



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



**MEMORANDUM FROM THE CHAIRMAN**

**TO :** CHED REGIONAL OFFICE DIRECTORS  
**PRESIDENTS/HEADS OF PUBLIC AND PRIVATE HIGHER  
EDUCATION INSTITUTIONS**

**SUBJECT :** PUBLIC CONSULTATION ON THE DRAFT GUIDELINES FOR THE  
IMPLEMENTATION OF THE “EXEMPTION OF SK OFFICIALS  
FROM TAKING THE NATIONAL SERVICE TRAINING PROGRAM-  
CIVIC WELFARE TRAINING SERVICE (NSTP-CWTS)”

**DATE :** 30 JANUARY 2019

In accordance with the pertinent provisions of Republic Act (R.A.) No. 7722 –“Higher Education Act of 1994”, R.A. 9163 –“National Service Training Program (NSTP) Act of 2001”, the CHED through the Office of Student Development and Services (OSDS) together with the National Youth Commission and other concerned agencies, will conduct zonal public consultations on the said guidelines.

The public consultations will be attended by Presidents/Heads or NSTP Directors from various higher education institutions (HEIs) in the country. Only one (1) representative per HEI will be accommodated. Thus, each region will be allotted the following number of participants:

Zone	Region	No. of Participants	Date	Venue
Luzon	CAR	20	March 14, 2019	Pangasinan (Exact venue to be announced)
	I	60		
	II	20		
	III	40		
	IV	45		
	MIMAROPA	10		
	V	10		
Visayas	NCR	80	March 21, 2019	Cebu (Exact venue to be announced)
	VI	75		
	VII	75		
Mindanao	VIII	40	April 4, 2019	Davao (Exact venue to be announced)
	IX	25		
	X	30		
	XI	20		
	XII	30		
	CARAGA	25		
ARMM	7			

HEIs are enjoined to confirm their attendance to their respective **CHED Regional Office**. While the CHEDROs shall submit the list of confirmed attendees to CHED Central Office-Office of Student Development and Services not later than **February 27, 2019**.

CHED Central Office shall cover the food, venue and kits for the participants during the activity. For the accommodation and travelling expenses that will be incurred by the participants shall be charged against their local funds subject to the usual accounting and auditing rules and regulations.

Should there be any further inquiries, your designated staff may contact Dr. Nena B. Asingjo, Chief Education Program Specialist-Local Student Affairs Division, at telephone no. 988-0001 or email address [osds-lsad@ched.gov.ph](mailto:osds-lsad@ched.gov.ph).

Immediate dissemination of this Memorandum is desired.



**J. PROSPERO E. DE VERA III, DPA**  
Chairman  
Commission on Higher Education

**COMMISSION ON HIGHER EDUCATION  
NATIONAL YOUTH COMMISSION**  
Joint Memorandum Circular No. \_\_\_\_  
\_\_\_\_\_ 2018

**SUBJECT : GUIDELINES FOR THE IMPLEMENTATION OF THE  
EXEMPTION OF SK OFFICIALS FROM TAKING THE  
NATIONAL SERVICE TRAINING PROGRAM-CIVIC  
WELFARE TRAINING SERVICE (NSTP-CWTS)**

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**1. STATEMENT OF POLICIES**

- 1.1. The State recognizes the vital role of the youth in nation building and shall promote and protect their physical, moral, spiritual, intellectual, and social well-being. It shall inculcate in the youth patriotism and nationalism and encourage their involvement in public and civic affairs. In pursuit of these goals, the youth shall be trained in military and civic services through the conduct of National Service Training Program (NSTP) pursuant to RA 9163 or the National Service Training Program Act of 2001.
- 1.2. In recognition of the participation of Sangguniang Kabataan (SK) Officials in local governance and the development of their communities, RA 10742 or the Sangguniang Kabataan Reform Act of 2015 exempts all incumbent SK Officials in good standing whether elected or appointed from taking the National Service Training Program-Civic Welfare Training Service (NSTP-CWTS) subject.

**2. PURPOSE**

This Joint Memorandum Circular (JMC) is issued to provide guidelines for the implementation of the exemption of incumbent SK Officials from taking the NSTP-CWTS subject.

**3. COVERAGE**

This circular shall apply to all incumbent SK Officials in good standing who intend to enroll in higher education programs and will take NSTP-CWTS.

**4. DEFINITION OF TERMS**

For purposes of this JMC, the following terms are defined as follows:

- 4.1. **Annual Barangay Youth Investment Program (ABYIP)** – shall refer to the yearly program based on the Comprehensive Barangay Youth Development Plan. Shall contain the specific programs, projects and

activities with corresponding project costs including the necessary fund flows to approximate the reasonable timing in the release of funds.

- 4.2. **Youth** – shall refer to those persons whose ages range from fifteen (15) to thirty (30) years old.
- 4.3. **SK Officials** - elected or appointed youth
- 4.4. **Enrolled SK Officials** – SK Officials who are currently enrolled in HEIs taking NSTP-CWTS.
- 4.5. **Exempted SK Officials** – Enrolled SK officials in NSTP-CWTS of HEIs who satisfied the criteria for exemption.
- 4.6. **National Service Training Program (NSTP)** - refers to the program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of the three (3) program components, specifically designed to enhance the youth's active contribution to the general welfare.
- 4.7. **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.

## 5. GUIDELINES

### 5.1. Criteria for Exemption

- 5.1.1. Enrolled in NSTP-CWTS. All SK Officials who opted to take the NSTP-CWTS are required to enroll. However, they may be exempted from attending classes and joining activities.
- 5.1.2. Have good standing being SK officials with certification issued by City/Municipal Local Government Operations Officer (C/MLGOO).
- 5.1.3. Have passed the NSTP I in HEIs. Completion of twenty-five (25) hours of NSTP common module composed of Citizenship Training, Drugs Education, Environmental Education, Disaster Risk Reduction and Mgt. Awareness, Physical Organization and Course Orientation, NSTP Program (RA9163) and Other National Security Concerns.

### 5.1 Programs, Projects and Activities (PPAs)

- 5.1.1 Programs, projects and activities should be in accordance with the approved Annual Barangay Youth Investment Program (ABYIP);

5.1.2 Trainings, workshops and seminars to be conducted for the youth should not be limited to the enhancement of technical or labor skills but enhancement of competencies in the following areas - Self-Awareness, Values Development, Leadership, Social Mobilization, Environmental Education, Voter's Education, Drug Education, Calamity and Disaster Preparedness, Entrepreneurship, Project Planning and Development, and Resource Generation.

## 5.2 Reportorial Requirement

5.3.1 Accomplished prescribed template reflecting the PPAs

## 6. REQUIRED DOCUMENTS

6.1.1 Oath of Office

6.1.2 Certificate of Enrollment

6.1.3 Certificate of Good Standing issued by City/Municipal Local Government Operations Officer (C/MLGOO)

6.1.4 Written reports with photographs which are approved by the Punong Barangay.

6.1.5 Copy of ABYIP

## 7. PROCEDURE

7.1.1 Application for exemption with attached Certificate of Enrollment, Oath of Office and Certificate of Good Standing shall be submitted to the NSTP-CWTS Coordinator for evaluation.

7.1.2 Thereafter, the same shall be subject to the approval of NSTP Director within three (3) days from submission of the application.

7.1.3 Upon approval, a certificate of exemption shall be issued signed by the NSTP Director.

## 8. GROUNDS FOR DISQUALIFICATION FROM EXEMPTION

8.1 Failure to submit report which is duly approved by the Punong Barangay.

8.2 Submission of fabricated and spurious documentary requirements. For spurious or fabricated documents, the same shall be endorsed to the appropriate disciplinary committee of the HEIs for investigation/appropriate action.

## **9. FEE FOR NSTP-CWTS ENROLLMENT**

SK Officials shall be exempted from paying the NSTP-CWTS enrollment fee. During the enrollment SK Officials shall submit application for NSTP-CWTS fee exemption which the amount shall be deducted from total payable/assessed amount. However, will be tagged as account payable and shall be lifted once exemption is granted.

SK Officials have also the option to pay the NSTP-CWTS enrollment fee and request for refund once exemption is granted.

## **10. Grading and Serial Number**

10.1 NSTP Director shall assess and evaluate the involvement and contribution of the SK Officials to their community as reflected in their submitted report.

10.2 CHEDROs shall issue serial numbers to HEIs to be awarded to exempted SK Officials and encoded in their TOR once the requirements are complied.

## **11. Monitoring**

The CHED shall monitor the implementation of the exemption and shall maintain database of the students availed the exemption.

## **12. Repealing Clause**

All issuances that in contrary to this JMC are hereby repealed.

## **13. Effectivity**

This circular shall take effect fifteen (15) days after its publication in the Official gazette or in a newspaper of general circulation.

**J. PROSPERO E. DE VERA III, Ph.D.**  
Chairman  
Commission on Higher Education

**USEC. RONALD GIAN CARLO L. CARDEMA**  
Chairperson and CEO  
National Youth Commission