

NSTP DILIMAN OFFICE



OPERATIONS MANUAL

2ND EDITION



NSTP OPERATIONS MANUAL

2nd Edition

TABLE OF CONTENTS

I. List of Acronyms.....	4
II. Academic Structure and Operations.....	7
A. NSTP Components	7
B. Program Structure in UPD.....	9
1. Tatak UPD Common Module	10
3. NSTP 1 Component Courses Learning Outcomes.....	14
4. NSTP 2 Component Courses Learning Outcomes.....	15
5. Integrated CWTS Learning Outcomes.....	16
6. Integrated LTS Learning Outcomes.....	17
6. Important Reminders	18
C. Grading System.....	18
D. NSTP Graduation.....	19
1. NSRC.....	19
• NSRC Services.....	21
• NSRC Activities.....	22
2. CAF	24
III. Administrative Structure and Operations	25
A. NSTP Diliman Office.....	25
1. Main Functions	25
2. Programs and Services.....	25
3. Mission.....	26
4. Vision.....	26
5. Organizational Structure.....	27
6. Composition/Duties and Responsibilities.....	27
7. Logo.....	33
B. People involved in the implementation of NSTP.....	34
1. NSTP College Coordinator	34
2. NSTP Instructors	35
3. NSTP Support Staff.. ..	36
C. Program Implementation.....	36
1. Enlistment.....	36
2. Program Planning.....	39
3. Syllabus Writing.....	39

D. Administrative Procedure.....	40
1. Insurance.....	40
2. Budget Request/Program of Expenditure (POE)	41
3. Academic Field Activities (AFA) Requests	42
4. Field Incident Reporting	43
5. Submission of Accomplishment Report.....	45
6. Processing of Appointment.....	46
• NSTP Coordinator.....	46
• NSTP Support Staff.....	47
7. Processing of Office Memorandum for Resource Person/Support Staff (for Regular Employees only).....	51
8. Processing of Job Order for Resource Person/Support Staff (for Non-UP Personnel).....	51

I. LIST OF ACRONYMS

AFA	Academic Field Activity
AIT	Asian Institute of Tourism
ALC	Administrative Load Credit
ARKI	College of Architecture
ASH	Anti-Sexual Harassment
AY	Academic Year
BOR	Board of Regents
CAF	Citizen Armed Force
CAL	College of Arts and Letters
CFA	College of Fine Arts
CHE	College of Home Economics
CHED	Commission on Higher Education
CHEDRO	Commission on Higher Education Regional Office
CHK	College of Human Kinetics
CM	Common Module
CMC	College of Mass Communication
CMu	College of Music
CRS	Computerized Registration System
CS	College of Science
CSSP	College of Social Sciences and Philosophy
CSWCD	College of Social Work and Community Development
CTC	Certified True Copy
CWTS	Civic Welfare Training Service
DCC	Disaster Coordinating Council
DMST	Department of Military Science and Tactics

DND	Department of National Defense
DRP	Dropped
DRRM	Disaster Risk Reduction and Management
DRS	Data Routing System
DTR	Daily Time Record
EDUC	College of Education
ENGG	College of Engineering
FDC	Fire Direction Center
GWA	General Weighted Average
GSIS	Government Service Insurance System
HRDO	Human Resource Development Office
IGP	Implementing Guidelines and Procedures
IOB	Internal Operating Budget
IRR	Implementing Rules and Regulations
LOA	Leave of Absence
LTS	Literacy Training Service
NCPAG	National College of Public Administration and Governance
NDRRMC	National Disaster Risk Reduction and Management Council
NGO	Non-Governmental Organization
NSRC	National Service Reserve Corps
NSTP	National Service Training Program
NUPC	Non-UP Contractual
OC	Office of the Chancellor
OFA	Office of Field Activities
OUR	Office of the University Registrar
OVCA	Office of the Vice Chancellor for Administration
OVCAA	Office of the Vice Chancellor for Academic Affairs
OVCSA	Office of the Vice Chancellor for Student Affairs

POE	Program of Expenditure
PUSO	Personnel Unified Systems Outlook
ROTC	Reserve Officers' Training Corps
SE	School of Economics
SLIS	School of Library and Information Studies
SPMO	Supply and Property Management Office
SRE	Student Records Evaluator
TCG	True Copy of Grades
TESDA	Technical Education and Skills Development Authority
TOR	Terms of Reference
SPMO	Supply and Property Management Office
UPD	University of the Philippines Diliman
UPDEPP	University of the Philippines Diliman Extension Program in Pampanga
UTAK	University Transactions Automated Kit
VSB	Virata School of Business

II. ACADEMIC STRUCTURE & OPERATIONS

Republic Act 9163 otherwise known as the “**National Service Training Program or the NSTP**” and the 2001 Implementing Rules and Regulations (IRR) were implemented by the University of the Philippines Diliman (UPD) in Academic Year 2002-2003. Recognizing the vital role of the youth in nation building, the law required tertiary level students to take the program, as it aims to enhance civic consciousness and defense preparedness through three program components designed and formulated for training, and motivating the youth to be involved in different welfare programs and other service-oriented activities (see *NSTP Act of 2001*).

The NSTP components offered in UPD are **Reserved Officers’ Training Corps or ROTC, Literacy Training Service or LTS**, and **Civic Welfare Training Service or CWTS**.

The 2001 NSTP IRR also provided that starting AY 2002-2003, students taking any baccalaureate degree course or a two-year course certificate shall be required to complete one (1) of the NSTP

1. Reserve Officers’ Training Corps (ROTC)

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.

2. Literacy Training Service (LTS)

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.

3. Civic Welfare Training Service (CWTS)

It is composed of 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.

Revised NSTP Implementing Rules & Regulations

components as a requisite for graduation (*see Revised NSTP Implementing Rules & Regulations*).

The above-stated provision however excludes the following:

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;
2. Students who completed any of the three (3) NSTP components but considered freshmen to the course where they transferred or shifted
3. Per the Joint Memorandum Circular Sec. 1.3, incumbent Sangguniang Kabataan (SK), who apply for equivalency, are exempted from attending CWTS 2 community fieldwork;
4. Foreign students.

The students are advised to take NSTP in their sophomore year as it is the best period in which students can decide on the most applicable community programs for their fieldwork (*see UP Diliman Guidelines for Implementing NSTP*).

The program (6 units) may be taken up within:

- ◇ 2 semesters (ex. First Sem: NSTP 1, Second Sem: NSTP 2);
- ◇ 1 semester or Midyear (Integrated NSTP).

The implementation of NSTP in UPD is college-based as this will enable the students to link their courses to both the community and national service (*see UP Diliman Guidelines for Implementing NSTP*). There are nineteen (19) Colleges/Units in UPD which offer NSTP.

ROTC
<ul style="list-style-type: none">• Department of Military Science and Tactics (DMST)

LTS
<ul style="list-style-type: none">• Asian Institute of Tourism (AIT)

- College of Arts and Letters (CAL)
- College of Education (EDUC)
- College of Social Sciences and Philosophy (CSSP)

CWTS

- Asian Institute of Tourism (AIT)
- College of Architecture (ARKI)
- College of Arts and Letters (CAL)
- College of Education (EDUC)
- College of Fine Arts (CFA)
- College of Home Economics (CHE)
- College of Human Kinetics (CHK)
- College of Mass Communication (CMC)
- College of Music (CMu)
- College of Science (CS)
- College of Social Sciences and Philosophy (CSSP)
- College of Social Work and Community Development (CSWCD)
- College of Engineering (ENGG)
- National College of Public Administration and Governance (NCPAG)
- School of Economics (SE)
- School of Library and Information Studies (SLIS)
- University of the Philippines Diliman Extension Program in UP Pampanga (UPDEPP)
- Virata School of Business (VSB)

The AIT and CSWCD are units that regularly offer the Integrated NSTP during the Midyear term and the VSB offers Integrated NSTP during regular semesters.

Program Structure in UPD

In UPD, the NSTP 1 consists of the 30-hour Tatak UPD NSTP Common Module and the remaining hours after the completion of the Common Module shall be utilized in the following: (1) for LTS 1 and CWTS 1—preparation and planning of community service to be implemented in NSTP 2, and (2) for ROTC 1—discussion on basic military courtesy and discipline, military organization, and conduct of practical

exercises on the following: drill & ceremonies, marksmanship, weapons training, signal communication, and map reading and land navigation.

Upon completion of NSTP 1, the students shall take NSTP 2, which is dedicated to fieldwork/deployment/immersion (see *UP Diliman Guidelines for Implementing NSTP*). LTS 2 and CWTS 2 focus on the implementation of community service projects, while ROTC 2 focuses on military leadership and unit specialization topics for Rayadillo, Infantry, Rescue, and Field Artillery.

A. Tatak UPD NSTP Common Module

The following are the Tatak UPD NSTP Common Module topics in the university: (1) Tatak NSTP UPD Orientation, (2) Understanding the Self and Others, (3) Human Dignity and Human Rights, (4) Gender and Development/UP ASH Code, (5) Citizenship Training, (6) Disaster Risk Reduction Management (DRRM) & Basic Life Saving, (7) Environmental Protection, (8) Drug Education, (9) Volunteerism, and (10) Community Engagement.

TATAK UPD NSTP COMMON MODULE	
Course Description	This course sets the basic framework of service to the community and the Filipino people as the basis for all NSTP component courses. It emphasizes the UP values of honor and excellence in the service of the people, and is consistent with the principles embodied in the NSTP IRR of 2009.
Course Goals	<div>This course aims to:</div> <ul style="list-style-type: none">• Establish an NSTP framework anchored on the university's values of honor and excellence in the service of the people• Instill civic consciousness and defense preparedness among UP students, developing an understanding of the vital role of the youth in public service and nation building• Produce nationalistic, innovative, and ethical NSTP graduates equipped with basic competencies required in the conduct of the NSTP component courses (CWTS, LTS and ROTC) and NSRC or Citizen Armed Force.

Course Outcomes	<p>Upon completing the course, students shall be able to:</p> <ul style="list-style-type: none"> • Express correctly the NSTP framework that is anchored on the vital role of the youth, and the University's ideals of honor, academic excellence, and public service to address national security concerns; • Reflect on the concepts of self and others; human dignity and rights; gender sensitivity; citizenship training; DRRM; environmental advocacy; drug education in order to become better involved citizens of the country; • Demonstrate the following basic competencies necessary for the conduct of NSTP component courses: <ul style="list-style-type: none"> ◦ exhibit sensitivity to issues necessary for citizenship training and community service ◦ apply basic DRRM principles and skills necessary for community service • Demonstrate at least an incipient level of civic consciousness, security preparedness, ethical public service, and a role in nation-building.
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B. Tatak UPD Common Module Topics Learning Outcomes

Week	Topic/s	Learning Outcomes
Week 1	Orientation	<i>subjective per class</i>
Week 2	Tatak UPD NSTP Orientation	<ol style="list-style-type: none"> 1. Recognize the role of UP as a public service university, and of themselves as public servants; 2. Understand the rationale behind the rules governing the conduct of the NSTP; 3. Familiarize themselves with the Tatak UPD NSTP Framework; and 4. Become aware of various national security concerns.

Week 3	Understanding the Self and Others	<ol style="list-style-type: none"> 1. Analyze the core concepts pertinent to “self” and “others” using the most applicable perspective; 2. Appreciate one’s values, strengths, and weaknesses in relation to his/her identified role in society; and 3. Propose personal concrete guideposts in relation to one’s role as Iskolar ng Bayan while enrolled in NSTP as a reservist.
Week 4	Human Dignity and Human Rights	<ol style="list-style-type: none"> 1. Understand the basic concept and principle of human dignity and human rights; 2. Contextualize the development of international and Philippine laws, declarations, customs, and traditions that enshrine human rights; and 3. Assess human rights situations, issues, violations, or projects in the global and Philippine context (suggested specifics include human rights before and now, importance of human rights, martial law, drug war, anti-terror bill, to name a few).
Week 5	Gender and Development/ UP ASH Code	<ol style="list-style-type: none"> 1. Facilitate the understanding of sexual development and basic concepts in gender including SOGIE; 2. Contextualize the development of laws and mandates on gender development; 3. Assess gender development issues and violations (suggested specifics include how violations occur and why these violations are harmful); and 4. Develop gender sensitivity and inclusivity.
Week 6	Citizenship Training	<ol style="list-style-type: none"> 1. Describe the concepts of nation, nationalism, nation building and citizenship; 2. Recognize the roles of an individual as a citizen in a society and nation; and 3. Manifest cultural sensitivities, especially in their interaction with other members of the society.

Week 12-13	Community Engagement	<i>Refer to respective component course syllabus</i>
Week 14	Final Requirements	<i>Refer to respective component course syllabus</i>

**Based on the Approved Writeshops Phase 1 Common Module Topics Syllabus | 24 August 2020*

C. NSTP 1 Component Courses Learning Outcomes

Component Course 1	Learning Outcomes
	<i>At the end of the module, the students shall be able to:</i>
ROTC 1	<ol style="list-style-type: none"> 1. Incorporate in their way of life the military culture of discipline, personal responsibility, teamwork, and esprit-de-corps in preparation for their role as reservists of the Philippine Army; and 2. Demonstrate the basic soldier skills of leading, shooting, moving, navigating, and communicating.
LTS 1	<ol style="list-style-type: none"> 1. Develop individual capacities for conducting literacy training; 2. Identify a community for the design of an educational program by considering the capacities of LTS students and the resources of the College; and 3. Design an educational program for the identified community based on the following assessment: <ol style="list-style-type: none"> a. community profile b. community needs c. community's pre-educational program indicators like literacy or skill level
CWTS 1	<ol style="list-style-type: none"> 1. Practice volunteerism through community engagement activities. 2. Conduct needs assessment of a target partner community together with its key member leaders by: <ol style="list-style-type: none"> a. Defining the community or sectors to assess (e.g., region, village).

	<ol style="list-style-type: none"> <ol style="list-style-type: none"> b. Conducting interviews and focus groups (may also use surveys, social media listening, public domain data). c. Creating a priority list of community needs based on available time and resources. 3. Develop a "capsule project proposal" describing possible solutions / services that will solve problems and improve the quality of life in the partner community. The proposal may include project period objectives, weekly/monthly project milestones, activities needed to complete the objectives, persons responsible for completing the activities, and estimated completion time.
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** Based on the API 2021 NSTP Online Writeshops Outputs / December 2021*

D. NSTP 2 Component Courses Learning Outcomes

Component Course 2	Learning Outcomes
	<i>At the end of the course, the students shall be able to:</i>
ROTC 2	<ol style="list-style-type: none"> 1. Incorporate in their way of life the military culture of discipline, personal responsibility, teamwork, and esprit-de-corps in preparation for their role as reservists of the Philippine Army; and 2. Demonstrate the basic soldier skills of leading, shooting, moving, navigating, and communicating.
LTS 2	<ol style="list-style-type: none"> 1. Develop their capacities for working with partner communities in conducting literacy training based on revisited needs assessment of the target community; 2. Co-Implement the educational program designed with and for the target community following ethical guidelines; and 3. Evaluate the effectiveness of the educational program through appropriate qualitative and/or quantitative methods.
CWTS 2	<ol style="list-style-type: none"> 1. Validate the feasibility and relevance of the capsule proposal with key members of the partner community. 2. Implement the developed proposal with the community. 3. Evaluate the process and immediate results of the completed project.

	4. Appraise the importance of one's role and contribution in the entire community engagement process.
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** Based on the API 2021 NSTP Online Writeshops Outputs | December 2021*

E. Integrated CWTS Learning Outcomes

Integrated CWTS Component Course	Learning Outcomes
	<i>At the end of the module, the students shall be able to:</i>
Integrated CWTS Component Course 1 (Project Proposal)	<ol style="list-style-type: none"> 1. Practice volunteerism through community engagement activities. 2. Organize needs assessment of a target partner community together with its key member leaders by: <ol style="list-style-type: none"> a. Defining the community or sectors to assess (e.g., region, village). b. Conducting interviews and focus groups (may also use surveys, social media listening, public domain data). 3. Creating a priority list of community needs based on available time and resources. 4. Develop a "capsule project proposal" describing possible solutions/services that may solve problems and improve the quality of life in the partner community. The capsule proposal may include project period objectives, weekly/monthly project milestones, activities needed to complete the objectives, persons responsible for completing the activities, and an estimated completion time.
Integrated CWTS Component Course 2 (Project Implementation)	<ol style="list-style-type: none"> 1. Validate the feasibility and relevance of the capsule proposal with key members of the partner community. 2. Implement the developed proposal with the community. 3. Evaluate the process and immediate results of the completed project. 4. Appraise the importance of one's role and contribution in the entire community engagement process.

** Based on the 2022 Integrated NSTP Online Writeshops Outputs | November 2022*

F. Integrated LTS Learning Outcomes

Integrated LTS Component Course	Learning Outcomes
	<i>At the end of the module, the students shall be able to:</i>
Integrated LTS Component Course 1 (Project Proposal)	<ol style="list-style-type: none"> 1. Develop their capacities for conducting literacy training 2. Identify a community for the design of an education program by considering the capacities or LTS students and the resources of the College; and 3. Design educational program for the identified community on the following assessment: <ol style="list-style-type: none"> a. Community profile b. Community needs c. Community's pre-educational program indicators like literacy or skill level
Integrated LTS Component Course 1 (Project Proposal)	<ol style="list-style-type: none"> 1. Develop their capacities for working with partner communities in conducting literacy training based on revisited needs assessment of the target community; 2. Co-Implement the educational program designed with and for the target community following ethical guidelines; and 3. Evaluate the effectiveness of the educational program through appropriate qualitative and/or quantitative methods.

** Based on the 2022 Integrated NSTP Online Writeshops Outputs / November 2022*

Important Reminders

- NSTP 1 and NSTP 2 should be from the same **component** (ex. LTS 1 and LTS 2; CWTS 1 and CWTS 2; ROTC 1 and ROTC 2).
- NSTP 1 is a **prerequisite** for NSTP 2. Anyone who deviates from the rules such as taking NSTP in reverse order is required to submit an NSTP Crediting Form through the UP UTAK website.
- It is highly encouraged that the NSTP 1 and NSTP 2 are taken under the same College/Unit and, ideally, under the same section.
- NSTP 1 and NSTP 2 completed in another university or constituent unit are **automatically credited in the University**.
- Transferees who have completed NSTP 1 shall continue their chosen component in NSTP 2.

Grading System

- NSTP grades are **numerical**.
- NSTP is not included in the computation of general weighted average (GWA).
- Students who fail to complete the program (6 units) shall not be allowed to graduate.
- Grading for the Common Module and Component 1 (ROTC 1, LTS 1, CWTS 1) are as follows (approved during the NSTP Diliman Council Meeting on 25 March 2018):

Common Module = 80-90%

NSTP 1 = 10-20%

NSTP Graduation

After NSTP 2, the Colleges and Units organize a graduation program including:

- Recognition of graduates and partner institutions or agency
- Audio-visual presentations of community services done in the classes
- Awarding of certificates and pins
- Oathtaking as new members and officers of the reserve force

LTS and CWTS graduates will be part of the National Service Reserve Corps (NSRC), while ROTC graduates will be part of the Citizen Armed Force (CAF).

National Service Reserve Corps (NSRC)

The National Service Reserve Corps (NSRC), composed of the graduates of the CWTS and LTS components of the NSTP, was created by virtue of the NSTP Act of 2001 (RA 9163) in order 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 endeavors in the service of the nation (*see 2021 Implementing Guidelines and Procedures of the National Service Reserve Corps*). The roles of the NSRC are:

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 endeavors as directed by higher DRRM authorities.

The NSTP Diliman Office, as stated in Executive Order No. PAEP 16-02 and Memorandum No. OVCAA-BMP 16-188, mandated to develop and implement “programs that encourage volunteerism among U.P. Diliman students, including those who completed the NSTP courses,” also serves as the “NSRC School

Directorate Office”, which “shall be responsible for the development, organization, training, administration and operationalization of the School-based NSRC.” The Memorandum from the OVCAA also provided for the “establishment of the National Service Reserve Corps in UP Diliman.” The UPD NSRC, in partnership with the NSTP Coordinators, is now organizing the Reserve Units in the colleges and schools, and setting up programs for continuous education and mobilization of reservists, in case of local and national emergencies.

NSRC Learning Outcomes

By the end of the program, the student, having completed the competencies that were learned in the NSTP, will be able to:

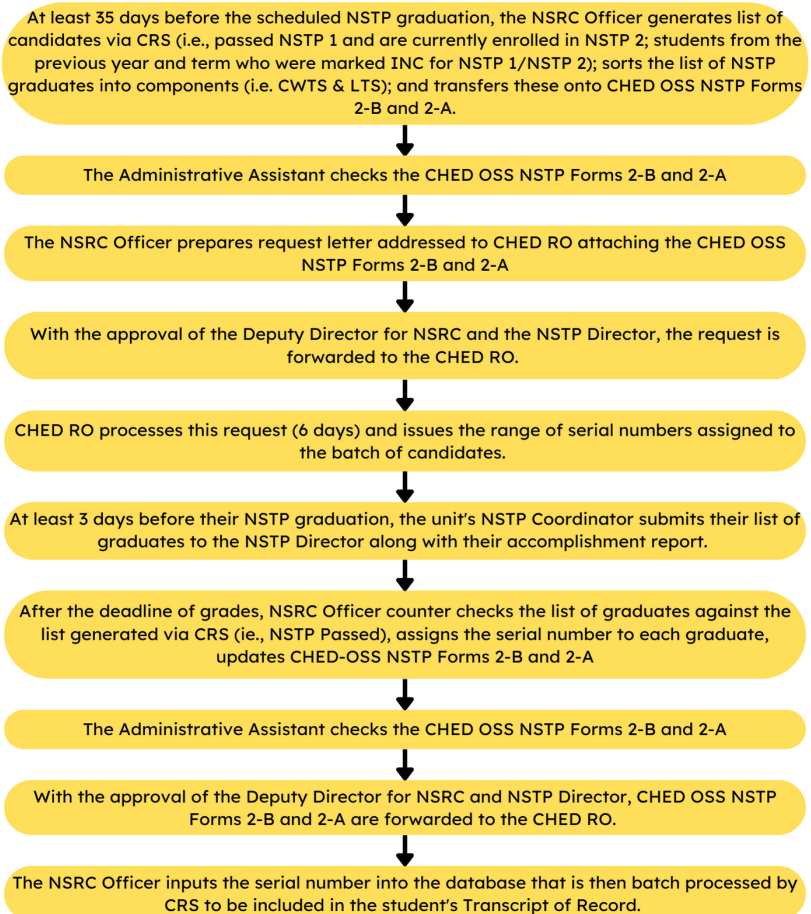
1. Apply learning acquired from the continuing education program in the performance of tasks related to the functions mandated by the RA 10121 (Philippine Disaster Risk Reduction and Management Act of 2010) which shall be evaluated through appropriate measures by the end of the program;
2. Create/engage in activities and/or programs of engagement with the community operating in the context of DRRM and other similar endeavors in the service of the nation;
3. Appraise, in order to formulate sound recommendations, through research-based monitoring and evaluation, of the UP Diliman school-based NSRC activities and/or programs applying the skills and knowledge on monitoring and evaluation; and
4. Respond immediately and ethically to the call of national service through established activity and/or program protocols and procedures.

NSRC Services

NSRC Serial Number

The processing of NSTP Serial Number for students is done within 30 days of posting NSTP grades for NSTP graduates for the semester.

NSTP Diliman Office to the Commission on Higher Education-NCR Procedure



NSTP Graduate (NSRC Reservist) to NSTP Diliman Office

Reservists, may request a serial number certificate through the NSTP Diliman Office.

The student submits a request letter with the following information: (1) Name, (2) College/Unit, (3) Component taken, (4) Semester and Academic Year completed



NSRC Officer verifies information in the database. If the NSTP graduate has not been issued a serial number, NSRC Officer sends in a request to the CHED Regional Office.



With the approval of the Deputy Director for NSRC, the NSRC Officer and issues NSTP Serial Number Certification.

NSRC Activities

As a school-based NSRC unit, the NSRC UPD organizes various activities to cultivate national service consciousness of the reservists through cycles of training and skills development programs.

SANAY: LINAW, LIKSI, LIG-ON

Reservists are trained for skills and systems that are used during mobilization for national emergencies: Psychosocial Support (*Linaw*), First Response (*Liksi*) and Incident Command System (*Lig-on*).

UNLAD

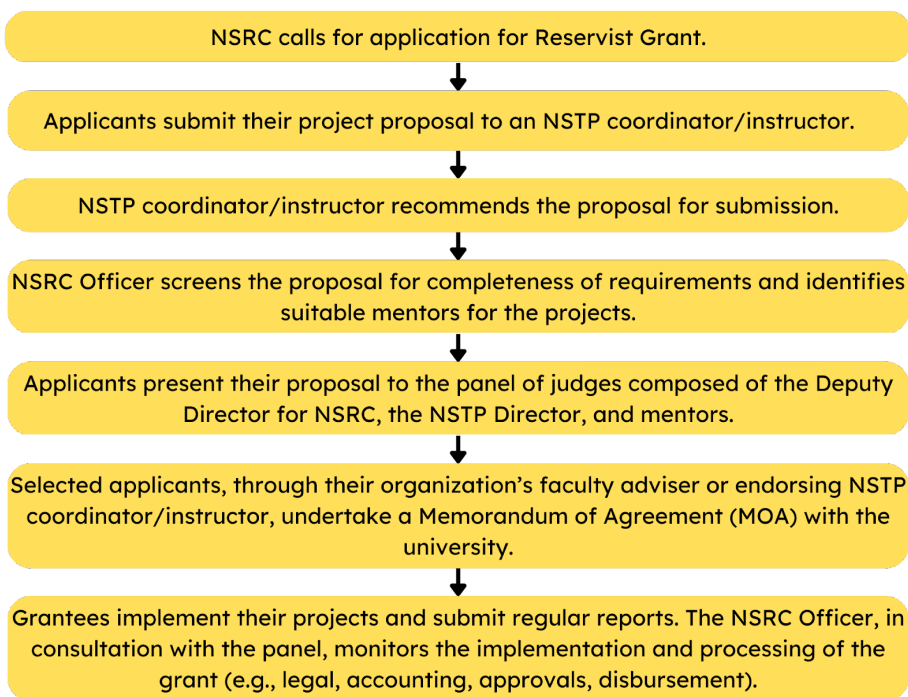
The UNLAD series is dedicated for the continuing education of NSRC for community development and organizing. “*Para Kanino?*” introduces the principles of People-Centered Development, the steps and methods in Community Organizing.

These are then reinforced in the series focussing on Community-based Disaster Risk Reduction and Management, *“Kawayan: Tatag at Tibay Pampamayanan”*.

Reservist Grant

The Reservist Grant is a competitive extension subsidy in the form of an outright grant (maximum of Php 50,000.00) to three (3) student organizations or groups of National Service Reserve Corps (NSRC) and Citizen Armed Force (CAF) reservists who are currently enrolled at the University of the Philippines Diliman.

Procedure:



Gawad NSRC

The NSTP Diliman Office formally recognizes exemplary reservists, units, projects and partners through the annual Gawad NSRC. The event recaps the yearly accomplishment of the program and reviews the scope and the value of national service.

Citizen Armed Forces (CAF)

While NSRC is for those who graduated from LTS and CWTS NSTP components, those who graduated from the ROTC component will be part of the Citizen Armed Forces or CAF. RA 7077 or the Citizen Armed Force or Armed Forces of the Philippines Reservist Act was enacted in June of 1991. In summary, it is “an act providing for the development, administration, organization, training, maintenance, and utilization of the citizen armed forces of the Armed Forces of the Philippines and for other purposes.”

This Act organized the Citizen Armed Force, also known as the Reserve Force, to provide the base for the expansion of the Armed Forces of the Philippines. The following are specified needs for expansion as cited in RA 7077:

1. Events of war, invasion, or rebellion;
2. Relief assistance and rescue during disasters or calamities;
3. Socio-economic development assistance; and
4. Assist in the operation and maintenance of essential government or private utilities in furtherance the of overall mission.

Previously, it was stated under Section 38, Article 7 of RA 7077 that ROTC is mandatory pursuant to the provisions of the National Defense Act and the 1987 Constitution. However, it was changed to voluntary enrolment pursuant to the National Service Training Program (NSTP) Act of 2001. The ROTC under the NSTP shall inculcate patriotism, moral virtues, respect for rights of civilians, and conformance to the Constitution, among others. Graduates of the ROTC component shall be awarded a serial number and a reserve enlisted rank ranging from private to sergeant, chosen based on merit. Additionally, the Department of National Defense or DND shall formulate and adopt a program of assistance and/or incentive for those students who will take the component.

III. ADMINISTRATIVE STRUCTURE & OPERATIONS

NSTP Diliman Office

In compliance with the 2001 NSTP IRR, the UPD NSTP Office was created under the Office of the Vice Chancellor for Student Affairs (OVCSA) in 2011. In August 2012, the Office was placed under the supervision of the Office of the Chancellor (OC) due to its function encompassing community, academic, and student matters. In June 2013, the NSTP Office in UPD was officially established by virtue of a decision made by the Board of Regents (BOR) during its 1288th BOR Meeting. Its functions were to administer, manage, and coordinate all NSTP offerings and activities within the University. In 2016, following the reorganization of the Office of the Vice Chancellor for Academic Affairs (OVCAA), the office was renamed as NSTP Diliman and became one of the eight offices under the supervision of the OVCAA. Executive Order No. PAEP 16-02, dated 26 April 2016 and Memorandum No. OVCAA-BMP 16-188, dated 30 June 2016 provide the following:

The main functions of the NSTP Diliman Office:

- “*Tatak U.P. Diliman*” NSTP: develop an NSTP that is unique to U.P. Diliman as a bastion of diverse knowledge, research, and creative work, and that promotes service to the nation and people while complying with R.A. 9163 and its IRR;
- Harmonized implementation: formulate structure and guidelines that recognize the extension work and public service of the various disciplines while aligning with the “*Tatak U.P. Diliman*” NSTP;
- Initiatives: develop and implement programs that encourage volunteerism among U.P. Diliman students, including those who have completed the NSTP courses; and
- Projects and activities: coordinate with and among academic units in the implementation, monitoring, and review of NSTP projects and activities.

Furthermore, the same Memorandum from the OVCAA states the programs and services of the NSTP Diliman Office, to wit:

- Ensuring the standard implementation of the NSTP Common Module;

- Coordinating with the different academic units in ensuring that supply of NSTP course offerings meets the demand;
- Development and implementation of programs that encourage volunteerism among UPD students including those who have completed the NSTP courses;
- Establishment of the NSRC in UPD;
- Coordinating with and among academic units in the implementation, monitoring, and review of their NSTP projects and activities;
- Processing of MOAs and MOUs between units offering NSTP and their partner organizations;
- Processing of NSTP-related budgetary requests;
- Processing of NSTP-related appointment papers;
- Conduct of NSTP faculty and facilitator orientation programs; and
- Processing of NSTP-related student appeals.

In addition, the Office also serves as the secretariat of the UP System NSTP Council which consists of representatives from different constituent universities of UP.

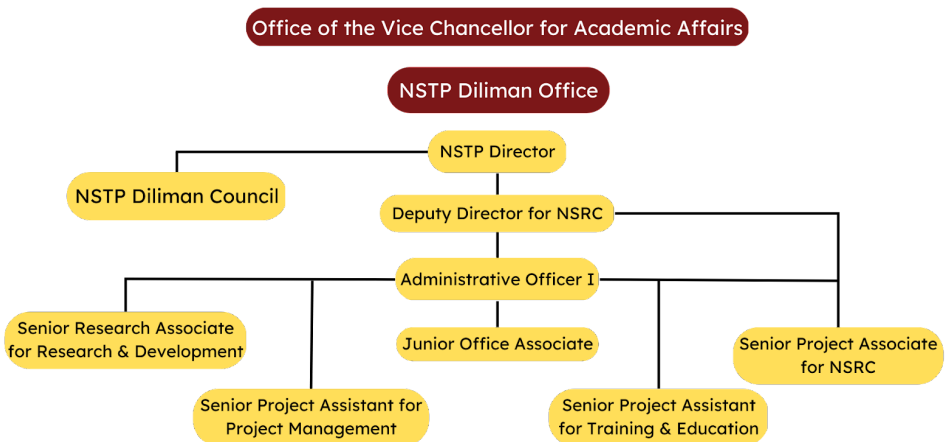
Mission

The NSTP Diliman Office shall develop and implement a National Service Training Program unique to UP Diliman, in line with its identity as a public service university, upholding honor and excellence in the service of the people through relevant and transdisciplinary projects that nurture volunteerism within the UP community.

Vision

The NSTP Diliman Office is to be at the forefront of UP's identity as a public service university, engaging the *iskolar ng bayan* and the entire UP community in meaningful and relevant experiences in service to the nation and in defense preparedness.

Organizational Chart



Composition/Duties & Responsibilities

The NSTP Diliman Office is headed by a Director, assisted by a Deputy Director for NSRC. Support services are provided by the following personnel: (1) Administrative Officer, (2) Junior Office Associate, (3) Senior Project Associate for NSRC, (4) Senior Project Assistant for Training and Education, (5) Senior Research Associate for Research and Development, and (6) Senior Project Assistant for Project Management.

Director

Duties & Responsibilities

- Responsible for the implementation of the NSTP Diliman Office operational plan;
- Leads the NSTP Diliman Council (*the advisory group and policy development body for the implementation of UPD NSTP*) in the

- formulation of NSTP policies and procedures in the University;
- Oversees and monitors the implementation of NSTP in the University;
- Administers programs and activities relevant in the implementation of NSTP in the University; and
- Reviews periodic reports from the Colleges and Units for submission to the concerned CHED Regional Office (CHEDRO).

Deputy Director for NSRC

Duties & Responsibilities

- Assists the NSTP Diliman Office Director in crafting and implementing the NSTP Diliman Office operational plan;
- Responsible for the development, organization, training, administration and operationalization of the school-based NSRC;
- Organizes and conducts training for the school-based NSRC;
- Oversees the implementation of programs for mobilization of reservists; and
- Administers programs and activities relevant in the implementation of NSRC in the University.

Administrative Officer I

Duties & Responsibilities

I. Administrative Functions

- ***Records Management***
 - Ensures the compliance of the NSTP Diliman Office to the existing policies on records management from receipt to administration up to filing of documents/records.
- ***Supply and Property Management***
 - Serves as the Property Custodian of the NSTP Diliman Office and performs the following tasks: (a) conducts inventory of materials and equipment, and generates report of the same; (b) maintains and updates database of equipment; (c) prepares memoranda/letters related to inventory of materials; and (d) inspects and condemns all unserviceable property and equipment.
- ***Procurement and Budget-Related Concerns***
 - Prepares budget proposals and annual reports;

- Prepares and authenticates disbursement vouchers and other supporting documents for the payment of equipment, supplies, services, and other bills/expenses;
- Monitors/reconciles and controls budget allocation and expenses of Trust Accounts in coordination with Diliman Budget Office and Accounting Office; and
- Prepares NSTP Statement/Status of Funds annually.
- **General Services**
 - Supervises the day-to-day operations of the Office;
 - Ensures the timely, efficient and effective clerical and liaising tasks performed by the NSTP Diliman personnel; and
 - Coordinates with other units within UP Diliman regarding NSTP administrative matters (i.e., OVCA, OVCAA, Accounting, Budget, SPMO, Procurement, Colleges, etc.)

II. Policies/Communication

- Oversees the implementation of University policies, procedural directives and rules and regulations; and
- Drafts communication, as assigned by the NSTP Diliman Director or Deputy Director.

III. Human Resource Development Related Tasks

- Facilitates the preparation and processing of the following:
 - Original and renewal of appointment of the NSTP Diliman Director and Deputy Director
 - Contract of Services for Non-UP Contractual Employees;
- Monitors and evaluates the work performance of NSTP Diliman personnel;
- Checks and records Daily Time Records (DTRs) of NSTP Diliman personnel;
- Prepares request for funding related to the hiring of NSTP Diliman personnel; and
- Prepares and authenticates disbursement vouchers and other supporting documents for payment of services rendered by Non-UP Contractual Employees

Junior Office Associate (Administrative Assistant)

Duties & Responsibilities

- Manages digitization of NSTP files;
- Coordinates with other units within UP Diliman regarding administrative matters;
- Prepares NSTP vouchers, obligation requests, budget utilization requests and other necessary documents and attachments prior to the processing of vouchers;
- Responsible for the procurements, processing, and handling of office supplies and equipment;
- Handles logistical works for regular NSTP activities;
- Responsible for handling, monitoring and processing of NSTP cash flows;
- Monitors incoming and outgoing documents of the office;
- Assists in the management of NSTP email and handling of incoming and outgoing calls;
- Receives and keeps records of all documents and correspondence;
- Assists in the development and maintenance of the NSTP Diliman website and other social media accounts; and
- Drafts correspondence and assists the NSTP Diliman Director in the preparation of other pertinent documents.

Senior Project Associate (NSRC Officer)

Duties & Responsibilities

- Conducts research projects relevant to the implementation of NSTP in the University particularly NSRC;
- Conceptualizes and implements projects for mobilization of NSRC members;
- Coordinates NSTP college graduation and the induction of NSTP graduates to NSRC;
- Maintains and updates the NSRC UP Diliman database;
- Manages NSRC social media accounts;
- Organizes NSRC-related orientations for NSTP Instructors;
- Oversees/facilitates the development of NSRC materials for

information and educational campaigns;

- Monitors, supports and motivates NSRC members/volunteers;
- Develops and implements tools in the monitoring and evaluation of NSRC projects and programs;
- Documents and prepares reports for the conduct of NSRC related activities;
- Coordinates with partner agencies, offices, or organizations involved in mobilization activities of NSRC members;
- Facilitates communication channels for volunteers and partner agencies, offices or organizations; and
- Liaises with partner agencies, offices or organizations in the development of protocols for volunteer engagement.

Senior Project Assistant (Training & Education Associate)

Duties & Responsibilities

- Organizes NSTP-related trainings and orientations for NSTP Coordinators, Instructors, and Support Staff;
- Conceptualizes and implements capacity building seminars/workshops/ activities for NSTP Diliman personnel;
- Develops training materials for NSTP Coordinators and Instructors;
- Responsible for the development and maintenance of the NSTP Diliman website and other social media accounts;
- Develops NSTP-related materials for information and educational campaigns;
- Coordinates with NSTP Coordinators and Instructors regarding the conduct of NSTP classes, redistribution, and change of matriculation matters;
- Responsible for the processing of NSTP-related student appeals; and
- Responsible for the development and maintenance of NSTP Diliman UVLe account.

Senior Research Associate (Research & Development Associate)

Duties & Responsibilities

- Coordinates the preparation, development, and execution of Curriculum Development Activities and Initiatives;

- Organizes the planning of research and development projects relevant to the implementation of NSTP in the University;
- Crafts an evaluation instrument to assess the delivery of NSTP courses in the University;
- Supervises the documentation and preparation of reports for the conduct of activities related to NSTP Research and Development projects;
- Maintains a database of resource persons for NSTP Common Module and Curriculum Development; and
- Assists in the development and maintenance of the NSTP Diliman website and other social media accounts.

Senior Project Assistant (Project Management Associate)

Duties & Responsibilities

- Collects and consolidates the NSTP accomplishment reports of the various units;
- Designs and produces NSTP online and print publicity materials;
- Coordinates, liaises with, and maintains a database of partner communities, organizations, and institutions;
- Plans, implements, and evaluates NSTP special projects;
- Assists in the production of the NSTP radio program “Serbisong Tatak UP” in DZUP 1602; and
- Represents NSTP Diliman Office in the OVCAA Gender and Development (GAD) Committee.

Logo



The NSTP Diliman Office logo conveys the Office’s goal of providing a *“Masikhay at Tapat na Serbisyo sa Bayan”*. The colors maroon and mustard yellow were chosen in harmony with the colors of the “UP brand”. Maroon symbolizes *“sikhay”/zeal/passion* in serving while mustard represents warmth and optimism.

The **oblation** and the **laurel**, which mean selfless sacrifice and excellence, respectively, situated at the center embodies the identity of the UP community. Below these are four icons symbolizing the structure of the NSTP: the pillar, the scroll, the handshake, and the shield.

The **pillar** portrays the Common Module course, the basic framework for the program, which is anchored to the University’s goal of academic excellence, honor, and service to the Filipino nation. The scroll represents the LTS program component which aims to train students to impart knowledge on literacy and numeracy to school children and to out of school youth.

The **handshake** signifies the CWTS program component which contributes to the general welfare and the enrichment of lives of the members of the community. The shield manifests the ROTC program component which aims to provide students with military training for national defense preparedness.

The **stars** stand for the colleges and units offering the NSTP in UPD. Lastly, the elements of the logo are encompassed in a circle to signify synergy— the NSTP banner goal.

People involved in the implementation of NSTP

NSTP Coordinator

Designation of the NSTP College Coordinators may be through the following forms:

- Appointment from the Head of the Unit (Dean or Commandant);
- Recommendation from the Selection Committee, or from the previous Coordinator; or
- Shared responsibility (ex. head of another office).

The NSTP Coordinators shall perform the following duties and responsibilities:

- Plan and coordinate the NSTP offerings in their respective Colleges/Units for the Academic Year;
- Sit as part of the NSTP Diliman Council (*the advisory group and policy development body for the implementation of UPD NSTP*);
- Oversee the development and implementation of the College/Unit's NSTP;
- Report to the NSTP Director regarding the implementation of NSTP in their respective Colleges/Units;
- Ensure the implementation of the UPD NSTP IRR and UPD NSTP Common Module at the college level;
- Prepare the College/Unit's project and budget proposal for the NSTP program;
- Monitor and evaluate the NSTP projects, partner organizations, and NSTP areas/communities;
- Submit accomplishment reports to the NSTP Diliman Office at the end of each Academic Year for archiving and auditing purposes;
- Act as focal person in the Diliman Wide Disaster Preparedness and Response programs;
- Compile the list of NSTP graduates for endorsement to the UPD National Service Reserve Corps;
- Endorse student appeals, in the absence of the concerned Instructor;

- Disseminate memoranda, letters, and other formal communications from the NSTP Diliman Office; and
- Address NSTP-related issues or concerns within the College/Unit.

The NSTP Coordinators are authorized to receive an honorarium amounting to Php 4,000 to 5,000/month. Some of the coordinators are given administrative load credits by their respective colleges/units.

NSTP Instructor

The College/Unit shall designate the NSTP Instructors commonly recommended by the NSTP Coordinators. On the other hand, the DMST-NSTP Instructors are designated by the Army Officer-in-Command.

Ideally, faculty members who will handle NSTP 1 should also be the one to handle NSTP 2 for the same set of students.

The Instructors shall perform the following duties and responsibilities:

- Assist the Coordinator in the planning of the NSTP offering in their respective Colleges/Units for the Academic Year;
- Develop and implement pertinent course syllabi, activity guides, and study guides for NSTP students;
- Teach students based on the guidelines and framework of NSTP;
- Coordinate activities of the assigned classes;
- Communicate and link various socio-civic groups, advocacy groups, non-governmental organizations (NGOs), and community partners to students for community engagement projects;
- Conduct consultation sessions with NSTP students to support their community engagement projects and related concerns;
- Assess and evaluate student learning and output using the prescribed UPG standards;
- Submit grades in the CRS within the set reglementary period;
- Assist the Coordinator in the preparation of accomplishment reports at the end of the Academic Year; and
- Invite speakers for the Common Module, if needed.

The NSTP Instructors are authorized to receive 3.0 units of teaching load credit.

NSTP Support Staff

Commonly, the Administrative Personnel of respective colleges/units are designated as NSTP Support Staff.

The Support Staff shall perform the following duties and responsibilities:

- Provide administrative support to the Coordinators and Instructors, i.e., processing of appointment papers, preparation of vouchers and other expense-related documents, procurement of materials, liquidation of purchases, and others;
- Provide technical assistance and administrative support in the enlistment, redistribution, and change of matriculation processes; and
- Handle NSTP Diliman Office communications and documents.

The NSTP Support Staff are authorized to receive an honorarium of:

- **Regular Employees** - Php1,500 to 2,500/month
- **Non-UP Contractual/Job Order Personnel** - rate depends on the discretion of the College/Unit.

Program Implementation

Enlistment

All students may enlist in an NSTP class under any preferred college/unit through the Computerized Registration System (CRS). The following are given priority during enlistment: (a) graduating students and (b) students taking up majors within the respective College/Unit.

Naming of NSTP Sections in the CRS

To standardize the system of naming the NSTP Sections in the CRS, the following pattern shall be followed: **SUBJECT NAME + COLLEGE + SECTION CODE** (see *Memorandum No. AVPM 19-015*).

The abbreviation of the name of the concerned College or Unit shall be based on the existing practice for easier identification, e.g. CMu for the College of Music; Engg for the College of Engineering.

Listed below are the sample templates:

FOR CWTS/LTS:	
Lone section in the College/Unit	CWTS 1 Engg MCDE
Multiple sections with similar section codes	CWTS 1 Engg MCDE CWTS 1 Engg MCDE-1 CWTS 1 Engg MCDE-2
Lone section in the College/Unit	LTS 2 CSSP MCDE
Multiple sections with similar section codes	LTS 2 CSSP MCDE LTS 2 CSSP MCDE-1 LTS 2 CSSP MCDE-2
FOR ROTC 1/ ROTC 2:	
Lone section	ROTC 1 SCDE
Multiple sections with similar section codes	ROTC 1 SCDE ROTC 1 SCDE-1 ROTC 1 SCDE-2
Lone section	ROTC 2 SCDE
Multiple sections with similar section codes	ROTC 2 SCDE ROTC 2 SCDE-1 ROTC 2 SCDE-2

The CRS shall be the only authority to indicate the subscripts should there be multiple sections with similar section codes in the concerned College/Unit, i.e. -1; -2; -3.

Below is the template dedicated for remarks. Authority is given to the Colleges/Units should there be a need for the inclusion of additional details in the Remarks Section.

FOR THE NSTP COMPONENTS	REMARKS
e.g. NSTP Engg MCDE	This is offered by the College of Engineering Department of Industrial Engineering and Operations Research . This NSTP will become CWTS 1 that will focus on DRRM .
FOR INTEGRATED NSTP:	
e.g. NSTP VSB MCJ	This is an integrated NSTP offered by the Virata School of Business . This is composed of the NSTP Common Module, LTS 1 and LTS 2 that will focus on Financial Literacy . The second part of the course requires an Academic Field Activity.
FOR CWTS 2/LTS 2:	
e.g. LTS 2 CSSP MCDE	This is offered by the College of Social Sciences and Philosophy – Department of Philosophy and will focus on Philosophy for Children . This requires an Academic Field Activity. Students must coordinate with their respective instructor before enlisting. Students must enlist with the same instructor for their LTS 2.
e.g. CWTS 2 Engg MCDE-2	This is offered by the College of Engineering – Department of Industrial Engineering and Operations Research and will focus on DRMM . This requires an Academic Field Activity. Students must coordinate with their respective instructor before enlisting. Students must enlist with the same instructor for their CWTS 2.

FOR ROTC 1 & ROTC 2	
E.g ROTC Mil Sci 1 SBCDE	This is offered by the Department of Military Science and Tactics and will focus on marksmanship and small unit tactics . This requires an Academic Field Activity.

Program Planning

Through the combined effort of the Coordinator and the Instructor/s, each College/Unit shall develop its own NSTP courses. The program shall be planned in accordance with the general guidelines and materials provided by the NSTP Diliman Office. All programs and activities shall act as tools to emphasize the subjects that constitute the basic framework of the course and highlight the youth's vital role in the nation.

Syllabus Writing

The Instructors are tasked to prepare the syllabi for their respective Colleges/Units. The syllabi produced by the Extended NSTP Council from the previous writeshops along with the modules provided by previous Instructors are used as basis/reference.

The scope for the Common Module is patterned through the subjects stated in the NSTP IRR whereas each component syllabi are modified depending on which topics the Instructor regards as prime concern and should be accentuated. However, in the case of the ROTC component, the Department of National Defense (DND) shall formulate and administer training modules.

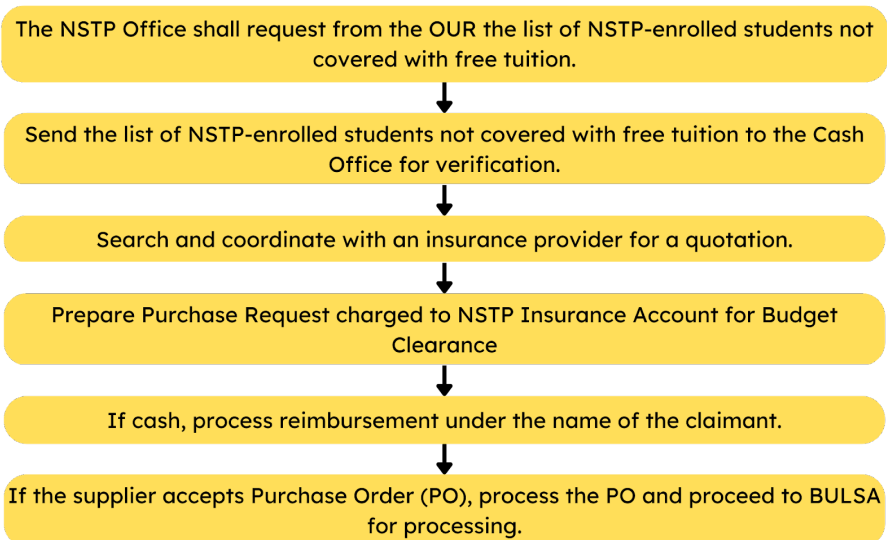
Administrative Procedure

Insurance

The NSTP IRR Section 10 Item b.1 states that “school authorities concerned, CHED, and TESDA shall ensure that health and accident group insurance are provided for students enrolled in any of the NSTP components.” Hence, students are prohibited from performing field activities outside the University without insurance. The concerned College/Unit shall include the insurance expenses of both the students and the NSTP Instructors in the funding request to be forwarded to the Chancellor for approval.

Procedures:

For the NSTP Diliman Office:



NOTES:

If the amount of insurance is more than Php 1,000, request for a quotation; if less than Php 1,000, proceed to the Procurement Office.

The Government Service Insurance System (GSIS) shall provide comprehensive insurance coverage to all enrolled undergraduate students eligible for the grant of Higher Education Subsidy (*OVPA & OVPPF Joint Memorandum No. 10 dated 16 September 2019*).

Budget Request/Program of Expenditure (POE)

Budget requests/Program of Expenditure are processed before the start of the Fiscal Year. Annual processing is done to cover the expenses of the Colleges/Units related to the implementation of NSTP in the University. Approved budget request is a requisite in the processing of payment of expenses.

Requirements:

1. Letter of request addressed to the Chancellor for Approval of the Program of Expenditure

Procedure:

The NSTP Instructors shall submit the budget request of their respective NSTP classes to the concerned NSTP Coordinator for review/comments.



The NSTP Coordinator shall consolidate the submitted budget requests, and submit a Letter of Funding Request to the Office of the Dean, for approval.

Upon approval from the concerned Dean, the College/Unit shall submit the budget request to the NSTP Diliman Office for endorsement from the Director.



The NSTP Diliman Office shall forward the request with the endorsement to the Office of the Vice Chancellor for Academic Affairs (OVCAA), for recommending approval.



Upon issuance of the recommending approval from the OVCAA, the request shall be sent back to the College/Unit for processing through BULSA for budget clearance, approval of FPOC and Chancellor.

Note: All budget requests (IOB or Internal Operating Budget) of the Colleges/Units shall be in accordance with the Fiscal Year General Appropriations Act (*see R.A Nos. 11519-11520, & DBM National Budget Circular No. 585*).

Academic Field Activities (AFA) Requests

AFAs are recognized by the University as a fundamental part in the successful implementation of the program. These are activities performed outside the regularly assigned classroom that satisfies an academic requirement as defined in the official course syllabus.

Required short-term field activities such as field surveys, class observations, and fieldworks in relevance to the NSTP classes fall under the Type 1C classification as defined in the Memorandum No. OVCAA-BMP 17-094-C. These are activities under the immediate supervision of a regular faculty member in-charge (FIC).

Furthermore, students must be informed should the field activity be required or not through enlistment and orientation.

NSTP classes shall adhere to the rules and requirements prescribed by the NSTP Diliman Office for the safe conduct of NSTP F2F AFAs, as supervised by the NSTP College Coordinator, in close coordination with the unit. In addition, the College-approved **Summary List of NSTP Academic Field Activities** must be submitted by the College NSTP Coordinator through the NSTP Diliman Office to OFA Diliman at the beginning of the semester before the earliest date of AFA implementation.

Moreover, the FIC must accomplish and submit the AFA Evaluation Form for the conducted NSTP AFA/s before the semester ends.

UPD Face-to-Face Academic Field Activity Guidelines (2nd Semester AY 2022-2023)

Field Incident Reporting

In an unlikely event, an incident happens in an AFA, the instructor must file a field incident report. The guidelines on field incident reporting differ based on whether the incident is MAJOR or MINOR (*see Memorandum No. OVCAA-BMP 15-095*).

- An incident is considered **MAJOR** if the faculty member on site cannot address it within approximately three (3) hours from the onset. Any physical injury leading to hospitalization is considered a major incident.
- An incident is considered **MINOR** if the faculty member on site can immediately address it within approximately three (3) hours. Minor injuries include scratches, cuts, bruises, and the like, that can be addressed with first aid kits.
- In case of doubt, an incident shall be considered a **MAJOR** incident requiring **IMMEDIATE VERBAL REPORTING**.
- **Minor** incidents do not require immediate verbal reports but do require written reporting.

IMMEDIATE VERBAL REPORTING

- The faculty member in charge shall notify the Department Chair, Division Head or Institute Director, and the parent, legal guardian, or person-to-notify of each student involved through contact details on file with the faculty for the purposes of the AFA.
- The faculty member shall also verbally notify his/her College/Unit's NSTP Coordinator.
- The Department Chair, Division Head or Institute Director shall verbally inform the Dean of the College or the Director/Head of the Unit.
- The Dean of the College or Director/Head of the Unit offering the course shall then inform the Chancellor. In case of an incident involving more than one College/Unit, the Dean of the College offering the course shall notify the Dean of the College of each student involved. The Dean(s) or Director(s) of the home unit(s) shall relay the information to each concerned Department Chair, Division Head or Institute Director.

WRITTEN REPORTING

- For every incident, a written incident report must be prepared by the faculty member in charge within 24 hours after the incident occurred. These reports must include a full and objective narrative, actions taken to address the incident, and further actions needed until the situation is completely addressed; major incidents require more detail than minor incidents. Each report must be promptly noted by the Department Chair, Division Head or Institute Director and promptly submitted to the Dean of the College or the Director of the Unit, with a copy furnished to the College/Unit NSTP Coordinator.
- The Dean/Director shall promptly endorse every incident report to the Chancellor through the OVCAA, with a copy furnished to the NSTP Director. For cases of major incidents, the Dean shall also furnish a copy of appropriate parts of the written report to every student's parent, legal guardian, or person-to-notify through contact details on file with the faculty for the purposes of the AFA.

- For incidents involving more than one College/Unit, the Dean of the College or Director/Head of the Unit offering the course shall promptly furnish a copy of the written incident report to the Dean/Director of every involved student's home College/Unit. The Dean(s) or Director(s) of the home unit(s) shall copy and furnish the report to each concerned Department Chair, Division Head or Institute Director.

NOTES:

- There shall always be **FULL DISCLOSURE** of the incident details, both in written and verbal reports, when communicating the incident appropriately to the higher authorities of the University. The gravity of the incident must **NEVER BE DOWNPLAYED**.
- Reports are **CONFIDENTIAL** to the faculty member in charge and the higher authorities of the University, unless and until disclosed to other concerned parties as deemed appropriate.

Submission of Accomplishment Report

At the end of every academic year, the Colleges/Units shall submit accomplishment reports to the NSTP Diliman Office with the following content:

- 1. Summary of Community Engagement**
 - a. Brief description of activities
 - b. Location of activity implementation
 - c. Contact details of partner organization & NSTP Instructor
 - d. Class size or number of NSTP 2 participants in the activities
 - e. Number of target beneficiaries
 - f. Sustainable Development Goals (SDGs) tag
- 2. Class Reports**
 - a. Brief description of activities
 - b. Activities and programs
 - c. Assessment and evaluation of activities
 - d. Group reflections
 - e. Recommendations
- 3. Organizational Chart**
- 4. NSTP Calendar of Activities**
- 5. Other NSTP activities in the unit (if any)**

6. Appendices

- a. Letter of engagement/Memorandum of Agreement/Memorandum of Understanding/Terms of Reference/Others
- b. Individual Reflection
- c. Syllabi and Course Pack
- d. Financial Report
- e. Photos of Activities

The submitted reports shall be consolidated by the NSTP Diliman Office and shall be forwarded to the CHEDRO.

Processing of Appointment

• For NSTP Coordinator (Original or Renewal)

Appointment papers of the NSTP Coordinators are required in the grant of both additional administrative loads and honoraria. In the absence of the appointment documents, the Coordinators are not authorized to process any NSTP-related requests or concerns.

Requirements:

1. Duly Accomplished White Basic Paper through HRDO's PUSO website
2. Updated Curriculum Vitae
3. Letter of Recommendation duly signed by the Dean or the Head of the Unit

Procedure:

The College/Unit shall submit the endorsement request with complete requirements and Data Routing System (DRS) Reference No. to the NSTP Diliman Office for endorsement of the Director.



The NSTP Diliman Office sends the endorsed documents back to the unit/colleges for processing through HRDO PUSO.

Upon recommending approval of the Director, the request shall be returned to the unit for processing through HRDO PUSO.



The College/Unit shall forward the recommended document to the Office of the Chancellor, for approval.

• For NSTP Support Staff (Original)

For Regular Employees (additional assignment):

Appointment paper is required for the processing of honorarium.

Requirements:

1. Updated Curriculum Vitae (CV) with recent 1 ½ x 1 ½ picture
2. Copy of duties and responsibilities
3. Organizational/Personnel Structure
4. Letter of Recommendation from the NSTP Coordinator approved by the concerned Dean

Procedure:

The College/Unit shall submit the complete requirements with Data Routing System (DRS) Reference Number to the NSTP Diliman Office, for endorsement of the Director.



The NSTP Diliman Office shall forward the endorsed document to the UPD-Human Resource Development Office (HRDO), for recommendation.



Upon recommending approval of the Director, the request shall be returned to the unit for processing through HRDO PUSO.



The College/Unit shall forward the recommended document to the Office of the Chancellor, for approval.

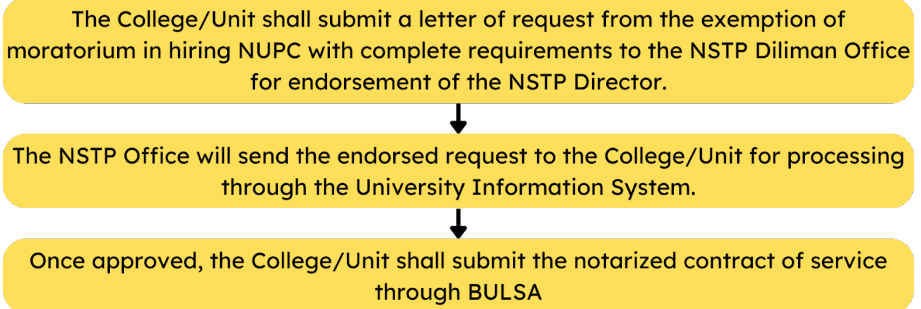
For Non-UP Contractual (NUPC):

In case of non-availability of permanent positions within the College/Unit, hiring of Non-UP Contractual or Job Order Personnel is authorized. Contract of Service is required in the processing of payment of services rendered.

Requirements:

1. Terms of Reference
2. Job Order Form
3. Approved Funding with the Line-Item Budget

Procedure:



For Job Order Personnel:

Job Orders are for a three-month period. The concerned College/Unit can process the Job Order form directly from BULSA.

Procedure:



The JO personnel shall submit their signed Job Order Form to their College/Unit.



The College/Unit shall then submit the Job Order through BULSA.

- **For NSTP Support Staff (Renewal)**

For Regular Employees (additional assignment):

Requirement:

1. Letter of Recommendation from the NSTP Coordinator approved by the concerned Dean

Procedure:

The College/Unit shall submit the complete requirements with Data Routing System (DRS) Reference Number to the NSTP Diliman Office, for endorsement of the Director.



The NSTP Diliman Office shall forward the endorsed document to the UPD-Human Resource Development Office (HRDO), for recommendation.



Upon recommending approval of the Director, the request shall be returned to the unit for processing through HRDO PUSO.



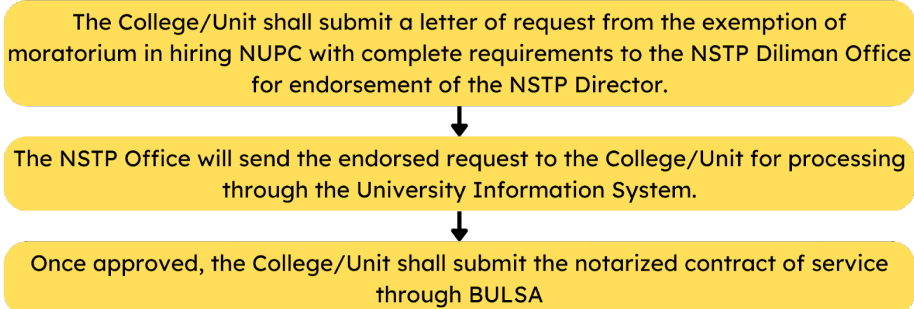
The College/Unit shall forward the recommended document to the Office of the Chancellor, for approval.

For Non-UP Contractual:

Requirement:

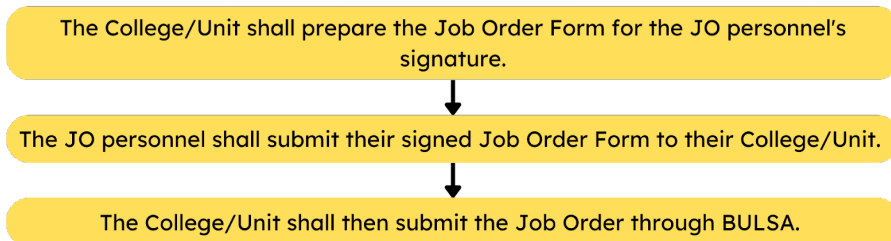
1. Letter of Request with Justification

Procedure:



For Job Order Personnel:

Procedure:



Processing of Office Memorandum for Resource Person/ Support Staff (for Regular Employees only)

An office memorandum is an order approved and issued by the Head of the College/Unit in which specific tasks or assignments are delegated to a particular personnel under a regular position. An office memorandum is required in the processing of payment for services rendered by the resource person or the support staff.

Requirement:

1. Terms of Reference (TOR)

Procedure:

The Instructor/Lecturer/Project Implementer shall submit the signed TOR/Conforme Letter to the Administrative Officer/Support Staff for the drafting and processing of the Office Order.



The Administrative Officer/Support Staff shall submit the drafted Office Order to the NSTP Coordinator, for approval.

Processing of Job Order for Resource Person/ Support Staff (for Non-UP Personnel)

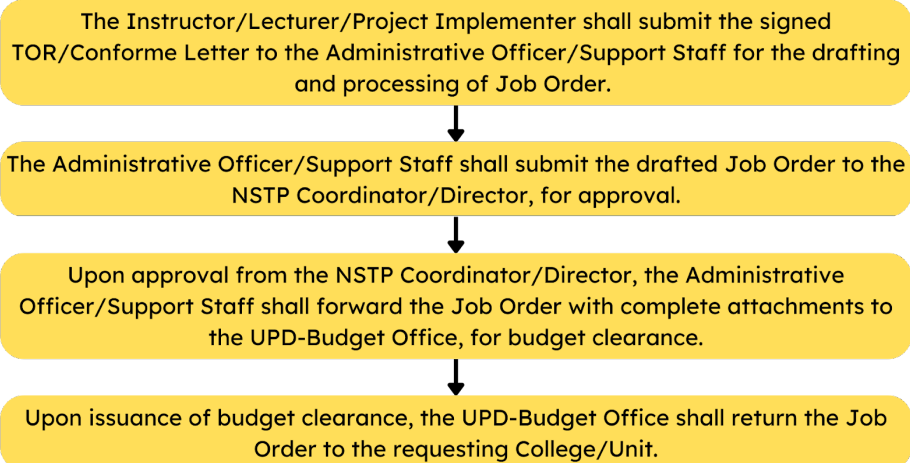
A Job Order is issued by the Head of the College/Unit to a non-regular employee who has special tasks or assignments that need to be completed within a specific time frame. The Job Order is required in the processing of payment for services rendered by the resource person or the support staff.

Requirements:

1. Terms of Reference (TOR)

2. Certified True Copy (CTC) of the Approved Budget/Funding Source with Line Item Budget

Procedure:



NSTP OPERATIONS MANUAL

2nd Edition

NSTP Diliman Office

Asst. Prof. Dennis F. Quilala (*Director*)

Asst. Prof. Likha G. Minimo, Ph.D (*Deputy Director for NSRC*)

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