

Republic of the Philippines
(Republic of the Philippines)
KAGAWARAN NG KALAKASAPAN AT KULTUR-
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila

July 20, 1977

DEPARTMENT MEMORANDUM
No. 150, s. 1977

Submission of Data on YCAP Coordinators

To: Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
Coordinator, State Colleges and Universities
Schools Superintendents
Heads of Private Schools, Colleges and Universities

1. The National YCAP Coordinating Unit is presently preparing its YCAP Fact Book which shall contain, among others, the names and addresses of school coordinators involved in the Youth Civic Action Program, for ready reference.

2. In this connection, this Office desires that a list of all the YCAP coordinators in the region, including those in the state and private colleges and universities, as well as YCAP Form 7 (sample form attached), duly accomplished in triplicate by every coordinator, be submitted to the National YCAP Coordinating Unit, Department of Education and Culture, Arroyo, Manila, on or before August 15, 1977.

3. The regional YCAP coordinator shall prepare the list of YCAP coordinators in the regional office and in the state and private colleges and universities. The division YCAP coordinators shall prepare the list of the YCAP coordinators in the division offices, the districts, and the schools, to be submitted to the National YCAP Coordinating Unit through the regional office.

4. It is desired that this Department Memorandum be given preferential attention.

(SGD.) JUAN E. MAZUEL
Secretary of Education and Culture

cc: 1:
As stated

Reference:
Department Order No. 12, s. 1977

Allotment: 1-2-3-4--(P.O. 1-78)

To be indicated in the Perpetual Index under the following subjects:

BUREAUS & OFFICES ✓
LISTS ✓
OFFICIALS ✓

PROGRAM, SCHOOL ✓
STATISTICS (Data) ✓

YCAP FORM

YCAP COORDINATORS INFORMATION SHEET



Personal Data Sheet
Taxpayer's Account No.

1. SURNAME FIRST NAME MIDDLE NAME - 2. SEX 3. CIVIL STATUS

Male Single Separated
 Female Married Widow/er

4. CITIZENSHIP 5. PLACE OF BIRTH CODE 6. DATE OF BIRTH 7. 1st DAY OF GOVERNMENT SERVICE

8. CITY ADDRESS USA 9. PROVINCIAL ADDRESS Code

10. EDUCATIONAL ATTAINMENT

EDUCATIONAL COURSE	NAME OF SCHOOL/COLLEGE/UNIVERSITY	DEGREE/UNITS EARNED	DATE GRADUATED OR LAST ATTENDED	CODE
Elementary Ed.				
Secondary Ed.				
Vocational Training				
College Education				
Posters (M.A./M.S.)				
Doctorate Conferred				

11. CIVIL SERVICE BOARD/RAM EXAM. PASSED:	CODE	ORIG. EXAM. TAKEN	CODE CONVERTED	DATE OF EXAMINATION	RATING	PLACE OF EXAMINATION	CODE

12. PRESENT EMPLOYMENT/POSITION 13. ACTUAL DESIGNATION OF FUNCTION/S

Date:

(Official Title)

(Officer Administering Oath)

Residence Certificate No. _____
Issued at _____ on _____

22. OTHER QUALIFICATIONS AND SPECIAL SKILLS. (Include membership in related associations, hobbies, etc.)

(Continue on separate sheet, if necessary)

23. RECORDS OF IN-SERVICE TRAINING, VISITORS, STUDY AND SCHOLARSHIP GRANTS

Field of Training	No. of Hours	Period of Training	Conducted by

(Continue on separate sheet, if necessary)

24. SERVICE RECORD (Include experience outside government service)

EXCLUSIVE FROM	DATE TO	POSITION	DEPT./OFFICE	SALARY	STATUS OF APPOINTMENT

(Continue on separate sheet, if necessary)

25. Are you related within the 3rd degree of affinity or consanguinity to the appointing or recommending authority or to the person who has direct supervision over you in the office, bureau or department you are to be appointed to? YES NO.

26. Have you ever been convicted for violating any law, decree, ordinance, or regulations, by any court or tribunal? YES NO. Have you ever been convicted for any breach or infraction by a military, naval or constabulary tribunal or authority or found guilty of an administrative offense? YES NO. If yes, to any question, give particulars below:

27. Have you ever been retained, dismissed or forced to resign from any employment for reason other than lack of funds. YES NO

I HEREBY CERTIFY THAT THE ANSWERS given above are true and correct to the best of my knowledge and belief. SUBSCRIBED AND SWORN TO BEFORE ME