



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
DECS Complex, Maraloc Avenue  
Pasig City, Philippines



*Sama-Sama  
sa DECS*

*Tanggapan ng Kalihim  
Office of the Secretary*

July 14, 2000

DECS MEMORANDUM  
No. 302, s. 2000

2000 PHILIPPINE SOCIETY OF YOUTH SCIENCE CLUBS (PSYSC), INC.  
ANNUAL NATIONAL AFFILIATION CAMPAIGN

To: Regional Directors  
Schools Division/City Superintendents  
Private Elementary and Secondary Schools Principals

1. The Philippine Society of Youth Science Clubs (PSYSC), Inc., an educational, non-stock, and non-profit organization of science clubs throughout the country with Securities and Exchange Commission Registration No. 57974, announces its 2000 Annual National Affiliation Campaign from June to September 2000.
2. Now on its 29<sup>th</sup> year, the PSYSC aims to promote public understanding of Science, Technology, and Environment, as well as the improvement of Science Education in the country, through the conduct of activities and projects like summer camps, interactive workshops and leadership training seminars.
3. All Youth Science Clubs (YSC) in public and private elementary and secondary schools are enjoined to affiliate. Science Club advisers are requested to encourage their students to participate.
4. An affiliation fee of Six Pesos only (P 6.00) per YSC member shall be collected to cover processing expenses and services provided, and for the shares of the national, regional, division and local Science Clubs. Officers of the local Science Clubs are included in paying the affiliation fee, except the Science Club advisers.
5. Enclosed are the guidelines for affiliation and the list of benefits and services that are given to PSYSC-affiliated Science Clubs.
6. For further information, please get in touch with the PSYSC National Office, #317C David's Place, Katipunan Avenue, 1108 Loyola Heights, Quezon City or call tel. no. (02) 920-8174 or the DECS Center for Students and Co-Curricular Affairs with tel. nos. (02) 636-3603/631-8495.
7. Immediate and wide dissemination of this Memorandum is earnestly desired.

*Andrew Gonzalez*  
ANDREW GONZALEZ, FSC  
Secretary

Encl.:

As stated

Reference: DECS Memorandum: No. 327, s. 1999

Allotment: 1—(D.O. 50-97)

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

~~CAMPAIGN~~  
~~CLUBS~~  
~~SCIENCE EDUCATION~~  
~~SOCIETY or ASSOCIATIONS~~

### GUIDELINES FOR AFFILIATION

1. To affiliate, interested youth science clubs must submit the following requirements on or before September 30, 2000:

- a. Properly accomplished Affiliation Form 1, which includes the basic information on the science club, signed by the science club president and properly noted by the science club adviser and the school head/principal;
- b. Properly accomplished Affiliation Form 2, which includes the advisers, officers and the complete roster of members with their date of birth, and complete home address;
- c. Science Club General Plan of Action (GPOA) for Fiscal Year 2000-2001; and,
- d. Affiliation fee amounting to **PhP 6.00 per member**. The breakdown is as follows:

Processing/Services Fee	PhP 2.40
National Share	1.00
Regional Council (RC) Share	.90
Division Council (DC) Share	.70
Local Science Club (LSC) Share	1.00
<b>TOTAL</b>	<b>PhP 6.00</b>

Only PhP 5.00 will be remitted to the PSYSC National Office. The local science club will retain their share. Officers of the club are included in paying the affiliation fee and should be included in the total number of members. Club advisers need not pay the affiliation fee.

2. The affiliation fee (PhP 5.00/member) may be remitted to the Philippine Society of Youth Science Clubs, Inc. through any of the following:

- a. **Land Bank of the Philippines (Account No. 0702-1020-65)**. The original copy of the deposit slip must be sent to the PSYSC National office. The club is advised to keep a photocopy for record purposes. Slips other than the deposit slip will not be honored and the club's application will not be processed.
- b. **Postal Money Order (PMO)**. The PMO must be payable only to the Philippine Society of Youth Science Clubs. Please ensure that the spellings are correct and the amount in words corresponds to the amount in figures. Defective PMOs (e.g. PMOs paid to other recipients or with erasures not signed by issuing officers, etc.) will not be honored and the club's application will not be processed.

Payment in cash and cash sent through couriers (e.g. LBC, JRS, Aboitiz, etc.) will not be honored.

3. All the requirements must be submitted directly to the PSYSC National office at the following address:

Philippine Society of Youth Science Clubs, Inc.  
#317C, David's Place, Loyola Heights,  
1108 Katipunan Avenue, Quezon City

The PSYSC National office will not be responsible for applications sent through other channels.

4. The following benefits and services may be availed of by PSYSC-affiliated science clubs:
  - a. Identification Card for members, Certificate of Recognition to the Adviser, Certificate of Recognition to the Principal/School Head and Certificate of Affiliation to the club;
  - b. Annual subscription of the science clubbing newsletter, the CATALYST (two issues);
  - c. Printed Directory of all Science Club Affiliates;
  - d. PSYSC Medal for Excellence in Science Club Leadership to be awarded to one graduating student from the school;
  - e. Certificate of Recognition to the Most Outstanding Science Club Adviser to be awarded to one science club adviser from the school
  - f. Module on science clubbing activities
  - g. Participation in and the chance to conduct PSYSC activities (Camp, CSIW, NSCM Celebration, Leadership Training, S&T Forum, etc.) in the national, regional, division and local levels.
  
5. Affiliation forms and promotional materials shall be sent directly to all affiliated science clubs during Fiscal Year 1999--2000. These will also be sent to DOST Regional and DECS Regional and Division Offices. Other interested applicants may secure the affiliation forms and materials from the PSYSC National office or the above-mentioned agencies.

## **MISCELLANEOUS GUIDELINES**

### **1. FILLING OUT THE FORMS**

#### **1.1. AFFILIATION FORM 1**

New entries such as the preferred mailing person and mailing address are to be provided by the club. Such information will be used for future correspondences to avoid delays or any other problems related to communication or release of benefits and services.

The science club should see to it that all the necessary information asked from them should be properly, correctly and comprehensibly (i.e. typewritten or written in capital letters) filled out. Failure to do so may cause the delay of the release of the benefits and services. Clubs shall only be included in the directory if all entries provided on the form are legible.

#### **1.2. AFFILIATION FORM 2**

This form should be on a standard-sized short bond paper. The name of all the science club members should be listed in alphabetical order separating the males from the females. Total number of members (including officers) and advisers should also be indicated. The position/designation of the officers should be included. For additional reference, please see the sample format.

This form (the list of advisers, officers and members) may be sent through e-mail to the PSYSC National office at [psyc@i-next.net](mailto:psyc@i-next.net) for those clubs with Internet access. The e-mailed form will be considered as original so that the club will no longer have to submit a hard copy. Moreover, this e-mailed list will also be uploaded into the organization's website at [www.psy.org.ph](http://www.psy.org.ph) in the directory of affiliates. However, the club still has to submit hard copies of the remaining requirements directly to the National office.

### 1.3. GENERAL PROGRAM OF ACTION

Science clubs may choose to submit their General Program of Action together with their application. Those clubs that were able to accomplish majority of the projects and activities in their GPOA will receive Merit Awards from the PSYSC at the end of the fiscal year. For guidance and reference, please see attached sample.

## 2. ADDITIONAL INCENTIVES FOR THE CLUB

- 2.1 Clubs with more than 200 members will receive one additional copy of the CATALYST and will have additional slots in all PSYSC national activities.
- 2.2 Clubs with more than 500 members will receive one additional copy of the CATALYST, one additional module on science clubbing activities and will have additional slots in all PSYSC national activities.
- 2.3 Clubs with more than 1000 members will receive five additional copies of the CATALYST, two additional copies of modules on science clubbing activities, a 15% discount on the registration fee to one PSYSC national activity for one adviser and will have additional slots in PSYSC national activities.
- 2.4 Merit certificates and an automatic nomination to the Outstanding Science Club Award shall be given to clubs that will be able to accomplish their GPOA. This implies that an Accomplishment Report with proper documentation be submitted to the PSYSC National office at the end of the year. These documents may be published in the CATALYST and/or uploaded in the PSYSC website depending on the quality of the activities conducted and availability of space.
- 2.5 On a first come, first served basis, early applicants will receive free copies of the CATALYST (1999-2000) and Camp 2000/CSIW '99 handbooks. This is good while supplies last.

## 3. ADDITIONAL AFFILIATION GUIDELINES

- 3.1 The PSYSC National office upon receiving all the affiliation requirements shall send an official PSYSC receipt to the science club.
- 3.2 Applications will not be processed for any of the following cases:
  - 3.2.1 No affiliation fee remittance enclosed, including non-enclosure of deposit slip or PMO;
  - 3.2.2 Unverifiable affiliation fee remittance (such as, but not limited to, deposit slips with no received mark by bank, PMO not addressed to PSYSC, wrong spelling on PMO); and,
  - 3.2.3 Affiliation forms improperly filled up (such as, but not limited to, no signature by the principal, incomprehensible handwriting, incomplete mailing address, abbreviated school name, lacking sufficient information)

*The club will be notified immediately of this matter where possible.*

- 3.3 Excess affiliation fees will not be returned. The club will receive additional IDs corresponding to the excess amount. The PSYSC National office shall not ask for lacking affiliation fees. Clubs with lacking affiliation fees will receive less IDs

corresponding to the deficient amount. A number of members appearing at the end of Affiliation Form 2 will be removed from the roll corresponding to the deficient amount.

- 3.4 Clubs with more than two advisers shall receive only two Certificates of Recognition for the Adviser unless the ratio of the advisers to the members is not more than one adviser for every 30 members.

4. *LOCAL SCIENCE CLUB SHARE*

- 4.1 The science club may increase the local science club share with the written approval of the school head/principal. The division, regional, and national share may not be increased.