

Republika ng Pilipinas  
(Republic of the Philippines)  
MINISTRI NG EDUKASYON AT KULTURA  
(MINISTRY OF EDUCATION AND CULTURE)  
Manila

March 26, 1982

MEMORANDUM  
No. 103-a, s. 1982

SIXTH NATIONAL SUMMER LEADERSHIP INSTITUTE ON YOUTH VOLUNTEER  
MANAGEMENT IN NATIONAL DEVELOPMENT SERVICE PROGRAMS

To: Bureau Directors  
Regional Directors  
Schools Superintendents  
Presidents, State Colleges and Universities  
Heads of Private Schools, Colleges and Universities  
Heads of Agencies

1. The 1982 Summer Leadership Institute on Youth Volunteer Management in National Youth Development Service Programs, sponsored by the Program on Forest Ecosystem Management (ProfEM), Bureau of Forest Development, Ministry of Natural Resources, the Kilusang Kabuhayan at Kaunlaran (KKK) National Secretariat, and this Ministry in close coordination with the Ministry of National Defense (MND) and the YCAP Foundation of the Philippines, Inc., will be held at the University of Life, Pasig, Metro Manila and/or at Teachers Camp, Baguio City from May 10 to 29. The training courses, Phase I and Phase II, shall be conducted simultaneously on these dates.

2. The course offerings for Phase I and Phase II are based on the approved curriculum for Master of Arts in Education on Youth Volunteer Management, with the corresponding number of units to be credited by the Baguio Vacation Normal School as indicated in Inclosure No. 2 of MFC Memorandum No. 293, s. 1978 and towards the doctoral degree of Development Management at the Fulgencio Amang Rodriguez Institute of Science and Technology (FARIST).

3. The general objectives of this Summer Leadership Institute are to:

- a. orient YCAP coordinators and other youth development officers on the management of the redefined YCAP program in the total national development effort.
- b. orient the participants on the vital roles in the effective implementation of the Kilusang Kabuhayan at Kaunlaran (KKK).
- c. orient participants on the newer management strategies and approaches to student National Development Service Programs in a developing country, including the National Youth Civic Action Service (NYCAS) Corps, Program on Forest Ecosystem Management (ProfEM) and Treeplanting Action Program, and Adopt a Barangay for Community Development (ABCD).

The specific objectives are:

Phase I

- a. Assess YCAP implementation for 1981-1982 in Philippine schools.
- b. Prepare viable income generating livelihood KKK project proposals involving school personnel and youth as beneficiaries of the KKK movement.
- c. Develop regional, division, district, school and agency YCAP action plans geared to the socioeconomic development of rural and depressed communities for the school year 1982-1983.
- d. Acquaint participants with their roles, functions and responsibilities with cooperating and support agencies for the effective implementation of the redefined Youth Civic Action Program.

Phase II

- a. Analyze the impact of YCAP as implemented in schools, districts, divisions, regions and agencies.
  - b. Evaluate the driving and restraining forces in the successful implementation of YCAP.
  - c. Re-orient participants on strategies of the new program thrusts of the redefined YCAP in the integrated youth development program and National Development Service.
  - d. Prepare a 5-year YCAP development plan for their respective agency, school, district, division and region.
  - e. Prepare a project feasibility study for YCAP-KKK prototype project.
4. Selection of participants - to qualify for a training grant, an applicant must meet the following requirements:
- a. Duly designated regional, division, district, school YCAP coordinator as shown in a certificate issued by their respective head of office;
  - b. Outstanding performance in YCAP for the past school year duly certified to by their respective head of office or the Regional/Division YCAP Awards Committee;
  - c. Physically healthy to cope with intensive training program requirements as shown in the medical certificate issued by a government physician;
  - d. A degree holder but not more than 50 years of age; and
  - e. Willingness to enter into and abide by the conditions of the Training Grant Contract with the sponsors of this institute.
5. Selection of other participants - school administrators/ agency action officers involved in the YCAP Management Committee at various levels; Treeplanting PROFEM coordinator, advisers of school youth organizations, CMT-YPT advisers/officers and recommendees of other agencies are encouraged to participate in this summer leadership institute provided that they meet the following qualifications:

- a. Outstanding participation in YCAP in their respective agencies/divisions/districts.
- b. Recommended by respective head of agency.
- c. At least a bachelor's degree holder.
- d. Active involvement in YCAP and agency youth development program for school year 1981-1982.

6. YCAP Fellowship/Scholarship Grant - to ensure quality, the sponsors of this institute have made available limited number of scholarship/training grants to qualified participants as follows: For every school division; one (1) phase I and one (1) phase II. In addition, each regional YCAP management is entitled to nominate two (2) outstanding agency YCAP action officers and two (2) outstanding YCAP coordinators of national schools, colleges and universities within the region. Under this plan a successful nominee enjoys free tuition for graduate units credit and free board and lodging for the duration of the institute from May 10 to 29.

7. Transportation to and from the training sites and other incidental expenses incurred by each participant shall, however, be charged against local funds, subject to the usual accounting and auditing regulations. The institute staff listed in the inclosure shall be provided with transportation expenses, per diem and allowances chargeable against MEC-YCAP funds, subject to the usual accounting and auditing regulations.

8. All application forms duly endorsed/certified to by their respective schools superintendents, regional directors, or heads of agency should be submitted to the Office of the Minister, National Youth Service Council (NYSC), Ministry of Education and Culture, Arroceros, Manila or call Tel. No. 49-79-87 for immediate confirmation of participation. Successful nominees will be officially notified through mail or other means of communication.

9. Heads of agencies, administrators of private schools and other interested vocational institutions and presidents of state colleges and universities may send the names of their recommendees to the institute on or before April 30, subject to final screening by this Ministry. All expenses, including tuition, board and lodging fees, transportation and per diems shall be borne by their respective schools or agencies depending upon the availability of funds, subject to the usual accounting and auditing regulations.

10. It is desired that this Memorandum be disseminated to the field as soon as possible.

(SGD.) ABRAHAM I. FELIPE  
Acting Minister

Incl.: As stated

References: MEC Memorandums: Nos. (293, s. 1978)  
and 94, s. 1981

Allotment: 1-2-3-4- (D.O. 1-76)

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

BUREAUS & OFFICES	PROJECTS
EXPENSES	VACATION CLASSES
FUNDS	

(Inclosure to MEC Memorandum No. 103-a, s. 1982)

1982 SUMMER LEADERSHIP INSTITUTE ON YOUTH VOLUNTEER MANAGEMENT

PROJECT STAFF

I. Executive Advisory Committee:

Chairman	- Minister Onofre D. Corpuz
Co-Chairman	- Minister Teodoro O. Peña
Members	- Deputy Minister Jose M. Crisol
	- Deputy Minister Jose Conrado Benitez
	- Deputy Minister Hermenegildo C. Dumlao
	- Deputy Minister Arnold B. Caoile

II. Executive Management Staff:

A. Project Directors	- Dr. Ma. Lourdes V. Macatangay NYSC, MEC
	- Dir. Edmundo V. Cortes BFD, MNR
B. Program Consultant	- Mr. Teodoro M. Fla
C. Agency Action Officers:	
For KKK Secretariat	- Dir. Jose Calazor
For YCAP Foundation	- Dr. Maria B. Lim
For U.L.	- Mr. Willy Tanagon
For BFD	- Mr. Jose Lechoncito
For BVNS	- Mr. Lauro Bautista
For NYSC Secretariat	- Ms. Flora T. Sta. Teresa

III. Executive Staff:

Project Executive Director	- Dr. Ma. Lourdes V. Macatangay
Project Coordinator	- Ms. Flora T. Sta. Teresa
Deputy Project Coordinator and Administrative Officer	- Ms. Luzviminda S. Pojales
Student Welfare Director	- Dr. Zenaida O. Ludovice
Logistics and Finance Action Officer-	Ms. Gertrudes M. Datuin
Accommodation and Arrangements	- Ms. Leonila O. Concordia

IV. Academic Staff and Services:

A. Academic Program Director	- Dr. Maria B. Lim
B. Registration and Academic Records Officer	- Ms. Lilibiosa Urbiztondo
C. Socials, Field Trips and Observa- tion Arrangements Action Officer	- Ms. Rosela Cid
D. Reflections and Reports Action Officer	- Ms. Esperanza T. Rodulfo

5. Facilitators:

Phase I

- Dr. Rostrea Casem (Chairman)
- Ms. Emerenciana Orgo
- Ms. Gloria Layo
- Mr. Florencio Nuyda
- Ms. Marcia Jane
- Ms. Elsa Rinalber
- Ms. Milagros Gurdíel
- Ms. Roxanne Abaño
- Ms. Sol Viva
- Ms. Mildred Ancheta

Phase II

- Mr. Ernesto Lorea (Chairman)
- Ms. Bertine Sta. Maria
- Dr. Dionisio Gonzales
- Mr. Ildefonso Betaña
- Mr. Carilo Faguerra
- Ms. Crisenta Fcal
- Ms. Corazon Sarria
- Mr. Jesus Masdal
- Ms. Fe Guance
- Ms. Rosela Cid

6. Handouts and Production Staff:

Chairman

Co-Chairman

Members

- Ms. Lourdes C. Pomeroy
- Mr. Ricardo F. Paderon
- Mr. Gregorio D. Virtucio Jr.
- Mr. Alejandro A. Yanesa
- Mr. Paul Macatangay
- Mr. Samson Salazar
- Ms. Imelda Mestizo
- Mr. Adrian de Silva
- Mr. Antonio Secreto
- Ms. Erlinda Mangubat

7. Invitation, Reception and Accommodation:

Chairman

Co-Chairman

Vice Chairman

Members:

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- Ms. Armela Capanzana
- Ms. Consuelo Jardin
- Ms. Gorgonia Matanguihan
- Ms. Ms. Ruth Macatangay
- Ms. Pachelles O. Ludovice
- Mr. Noel Perez
- Mr. Nollilino T. Sta. Teresa
- Ms. Salve de Vera
- Ms. Kathleen Maypa
- Ms. Minerva Villena

8. Registration and Documentation:

Chairman

Co-Chairman

Members

- Mr. Nick Gumabay
- Ms. Eufemia Ramos
- Ms. Emma R. Rivera
- Ms. Lina Fulgencio
- Ms. Erlinda Cera

9. Publication and Production:

Chairman

Co-Chairman

Vice-Chairman

Members

- Mr. Max Pales Jr.
- Ms. Emma R. Rivera
- Ms. Celestina Siscar
- Ms. Ofelia Cayetano
- Ms. Jesusa C. Ladero
- Ms. Alice Nayve