



UNIVERSITY OF THE PHILIPPINES DILIMAN
Office of the Vice-Chancellor for Academic Affairs
NATIONAL SERVICE TRAINING PROGRAM DILIMAN

Ref. No. JESB 17-024

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RECEIVED
OFFICE OF THE CHANCELLOR
University of the Philippines Diliman
Date: APR 27 2017 Time: _____
By: [Signature]

Received: OVCAA
BY: MAC
DATE: 17 APR 2017
NO: 17-1788

17 March 2017

Michael L. Tan, Ph.D
Chancellor
University of the Philippines
Diliman

OVCA #818
RECEIVED
Date: 4/19/17
Time: 12:20
By: [Signature]

Through Channels

Dear **Chancellor Tan:**

Greetings from the NSTP Diliman Office.

We would like to request an increase of one thousand pesos (*P 1,000.00*) of NSTP Coordinator's honorarium starting **January 1, 2017**. Since 2014, the range of NSTP coordinator's honorarium is P 3,000.00 – P 4,000.00 and depends on the number of students. The reasons for the request are inflation rate and additional responsibilities given to the coordinators in order to fulfill the mandate regarding National Service Reserve Corps, specifically regarding NSTP graduation.

The following are the functions and responsibilities of the UPD NSTP College coordinators:

1. Plan and coordinate the NSTP Offerings in their Colleges for the School Year.
2. Sits as part of the UP Diliman NSTP Council, the advisory group and policy development body for the implementation of UPD NSTP.
3. Reports to the NSTP Director regarding the implementation of NSTP in their perspective units.
4. Ensure the implementation of the UPD NSTP IRR and UPD NSTP Common Module at the college level.
5. Draw up project and budget proposals for NSTP Program for the College.
6. Submit Terminal Reports for NSTP at the end of the School Year for NSTP Diliman Office Archives and Auditing Purposes.
7. Monitoring and Evaluation of NSTP Projects, Partner Organizations and NSTP Areas/Communities.
8. Be one the point persons for the Diliman Wide Disaster Preparedness and Response Programs.
9. Oversees the development and implementation of the unit's NSTP.
10. Complies list of NSTP graduates for endorsement to the UPD Service Reserve Corps.

Thank you very much and I hope for your favorable response regarding this request.

NOTED!

Respectfully yours,

John Erwin S. Bañez
Director
NSTP Diliman

AKSYONING CHANSELROR
 Inaprubahan Binigyang-pansin
 Hindi Inaprubahan
To be drawn from college NSTP fund.
5/2/17 **MICHAEL TAN, PhD**
Petsa *Chancellor*

BENITO M. PACHECO, PhD
Vice-Chancellor for Academic Affairs

Recommending Approval:

BENITO M. PACHECO, Ph.D.
Vice Chancellor for Academic Affairs

Suggest that the funds be drawn from respective NSTP funds of units/colleges.
VIRGINIA C. YAP
Vice Chancellor for Administration
**Discussed in the 25 April 2017
UP Diliman FPOC Meetings

COLLEGE/UNIT	CURRENT COMPENSATION (per month)	PROPOSED COMPENSATION (per month)
Asian Institute of Tourism	P 3,000.00	P 4,000.00
College of Architecture	P 3,000.00	P 4,000.00
College of Arts and Letters	P 3,000.00	P 4,000.00
College of Education	P 3,000.00	P 4,000.00
College of Engineering	P 4,000.00	P 5,000.00
College of Fine Arts	P 3,000.00	P 4,000.00
College of Home Economics	P 3,000.00	P 4,000.00
College of Mass Communication	P 3,000.00	P 4,000.00
College of Music	P 3,000.00	P 4,000.00
College of Science	P 4,000.00	P 5,000.00
College of Social Sciences and Philosophy	P 1,500.00 with 3 Units ALC	P 5,000.00 without ALC
College of Social Work and Community Development	P 3,000.00	P 4,000.00
College of Human Kinetics	P 3,000.00	P 4,000.00
Department of Military Science and Tactics	P 3,000.00	P 4,000.00
National College of Public Administration and Governance	P 3,000.00	P 4,000.00
School of Economics	P 3,000.00	P 4,000.00
School of Library and Information Science	P 3,000.00	P 4,000.00
School of Statistics	P 3,000.00	P 4,000.00
UPD Extension Program in Pampanga	P 3,000.00	P 4,000.00
Virata School of Business	P 4,000.00	P 5,000.00



National Service Training Program

University of the Philippines, Diliman
NATIONAL SERVICE TRAINING PROGRAM

January 13 2014

Caesar Saloma, PhD
Chancellor
University of the Philippines
Diliman, Quezon City 1101

Thru Channels:

Dear Chancellor Saloma:

Greetings from the UPD NSTP Office and Happy New Year!

This letter is in response to FPOC's November 29 2013 inquiry regarding, 1) Dr. Evangeline Amor's query on Credit Loading for UPD NSTP College Coordinators and 2) The estimate of the minimum number of sections and students that each College Coordinator will handle.

First, let me reiterate that our original proposal to give a three unit ALC to each College Coordinator has changed to ONLY an Additional Assignment with Honorarium that ranges from 3,000-4,000 pesos depending on the gravity of their work as Coordinator. This is in accordance with the numerous consultations we had with various pertinent offices. Thus, there is no need for the UPD NSTP to track the loading of faculty. In essence, faculty credit load will not be affected is they assume the positions of both the handler and College Coordinator.

Second, in case that the NSTP College Coordinator is also the handler, they are recommended to only take one NSTP class with 30 students during the time that they are appointed as College Coordinator. However, I would not, at this point recommend this estimate as a policy because the conditions regarding NSTP enrollment in our Colleges differ greatly in terms of availability of faculty to teach NSTP and number of students enrolling in the subjects. Because of this, I reiterate that the basis for the Honorarium should be according to their administrative functions as coordinator and not as faculty handler, as was indicated in my October 29 2013 letter.

Attached herewith is our previous correspondence regarding this matter for your reference. I hope this clarifies your questions regarding the matter. I also hope that our proposal will be implemented soon so that our working College Coordinators will be compensated soon for the work that they are doing for our UPD NSTP.

Thank you very much and I hope for your favorable response regarding this request.

Sincerely Yours,

Prof. Roselle Pineda
UPD NSTP Coordinator

RECOMMENDING APPROVAL:*

VIRGINIA C. YAP
Vice Chancellor for Administration
**Discussed in the 15422 Jan 2014
UP Diliman FPOC Meeting

ACTION OF THE CHANCELLOR:

01.20.14
Date

CAESAR A. SALOMA
Chancellor

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OFFICE OF THE CHANCELLOR
University of the Philippines Diliman
Date: JAN 28 2014

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Date: JAN 13 2014 #3965
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