/o OVCSA)].

Thank you for your kind attention.


CAESAR A. SALOMA
Chancellor

[NOTE: This version includes contact coordinates of the UP Diliman NSTP Office.]



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Quezon City

OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAEP 13-19A

DATE : 26 July 2013
TO : All Chancellors
Deans
All CU NSTP Officers
cc : Prof Carmelita U. Liwag
FROM : Alfredo E. Pascual
President
SUBJECT : Implementation of the RA 9163 or the NSTP Law

This is to enjoin all CUs and their NSTP offices, Colleges and other Institutions to strictly comply with the provisions of Republic Act No. 9163 (RA 9163) – AN ACT ESTABLISHING THE NATIONAL SERVICE TRAINING PROGRAM (NSTP) FOR THE TERTIARY LEVEL STUDENTS.

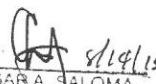
A copy of the RA 9163 including its Implementing Rules and Regulations are attached for your reference.

To ensure UP's full compliance of the law, a system-wide NSTP office has been created under the Directorship of Prof. Carmelita Rosario U. Liwag. All concerns and other matters related to the implementation of NSTP should be directed to this office.

Kindly disseminate this directive to your respective Colleges and other units.

Thank you.

NOTED:


CAESAR A. SALOMA
Chancellor
U.P. Diliman

Republic of the Philippines
Congress of the Philippines
Metro Manila

Twelfth Congress

First Regular Session

Begun and held in Metro Manila on Monday, the twenty-third day of July
two thousand one.

[REPUBLIC ACT NO. 9163]

AN ACT ESTABLISHING THE NATIONAL SERVICE TRAINING
PROGRAM (NSTP) FOR THE TERTIARY LEVEL STUDENTS,
AMENDING FOR THE PURPOSE REPUBLIC ACT NO. 7077 PRESIDENTIAL
DECREE NO. 1706, AND FOR OTHER PURPOSE

Be it entered by the senate and House of Representatives of the Philippines in
Congress assembled.

SECTION 1. Short Title. This Act shall be known as the "National Service
Training Program (NSTP) Act of 2001".

SEC. 2. Declaration of Policy. – It is hereby affirmed the prime duty of the government
to serve and protect its citizens. In turn, it shall be the responsibility of all citizens to defend
security of the state and in fulfillment thereof, the government may require each citizen to
render personal, military or civil service.

Recognizing the youth's vital role in nation building, the state shall promote civic
consciousness among the youth and shall develop their physical, moral, spiritual, intellectual
and social well being. It shall inculcate in the youth patriotism, nationalism, and advance
their involvement on public and civic affairs.

In pursuit of these goals, the youth, the most valuable resource of the nation, shall be
motivated, trained, organized and mobilized in military training, literacy, civic welfare and
other similar endeavors in the service of the nation.

SEC. 3. Definition of Terms. – For purposes of this Act, the following are hereby
defined as follows:

(a) "National Service Training Program (NSTP)" is a program aimed at
enhancing civic consciousness and defense preparedness in the youth by developing the
ethics of services and patriotism while undergoing training in any of its three (3) program

components. Its various components are especially designed to enhance the youth's active contribution to the general welfare.

(b) "Reserve Officers' Training Corps (ROTC)" is a program 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" 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.

(d) "Civic Welfare Training Service" refers to program 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 developed to improving health, education, environment, entrepreneurship, safety, recreation and morals of the citizenry.

(e) "Program components" shall refer to the service components of the NSTP as enumerated in Section 4 of this Act.

SEC. 4. Establishment of the National Service Training Program. - There is hereby established a National Service Training Program (NSTP), which shall form part of the curricula of all baccalaureate degree courses and of at least two (2) year technical - vocational courses and is a requisite for graduation, consisting of the following service components:

- (1) The Reserve Officers' Training Corps (ROTC), which is hereby made optional and voluntary upon the effectivity of this Act.
- (2) The Literacy Training Services; and
- (3) The Civic Welfare Training Service

The ROTC under the NSTP shall instill patriotism, moral virtues, respect for rights of civilians, and adherence to the Constitution, among others. Citizenship training shall be given emphasis in all three program components.

The Commission on Higher Education (CHED) and technical education and Skills Development Authority (TESDA), in consultation with the Department of National Defense (DND), Philippine Association of State Universities and Colleges (PASUC), Coordinating Council of Private Educational Associations of the Philippines (COCOPEA) and other concerned government agencies, may design and implement such other program components as may be necessary in consonance with the provisions of this Act.

SEC. 5. Coverage. - Students, Male and female, of any baccalaureate degree course or least two (2)-year technical-vocational courses in public and private educational

institutions shall be required to complete one (1) of the NSTP components as requisite for graduation.

SEC. 6. Duration and Equivalent Course Unit. – Each of the aforementioned NSTP program components shall be undertaken for an academic period of two (2) semesters.

In lieu of the two (2)-semester program for any of the components of the NSTP, a one (1)-summer program may be designed, formulated and adopted by the DND, CHED and TESDA.

SEC. 7. NSTP Offering in Higher and Technical-Vocational Educational Institutions. – All higher and technical-vocational institutions, public and private, must offer at least one of the program components: Provided, That State universities and colleges shall offer the ROTC component and at least one other component as provided herein: Provided, further, That private higher and technical-vocational education institutions may also offer the ROTC if they have at least three hundred and fifty(350) cadet students.

In offering the NSTP whether during the semestral or summer periods, clustering of affected students from different educational institutions may be done, taking into account logistics, branch of service and geographical considerations. Schools that do not meet the required number of students to maintain the optional ROTC and any of the other components shall allow their students to cross-enroll to other schools irrespective of whether or not the NSTP components in said school are being administered by the same or another branch of service of the Armed Forces of the Philippines (AFP), CHED and TESDA to which schools are identified.

SEC. 8. Fees and Incentives. – Higher and technical-vocational institutions shall not collect any fee for any of the NSTP components except basic tuition fees, which shall not be more than fifty percent (50%) of what is currently charged by schools per unit.

In the case of the ROTC, the DND shall formulate and adopt a program of assistance and/or incentive to those students who will take the said component.

The school authorities concerned, CHED and TESDA shall ensure that group insurance for health and accident shall be provided for students enrolled in any of the NSTP components.

SEC. 9. Scholarship. – There is hereby created a Special Scholarship Program for qualified students taking the NSTP which shall be administered by the CHED and TESDA. Funds for this purpose shall be included in the annual regular appropriations of the CHED and TESDA.

SEC. 10. Management of the NSTP Components. – 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: Provided,

SEC. 16. Amendatory Clause. – Section 35 of Commonwealth Act No. 1, Executive Order No. 207 of 1939, Section 2 and 3 of Presidential Decree No. 1706, and Section 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 this Act are hereby deemed amended and modified accordingly.

SEC. 17. Effectivity. – This Act shall take effect fifteen (15) days after its publication in two (2) newspapers of national circulation but the implementation of this Act shall commence in the school year of 2002-2003.

Approved:

(SGD)
FRANKLIN M. DRILON
President of the Senate

(SGD)
JOSE DE VENECIA
*Speaker of the House
of Representative*

This Act which is a consolidation of H.B. No. 3593 and S.B. No. 1824 was finally passed by the House of Representatives and the Senate on December 19, 2001.

(SGD)
OSCAR G. YABES
Secretary of the Senate

(SGD)
ROBERTO P. NAZARENO
*Secretary General
House of Representatives*

Approved: January 23, 2002

(SGD)
GLORIA MACAPAGAL ARROYO
President of the Philippines

A CERTIFIED TRUE COPY:

LT ERWIN P. CALIMAG PN
Actg AC of S for Educ & Trng, R8
Date: 15 May 2002



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

MEMORANDUM FROM THE CHAIRPERSON

TO : CHEDRO DIRECTORS AND OFFICER-IN-CHARGE

SUBJECT : IMPLEMENTING GUIDELINES AND PROCEDURES (IGP)
ON THE DEVELOPMENT, ORGANIZATION, TRAINING,
ADMINISTRATION, UTILIZATION, MOBILIZATION,
OPERATION, ACCREDITATION, PROTECTION AND
FUNDING OF NATIONAL SERVICE RESERVE CORPS

DATE : October 17, 2012

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Pursuant to the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994" and Section 11 A of the Implementing Rules and Regulations of the Republic Act 9163 - the "National Service Training Program Act of 2001", the **IMPLEMENTING GUIDELINES AND PROCEDURES (IGP) ON THE DEVELOPMENT, ORGANIZATION, TRAINING, ADMINISTRATION, UTILIZATION, MOBILIZATION, OPERATION, ACCREDITATION, PROTECTION AND FUNDING OF NATIONAL SERVICE RESERVE CORPS** developed by National Disaster Risk Reduction and Management Council in consultation with the three (3) lead agencies namely, the Commission on Higher Education (CHED), the Department of National Defense (DND) and the Technical Education Skills (TESDA) is hereby issued for strict observance and implementation by all concerned, effective immediately.

The said implementing guidelines and procedures will serve as the guide for the uniform implementation of the National Service Reserve Corps as per provisions of the National Service Training Program law. Please refer to the attached copy.

Wide dissemination of this new IGP is hereby desired.

PATRICIA B. LICUANAN
Chairperson

Memo_Chair_NSTP_NSCRC
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REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL
National Disaster Risk Reduction and Management Center, Camp General Emilio Aguinaldo, Quezon City, Philippines

Implementing Guidelines and Procedures on the Development, Organization, Training, Administration, Utilization, Mobilization, Operation, Accreditation, Protection and Funding of the National Service Reserve Corps (NSRC) as provided for in Section 13 of RA 10121 otherwise known as the Philippine Disaster Risk Reduction and Management (PDRRM) Act of 2010 and Rule 9 of its Implementing Rules and Regulations, and Section 11 of RA 9163 otherwise known as the National Service Training Program (NSTP) Act of 2001 which provides for the creation of the National Service Reserve Corp (NSRC) and its mobilization by the NDRRMC or the Local Disaster Risk Reduction and Management Councils for the delivery of disaster risk reduction programs and activities.

Section 1. Title – These guidelines shall be known and cited as the Implementing Guidelines and Procedures (IGP) on the Development, Organization, Training, Administration, Utilization, Mobilization, Operation, Accreditation, Protection and Funding of the National Service Reserve Corps (NSRC).

Section 2. Purpose- These guidelines are hereby promulgated to prescribe the procedures for the development, organization, training, administration, utilization, mobilization, operation, accreditation, protection and funding of the NSRC as provided for in the above legal authority.

Section 3. Definition of Terms:

- a. **National Service Reserve Corps (NSRC)** - An organization composed of graduates of the Civic Welfare Training Service (CWTS) and Literacy Training Service (LTS) components of the National Service Training Program (NSTP) as mandated by Republic Act 9163 (NSTP Act of 2001).
- b. **NSRC Reservist** - A person who is a graduate of the CWTS and LTS components of the NSTP program and designated an NSRC serial number.
- c. **NSRC Reserve Group (NRG)** - The highest level of organization of NSRC reservists composed of at least five (5) or more NSRC Sections organized at the provincial level and highly-urbanized cities, as well as in Higher Education Institutions (HEIs), and Technical-Vocational Education and Training Institutions (TVETs).
- d. **NSRC Reserve Section (NRS)** - A subordinate unit of the NSRC Reserve Group composed of at least five (5) or more teams.
- e. **NSRC Reserve Team (NRT)** - A subordinate unit of the NSRC Reserve Section composed of at least eight (8) but not more than twelve (12) members. Team composition is discussed under Section 5 (Organization).
- f. **NSRC Reserve Unit (NRU)** - A generic term which refers to any level or size of NSRC organization.
- g. **School-Based NSRC Units (SBNU)** - NSRC units established in different HEIs under CHED and TVETs under TESDA.
- h. **Community-Based NSRC Units (CBNU)** - NSRC units established in different localities from the provincial down to the barangay level.

d. The Secretary, Department of the Interior and Local Government (DILG)

the
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- i. NSRC National Directorate Center (NNDCC) – This Office under OCD that has responsibility over the development, organization, training, administration, utilization, mobilization, accreditation and operation of the NSRC.
- j. NSRC School Directorate Office (NSDO) – The Office established under the HEIs and TVETs that has responsibility over the development, organization, training, administration, utilization, mobilization, accreditation and operation of the NSRC.
- k. NSRC Community Directorate Office (NCDO) – The Office established under the LGU/Local DRRMCs that has responsibility over the development, organization, training, administration, utilization, mobilization, accreditation and operation of the NSRC at the community level.
- l. Mobilization - In the context of NSRC organization for DRRM, mobilization is the official act of calling upon NSRC reservists and NSRC units to report to their respective designated mobilization centers and organized to perform duty as disaster responders and other DRRM tasks.
- m. Accreditation - The process of determining the suitability and capability of an individual or organization to perform DRRM tasks, based on the criteria and procedures to be issued by the OCD in consultation with other concerned agencies, offices, organization and entities.

Section 4. Responsibility:

- a. The Secretary of National Defense (SND) as Chairperson of the National Disaster Risk Reduction and Management Council (NDRRMC) thru the Administrator, Office of Civil Defense shall exercise overall responsibility on the development, organization, training, administration, utilization, mobilization, operation, accreditation, protection and funding of the NSRC;
- b. The Chairperson, Commission on Higher Education (CHED) thru the Higher Education Institutions (HEIs) shall be responsible for the issuance of NSRC serial numbers to all graduates of CWTS/LTS components of the NSTP and the Development, Organization, Training, Administration, Utilization, Mobilization, Operation, Accreditation, Protection and Funding of School-Based NSRC Reservists and Reservist Units in HEIs under its jurisdiction;
- c. The Director General, Technical Education Services and Development Authority (TESDA) thru the Technical-Vocational Education and Training Institutions (TVETs) shall be responsible for the issuance of NSRC serial numbers to all graduates of CWTS/LTS components of the NSTP and the Development, Organization, Training, Administration, Utilization, Mobilization, Operation, Accreditation, Protection and Funding of School-Based NSRC Reservists and Reservist Units in TVETs under its jurisdiction. They may be tasked to assist in the formulation or conduct of training for skills needed in DRRM such as Emergency Medical Services (EMS) Trainings and other related services;

- d. The Secretary, Department of the Interior and Local Government (DILG), thru the Local Government Units (LGUs) / Local Disaster Risk Reduction and Management Councils (LDRRMCs) shall be responsible for the Development, Organization, Training, Administration, Utilization, Mobilization, Operation, Accreditation, Protection and Funding of community-based NSRC units from the provincial down to the barangay level, and
- e. Other Member Agencies, Bureaus, Offices and Entities of the NDRRMC shall be responsible for conducting advocacy of volunteerism for DRRM and shall actively support the organization of the NSRC offices in their respective areas of responsibilities and the implementation of its programs and activities.

Section 5. Mission, Functions, and Composition of the NSRC:

- a. **Mission:** To provide a trained, motivated and organized manpower reserve that can be tapped by the State for DRRM, civic welfare, literacy, national emergency, environmental protection and other similar endeavours in the service of the nation.
- b. **Functions:**
 - 1). To assist in the disaster preparedness, mitigation, response and rehabilitation programs;
 - 2). To serve as an auxiliary to the Disaster Risk Reduction and Management Councils (DRRMCs) response units;
 - 3). To assist in the promotion of civic welfare activities;
 - 4). To assist in the implementation of literacy programs;
 - 5). To assist in socio-economic development;
 - 6). To respond in case of mobilization for national emergency;
 - 7). To assist in environmental protection; and
 - 8). To perform other similar endeavours as directed by higher DRRM authorities.
- c. **Composition:** The NSRC shall be composed of the graduates of the Civic Welfare Training Service (CWTS) and the Literacy Training Service (LTS) components of the NSTP.

Section 6. Organization:

- a. The NSRC National Directorate Center (NNDCC) shall be organized and established as an organic unit under the OCD. The National Director of the said Office shall be responsible for the supervision and monitoring of the implementation of NSRC development, organization, training, administration, utilization, mobilization, operation, accreditation and protection of the National Service Reserve Corps (NSRC) from the National down to the Regional, Provincial and Municipal level. It shall serve as repository of all data pertaining to NSRC and shall formulate the NSRC manual and operating procedures for the full implementation of the NSRC program as provided for in this IGP and subsequent OCD publications.
- b. The NSRC School Directorate Office (NSDO) shall be established in all HEIs/TVETs. The NSDO shall be responsible for the development, organization, training, administration and operationalization of the School-based NSRC. The NSRC School Directorate Office will be placed under the Office of the School President.

- c. The NSRC Community Directorate Office (NCDÓ) shall be organized under the local government units/ local DRRMCs at the provincial and municipal level. The LGU/LDRRMC thru their respective NCDOs shall be responsible for the development, organization, training, administration, utilization, mobilization protection, funding and operation of the NSRC units.
- d. Graduates of the CWTS and LTS Components of the NSTP shall be organized into NSRC Reserve Units. They shall be classified into two (2) categories: CBNRUs and SBNUs.
- e. Community-Based NSRC Reservist Units: CBNRUs shall be organized at the Barangay, Municipal, City and Provincial level. The membership shall come from graduates of the CWTS and LTS components of NSTP who are residents of their respective localities. The concerned LGUs thru the LDRRMCs, in coordination with DILG and OCD, shall undertake the organization of CBNRUs. The OCD thru the Local DRRMCs shall issue the Activation orders of the CBNRUs.
- f. School-Based NSRC Reservist Units: HEIs under CHED and TVETs under TESDA shall organize SBNRUs to be composed of graduates of the CWTS and LTS components of the NSTP who are still enrolled in said institutions. The OCD thru the HEIs and TVETs shall issue the *Activation orders of the SBNRUs. These reserve units shall be placed under control of the College/University Disaster Control Group Chairperson for conduct of training and operations.*
- g. School-Based and Community-Based NSRC Reserve Groups are independent of each other. However, all NSRC Reservists who graduated from their respective tertiary courses and are leaving their schools shall be reassigned to CBNRUs that are organized in their respective places of residences. Report on the organization of SBNUs shall be submitted by the HEIs/TVETs to CHED /TESDA through their Regional Offices. CHED / TESDA shall submit the consolidated report of NSRC Reserve Groups / Units organization to OCD.
- h. The system for designation of NSRC Reserve Unit names shall be formulated by OCD. It shall publish a unit designation list that shall incorporate the following: NSRC reserve group number; Name of HEIs/TVETs; Barangay; Municipality; and Province. The same shall be made known to all concerned offices for the smooth implementation of the same.
- i. NSRC Reservist Serial Numbers: The CHED and TESDA shall provide OCD with a list of all NSTP graduates since the NSTP Act was implemented in 2001. The list of the NSTP graduates shall include but are not limited to the following Data: Complete Name; Serial Number; Name of School; date graduated from NSTP; present residence/home address; present status as a student (if still in school). Every year thereafter, it will submit the new list of graduates not later than 30 days after the graduation date of the NSTP. CHED/TESDA shall issue a block of serial numbers to each HEI/TVET corresponding to the number of NSTP students enrolled at the start of the course. Respective schools/institutions shall in turn designate the serial numbers to the students alphabetically. Unused serial numbers shall be returned to CHED/TESDA. These serial numbers shall be reallocated for the next school year. The OCD shall design a system of serial numbers and blocks of serial numbers parallel to the system designation of NSRC Reserve Groups Unit Names that shall incorporate the following information: cluster/groups/school/Barangay/ Municipality/ City/ Province/Region.

Section 7. Administration of NSRC Reservist Groups/Units – The OCD shall:

- a. Maintain a centralized NSRC Reservist database that shall include, among others, the following information: Full name, date and place of birth, serial number, name of school, date graduated from NSTP, present residence and address, present occupation and specialty/skills. This database shall be updated periodically. A mechanism for the periodic update of the database shall be provided by OCD in coordination with other concerned government agencies.
- b. Issue orders for assignment, reassignment, designation and awards of NSRC reservists.
- c. Formulate a system of morale and welfare upliftment that will include but not limited to the following: Awards, Ranks, Promotions, Training/Schooling.
- d. Formulate an NSRC reservist Career Development System.
- e. Registration: NSRC Reservists shall be required to physically register in their respective barangays of residence and shall secure a barangay certification that he/she is registered and accounted for. Said Certification shall be a requirement for college/program graduation. The Barangay shall issue said certificate free of charge to the student. The barangay shall charge such expenses to their respective calamity funds.
- f. Accounting: NSRC Reservists shall be accounted for during NSRC assembly test or actual assembly during mobilization by their respective LDRRMCs. Assembly tests shall be held at least twice a year at the barangay level.

Section 8. Training:

- a. OCD shall provide a system for NSRC individual reservist and unit training program in line with the skills and experience required for their utilization.
- b. All NSRC reservists are required to undergo periodic training to provide them the advance and special training needed for their respective skills requirement.
- c. NSRC leadership training will be given to selected NSRC reservists who will form the core of NSRC leadership.
- d. Specialized Training shall be given to the Reservist to enhance their capability to deliver the needed services.
- e. A certification of special or advance training shall be eligible for TESDA/CHED or other concerned agencies equivalency program for higher learning.
- f. There shall be a mechanism to maintain a roster of NSRC Reservists who will be eligible applicants for the scholarship programs other than those funded by the national government.
- g. The Community-Based NSRC reservists will undergo training through the LDRRMCs in coordination with their respective RDRRMCs.
- h. The HEIs under CHED and TVETs under TESDA shall organize and conduct training for the school-based NSRCs in accordance with the NSRC training system and guidelines set forth by OCD.

- i. The local government HEIs/CHED/TESDA and other appropriate agencies/ organization shall program trainings and allocate funds for NSRC activities.
- j. The OCD, CHED, TESDA, DILG thru the HEIs, TVETs, LGUs/LDRRMs, accredited NGOs and other concerned offices/organizations shall organize and train core of trainers among NSRCs in their respective schools, offices and in the areas/localities.

Section 9. Utilization:

- a. The NSRC reservists and units shall be utilized in accordance to the *PDRRM Act of 2010 (R.A. 10121)* and the *NSTP Act of 2001 (R.A. 9163)* which include but not limited to the following:
 - 1. DRRM: Mitigation; Preparedness; Prevention; Response; Relief and rehabilitation;
 - 2. Environmental Protection/preservation and rehabilitation;
 - 3. Civic Welfare and Literacy Activities; and
 - 4. Other tasks needed to address emergencies/calamities/crises
- b. OCD shall prescribe the procedures for the utilization of the NSRC Reservists and units in coordination with CHED/TESDA for school-based NSRCs and with DILG and LGUs/LDRRMCs for community-based NSRCs.

Section 10. Mobilization:

- a. Mobilization of NSRC units shall be undertaken by officials vested with mobilization authority to muster NSRC reservists to assemble in their designated mobilization centers and organized by their respective NSRC units to perform official duty during disasters, emergencies and other DRRM purposes;
- b. The Secretary of National Defense (SND), as Chairperson of the National Disaster Risk Reduction and Management Council (NDRRMC) thru the Administrator, Office of Civil Defense shall have the power to mobilize NSRC reservist units for DRRM purposes and other national emergency/crisis situation;
- c. The Chairperson of the LDRRMCs shall have the power to mobilize the NSRC units based in their respective localities for DRRM response within their geographical jurisdiction upon the declaration of a state of calamity;
- d. Mobilization and deployment of NSRC units outside of the locality shall emanate from a higher authority as defined under Section 15 of RA 10121;
- e. Mobilized NSRC units shall be placed under control of the concerned DRRMC; and
- f. School-based NSRC units, in case of disaster, may be mobilized by the OCD in coordination with HEIs under CHED and TVETs under TESDA provided that all NSRC reservists who are mobilized are of legal age. Mobilized school-based NSRC units are placed under their respective HEIs/TVETs, Disaster Control Group (DCG) and shall be placed further under control and supervision of the LDRRMC for deployment.

- g. The controlling school shall provide the necessary administrative and logistics requirement such as insurance, food and other benefits covered under R.A. 10121. In the event the school-based NSRC unit is deployed or utilized outside the immediate vicinity of the school, the LDRRMC provide additional logistics, protection, and insurance requirements.

Section 11. Operation

a. OCD:

- 1). OCD thru NNDC shall formulate Standard Operating Procedures (SOPs) for the overall and specific operation of the National Service Reservists and the NSRC Units;
- 2). It shall closely supervise the conduct of NSRC operations nationwide and ensure proper coordination with the HEIs under CHED, TVETs under TESDA and with the LGUs/DRRMCs at all levels; and
- 3). It shall conduct periodic operational exercises to evaluate the actual operational capability of NSRC units at all levels.

b. HEIs under CHED / TVETs under TESDA:

- 1). There shall be an NSRC School Directorate Office (NSDO) in every HEIs under CHED / TVETs under TESDA that will be in-charge in the development, organization, training, equipage, administration and deployment of the school-based NSRC unit; and
- 2). The officials of every HEIs under CHED / TVETs under TESDA have the primary responsibility in the utilization of the school-based NSRC units as first disaster responders in their respective school campuses and their immediate vicinities.

c. LGUs:

- 1). The LGUs shall have the primary responsibility as First Responder during disasters in their respective localities as provided for in Section 15, RA 10121. As such, there shall be an NSRC Community Directorate Office (NCDO) established at the provincial and municipal levels that will be responsible for the development, organization, training, equipage, administration and deployment of their respective community-based NSRC units; and
- 2). LGUs shall deploy and utilize NSRC Units in accordance to the SOPs prescribed by OCD.

Section 12. Protection of NSRC Reservists:

- a. The protection of NSRC reservists during their mobilization, deployment and utilization including DRRM Practical Training and Exercises shall be the responsibility of the concerned LDRRMC and HEIs/TVETs, for both school-based and community-based NSRC reserve groups. They shall be responsible for providing the insurances, logistics, and other necessary benefits, including hospitalization for NSRC reservists who incur injury while on duty for the period that NSRC reservists are undergoing practical exercises/mobilization in their respective school campuses / localities / communities.

Section 13. Accreditation of DRRM Training Organizations for NSRC:

- a. The NDRRMC, thru the OCD, in consultation with CHED/TESDA/DND/DILG shall prescribe the procedures, qualifications, processes, criteria, and other requirements for the accreditation of training organizations, and certification for individual trainer/s;
- b. The NDRRMC, thru the OCD, shall be responsible for the processing and approval of the application for accreditation of the training organization, and certification of individual trainer/s for NSRC. All government agencies mandated and involved in the conduct of DRRM Training shall be qualified for accreditation as a training organization for NSRC reservists and units. Their individual training shall comply with the requirements prescribed;
- c. Only competent and authorized trainers from accredited training organizations/institutions shall be allowed to conduct DRRM training activities; and
- d. Training Organizations shall be duly registered with SEC/DTI specifically for the purpose of conducting DRRM trainings.

Section 14. Funding of the NSRC Reservist/Units:

- a. The concerned LGUs/LDRRMOs shall provide the necessary funds for the organization and utilization of NSRC reservists in their respective localities. This may be charged from the local DRRM funds otherwise known as Local Calamity Fund; and
- b. Funds needed for the organization and utilization of a school-based NSRC reservist shall be charged from school/training institution funds. A funding system similar to the Advance ROTC program which utilizes funds from NSTP may be adopted by the schools. The HEIs/TVETs may coordinate with the local DRRM for use of LDRRMC resources for joint training activities for disaster response.

Section 15. Evaluation and Submission of Reports:

- a. The OCD thru LDRRMOs in coordination with CHED/TESDA shall conduct periodic evaluations of NSRC units to insure their operational capability for DRRM response. Concerned agencies shall regularly monitor the implementation of this Implementing Guidelines and Procedures. OCD shall consolidate all reports from concerned offices/agencies and submit quarterly/semestral/annual reports to the NDRRMC on NSRC development, organization, training, utilization, mobilization, operation, accreditation and protection of the NSRC every last day of the month of each quarter, semester and year;
- b. CHED and TESDA shall submit a yearly report on the roster of CWTS and LTS graduates to OCD; and
- c. OCD shall consolidate all the reports for submission to the NDRRMC.

November 13, 2009

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Section 16. **Transitory Provision:** Pending the formulation and approved details of the standard operating procedures for operations, programs of instruction (POI) for special and advance training for NSRC, criteria for accreditations of NSRC Training Organizations shall be maintained as prescribed herein and in other related publications.

Section 17. **Separability Clause:** Any provision of these Rules inconsistent with existing laws shall be held invalid. The other provisions not otherwise affected shall remain in full force and in effect.

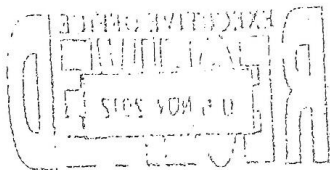
Section 18. **Amendatory Clause:** The Secretary of National Defense as Chairperson, NDRRMC thru the OCD Administrator (OCDA), may cause the amendment of these Implementing Guidelines and Procedures as the need arises.

Section 19. **Effectivity Clause:** These implementing guidelines and procedures shall take effect immediately upon approval by the Chairperson, NDRRMC.



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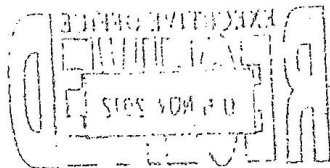
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aimed at enhancing civic consciousness and defense preparedness in the youth, by developing the ethics of service and patriotism while undergoing training in any of the three (3) Program components, specifically designed to enhance the youth's active contribution to the general 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 teach 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 of a designated school;
- g. "Cross Enrollment" — refers to a system of enrollment where a student is officially enrolled in an academic program of an origin school but is allowed to enroll 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, and;
 - a.2 Students who completed any of the three NSTP components but considered freshmen to the course where they transferred or shifted.
 - a.3 Foreign students or aliens.
- b. All higher educational institutions including State Universities and Colleges (SUCs) and technical-vocational education institutions must offer upon enrollment, all the three (3) NSTP components. However, State Universities and Colleges (SUCs) are required to maintain and provide the ROTC component. In cases that the enrollment of ROTC Cadets is less than 350 then, the provisions of clustering in Section 7 of NSTP IRR (RA 9163) should be followed.
 - c. Program of study (syllabus) and enrollment forms shall bear the "NSTP" without stating therein the three components. There shall be an orientation for all NSTP enrollees 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.
 - d. The Philippine Military Academy (PMA), Philippine Merchant Marine Academy (PMMA), Philippine National Police Academy (PNPA) is exempted from the NSTP in view of the special character of these institutions. Other State Universities and Colleges of similar nature will be exempted subject to approval of the Department

of National Defense:

- e. Private Higher Educational Institutions (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 State University and Colleges 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 Reserve Officers Training Corps (ROTC), Literacy Training Service (LTS), and Civic Welfare Training Service (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 the DND, and PASUC, COCOPEA and other concerned government agencies, may design and implement such other non-military training components as may be necessary in consonance with the provisions of R.A. 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, formulated 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 implementation 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 based 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 by these NGOs.

a.6The DND shall formulate and administer training modules for the ROTC program.

b. Monitoring

b.1An 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.2CHED/TESDA Regional Offices, and DND-AFP (through the Major 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 the Act. These offices shall submit periodic reports to the NSTP Joint Coordinating Committee.

b.3An 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.4At 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.4.1Names who finished under each NSTP component,

b.4.2The 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 from NSTP-related operations shall serve as augmentation to sustain un-programmed activities of the NSTP.
- d. The unspent 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 Funds by program component to the school head, within 30 calendar days after the end of every semester. (Amended February 24, 2009)
- i. Rental space of school and other similar expenses shall not be charged to NSTP.

SECTION 10. Incentive, Insurance and Protection. —

a. Incentives

- a.1A 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.2A 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 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 TESDA 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 Graduates

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 National Service Reserve Corps.
- c. Graduates of the ROTC program shall form part of the Citizen Armed Force 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