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OFFICE OF THE CHANCELLOR

18 October 2013

MEMORANDUM ORDER NO. CAS-13-055

TO : All Deans and College Secretaries

SUBJECT : Implementing Guidelines for the UPD NSTP Common Module and Procedures for NSTP Registration and Course Labeling for SY 2013-2014

Pursuant to the pertinent provisions of RA 9163 (NSTP Act of 2001) Implementing Rules and Regulations of 2009, Rule III (Program Implementation), Section 4 c. that states, "Program of study (syllabus) and enrollment forms shall bear the NSTP without stating therein the three components."


All NSTP enrollees will be oriented of the program by the ROTC, CWTS, and LTS coordinators/implementers. Without exception, they shall first undergo a 25-hour common module phase that covers the following subjects: 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 shall select the specific NSTP program component (ROTC, CWTS, or LTS) that he/she will then pursue in accordance with the IMPLEMENTING GUIDELINES FOR THE UPD NSTP COMMON MODULE AND PROCEDURES FOR NSTP REGISTRATION AND COURSE LABELS FOR THE SCHOOL YEAR (SY) 2013-2014, which was developed by the UPD NSTP Office in consultation with the Office of the University Registrar and approved by the UP Diliman Executive Committee on May 15, 2013.

The NSTP Implementing Guidelines are presented in the next page. Additional inquiries may be addressed to:

The Coordinator
The UP Diliman NSTP Office
E-mail: updilimannstp@yahoo.com , updnstp@gmail.com
Phone: c/o OVCSA: 928-2886

Thank you.


Caesar A. Saloma
Chancellor

IMPLEMENTING GUIDELINES FOR THE UP DILIMAN NSTP COMMON MODULE AND PROCEDURES FOR NSTP REGISTRATION AND COURSE LABELS FOR SY 2013-2014

1. The NSTP (Common Module) is treated as UNIT 1 of the whole NSTP Program, while the specific Program Components (CWTS, LTS, ROTC) is treated as UNIT 2.
2. The NSTP Course Offerings shall only bear the name NSTP (Common Module).
3. The following remarks are also disclosed along with the NSTP course offerings:
 - a. This NSTP (Common Module) shall continue on as _____ (depending on the Program Component offered by the unit).
 - b. All students enrolled herein are free to choose their Program Components after completing the NSTP Common Module Phase.
 - c. There is a special period of Change of Matriculation for the students who decide to shift to another section or NSTP Program Component. (Please see attachments for the specific procedure on NSTP COM).
 - d. Change of Matriculation for NSTP is free of charge.
4. The following guidelines and reminders are observed by the various units:
 - a. The NSTP (Common Module) and the Level 1 NSTP Courses (CWTS 1, LTS 1 and ROTC 1) are PREREQUISITES to the Level 2 NSTP Courses.
 - b. The NSTP (Common Module) offering shall be finished not later than a specified date within the semester. Subsequently, NSTP Change of Matriculation period begins from the said completion date.
 - c. The grading system for NSTP courses shall remain the same, until a new set of NSTP implementing Rules and Regulations is approved by the UP Diliman Executive Committee.
 - d. As proof of completion, students enrolled in the NSTP (Common Module) shall receive a Certificate of Attendance from the UPD NSTP Office and the College/Unit. The faculty handling the NSTP (Common Module) may also give their student evaluation or remarks in case the student chooses to change section or Program Component.
5. Other Details
 - a. After the NSTP Common Module Phase, an additional class will be offered bearing the name of the specific Program Component (CWTS 1, LTS 1, ROTC 1)
 - b. The CRS will open these classes and transfer the students enlisted in the previous NSTP Common Module course.
 - c. Only those who wish to change Program Components or Section shall undergo the Change of Matriculation process. NSTP COM is free of charge.

Prepared by: UP Diliman NSTP Office