

Republika ng Pilipinas  
(Republic of the Philippines)  
KAGAWARAN NG EDUKASYON AT KULTURA  
(DEPARTMENT OF EDUCATION AND CULTURE)  
Maynila

April 19, 1977

DEPARTMENT ORDER  
No. 18, s. 1977

GUIDELINES ON THE IMPLEMENTATION  
OF THE YOUTH CIVIC ACTION PROGRAM

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

1. Conformably with the directive of His Excellency, President Ferdinand E. Marcos to make the Youth Civic Action Program more significant for the youth in terms of truly meaningful experience in social and national service particularly in the rural and depressed communities, the revised guidelines on the implementation of the Youth Civic Action Program is hereby released for the information, guidance and compliance of those concerned.
2. Inclosed is a copy of the implementing guidelines of the Youth Civic Action Program (YCAP) which shall serve as a comprehensive guide in the implementation of a more operational program on youth participation in national development. This was prepared by a committee composed of representatives from various units of the Department, other government and non-government agencies.
3. The guidelines embody all the pertinent provisions of previous Department Orders and Memoranda on the subject, revised or amended accordingly on the basis of the recommendations and observations given in the reports of YCAP coordinators and field officials. New provisions designed to clarify certain aspects which have not been clearly understood, have also been incorporated.
4. The guidelines include the following important aspects concerning the administration of the Youth Civic Action Program: Rationale; Objectives of the Program; Scope of the Program; Suggested YCAP Activities for the Elementary, Secondary and Post-secondary Levels; Other Alternatives in YCAP; and National YCAP Model for Secondary and Post-secondary Levels.
5. Reports required from the field, as specified in the guidelines, shall be addressed to: National YCAP Coordinating Office, copy furnished the regional director, at the end of each semester term.
6. Regional directors are enjoined to conduct, from time to time, regional and/or division YCAP seminars to insure the effective implementation of the YOUTH CIVIC ACTION PROGRAM.







The full cooperation of all concerned regarding this matter is enjoined.

(SGD.) JUAN L. MANUEL  
Secretary of Education and Culture

Incl.:  
As stated

References:

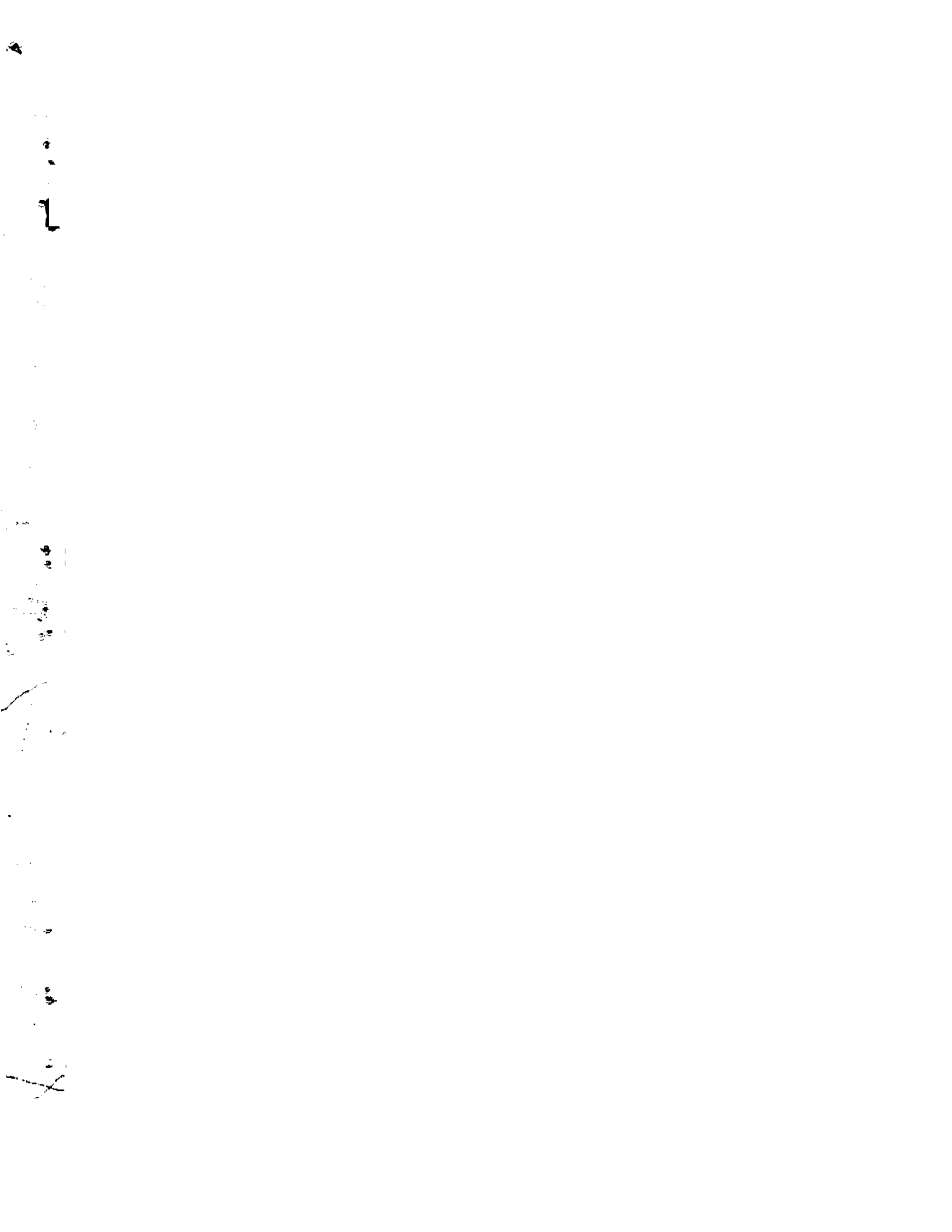
Department Orders: Nos. 53, s. 1972, 22, s. 1973 and  
and 13, s. 1974

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

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

OFFICIALS  
PROGRAM, SCHOOL  
REPORTS  
RULES & REGULATIONS  
SEMINARS  
STUDENTS









GUIDELINES ON THE IMPLEMENTATION OF THE  
YOUTH CIVIC ACTION PROGRAM (YCAP)

The following guidelines on the implementation of the Youth Civic Action Program are hereby outlined for information and guidance of all concerned:

I. RATIONALE

The State recognizes the vital role of youth in nation building and commits its resources to promote their physical, intellectual and social well-being, (Sec. 5, Art. II, Constitution of the Philippines);

It is every citizen's duty to be loyal to the Republic, to honor the flag and defend the State and to contribute to its development and welfare; obey its laws and cooperate with duly constituted authorities in the attainment of a just and orderly society, (Sec. 1, Art. V, Constitution of the Philippines);

The DEC, in recognition of its primordial duty to foster in the youth civic consciousness and to prepare them for active involvement in community development in the spirit of volunteerism, has organized a Youth Civic Action Program (YCAP) as the vehicle toward the desired goal of National Youth Volunteer Service for the improvement of the quality of life more specially in the rural communities;

The Youth Civic Action Program is designed as a key program to decisively engage the youth of the country in national development. The program, which was launched in 1972 by the Department of Education and Culture, is a vital factor in bringing the school to the community and a strong avenue for bringing the youth to the government, and the government to the youth.

Such a program could address itself to national development particularly the improvement of rural and depressed communities, provide students with rich and varied learning in real life settings, involve students in various activities of other government agencies, and thereby achieve some measure of self-realization.

II. OBJECTIVES OF THE PROGRAM

The following are the general objectives of the program:

1. To acquaint the youth with the goals, programs thrusts, and projects of various government and socio-civic agencies in support of national development in the new society;

2. To acquaint the youth with the social and economic problems in their respective communities, and in the country in general to enable them to develop a more realistic perspective of life and contribute more actively to national development;







3. To provide more meaning to school experiences through the actual application of learning in the solution of community problems;

4. To imbue the youth with stronger civic consciousness and a deeper sense of social responsibility so that he would develop a strong commitment towards the support of the government;

5. To provide opportunities for a closer cooperative and coordinated group action toward national development of all government as well as socio-civic agencies through youth civic action program;

6. To channel the energies of youth to constructive, productive, worthwhile and personally enriching activities geared toward the development of rural and depressed communities; and

7. To develop youth into hardworking, upright, orderly, self-reliant, law-abiding, physically fit and God-loving citizens in the New Society.

### III. SCOPE OF THE PROGRAM

The program shall be implemented at all levels - elementary, secondary and post-secondary.

#### A. ELEMENTARY LEVEL

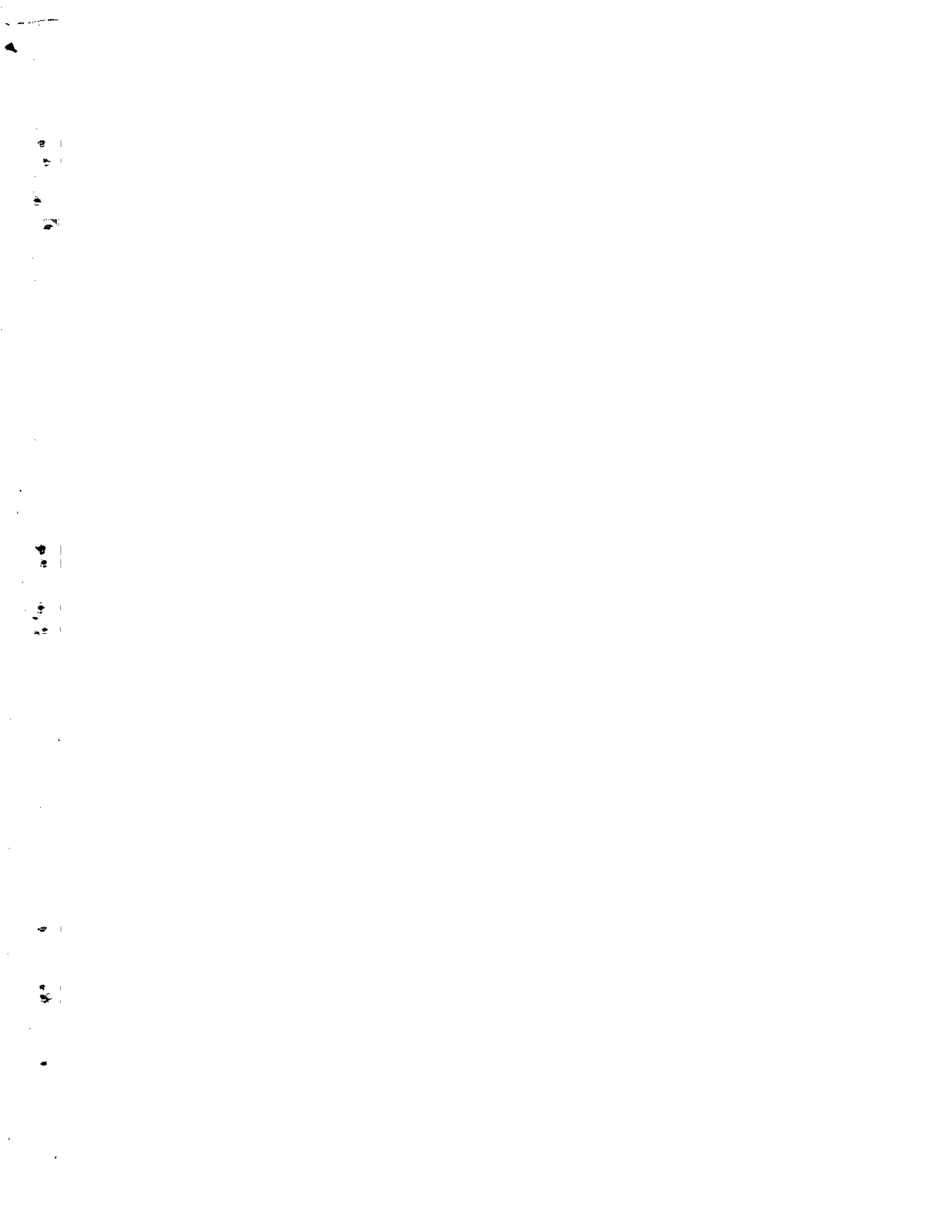
1. In the elementary, the concepts of the Youth Civic Action Program shall be integrated in the curriculum and will therefore be part of the total school program.

2. In the lower primary level (Grade I to Grade III) all YCAP activities/projects shall be confined to activities done in the pupils' home and within the school premises. For the upper primary level (Grades IV to VI) activities/projects shall be structured around lessons on community problems to culminate in civic action projects/activities which shall contribute to community development.

3. The school principal, the YCAP coordinator and the teachers, in coordination with other interested community personnel shall, at the beginning of each school year determine the school YCAP project(s) to be undertaken by the school. The school YCAP coordinator shall prepare the school yearly YCAP action plan not later than the 2nd week of each school year.

4. Evaluation of YCAP school performance in the elementary level shall be on the basis of the impact of school participation in community development projects, the percentage of YCAP participants and the positive affective and psychomotor changes among the total school YCAP participants.









5. There will be no period provided to YCAP activities in the school program, however, each school head, through the school YCAP coordinator, shall see to it that all students actively participate in the YCAP project.

Suggested YCAP Activities for Elementary Level

1. Community Survey to Determine Places That Need Improvement

- a. Field trips around the community
- b. Participate in nutrition and other development program surveys.

2. Environmental Sanitation

- a. Destroying breeding places of mosquitoes and flies
- b. Waging a "no littering" campaign
- c. Waging a "no spitting" campaign
- d. Planting trees for shade and beautification
- e. Planting ornamental plants
- f. Planting vacant lots to vegetables or flowering plants
- g. Distributing garbage cans in public places

3. Food Production/Green Revolution

- a. Green Revolution projects in one's home
- b. Community Green Revolution project
- c. Launching a plant-a-fruit tree campaign
- d. Distributing vegetable seed seedlings

4. Production of Cleaning and Sanitary Equipment

- a. Making midrib/soft brooms for sale at low cost
- b. Making covered garbage cans at low cost
- c. Making doormat for sale at low cost

5. Participate in the development programs of the community including Tourism, Sports Development, Agriculture, etc., approved by the local YCAP committee.

B. SECONDARY LEVEL

1. In the secondary level, every student in each curriculum year shall participate actively in YCAP activities. Secondary students in schools, colleges and universities, through their school administrators and/or YCAP coordinators, shall insure student participation in development projects approved by the local YCAP committee.



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2. The local YCAP committee composed of the school YCAP coordinator, in coordination with the school division YCAP coordinator and the DLGCD civic action officer, shall identify the school or community projects/activities to be undertaken at least 15 days prior to beginning of each school year. This would provide the school YCAP coordinator adequate time to program and schedule student participation in the provincial YCAP priority projects.

3. Evaluation of YCAP performance shall be on the impact of the school YCAP project in the development of the local community, the number of YCAP participants, the positive affective and psychomotor changes among YCAP participants.

4. YCAP being a curricular subject should be indicated in the students Form 138. The grades obtained on his participation in YCAP projects should be a part of the student's school records. To graduate, a secondary student shall have obtained at least 4 units of YCAP.

5. No period specifically for YCAP shall be indicated in the school program effective school year 1977-78.

#### C. POST-SECONDARY LEVEL

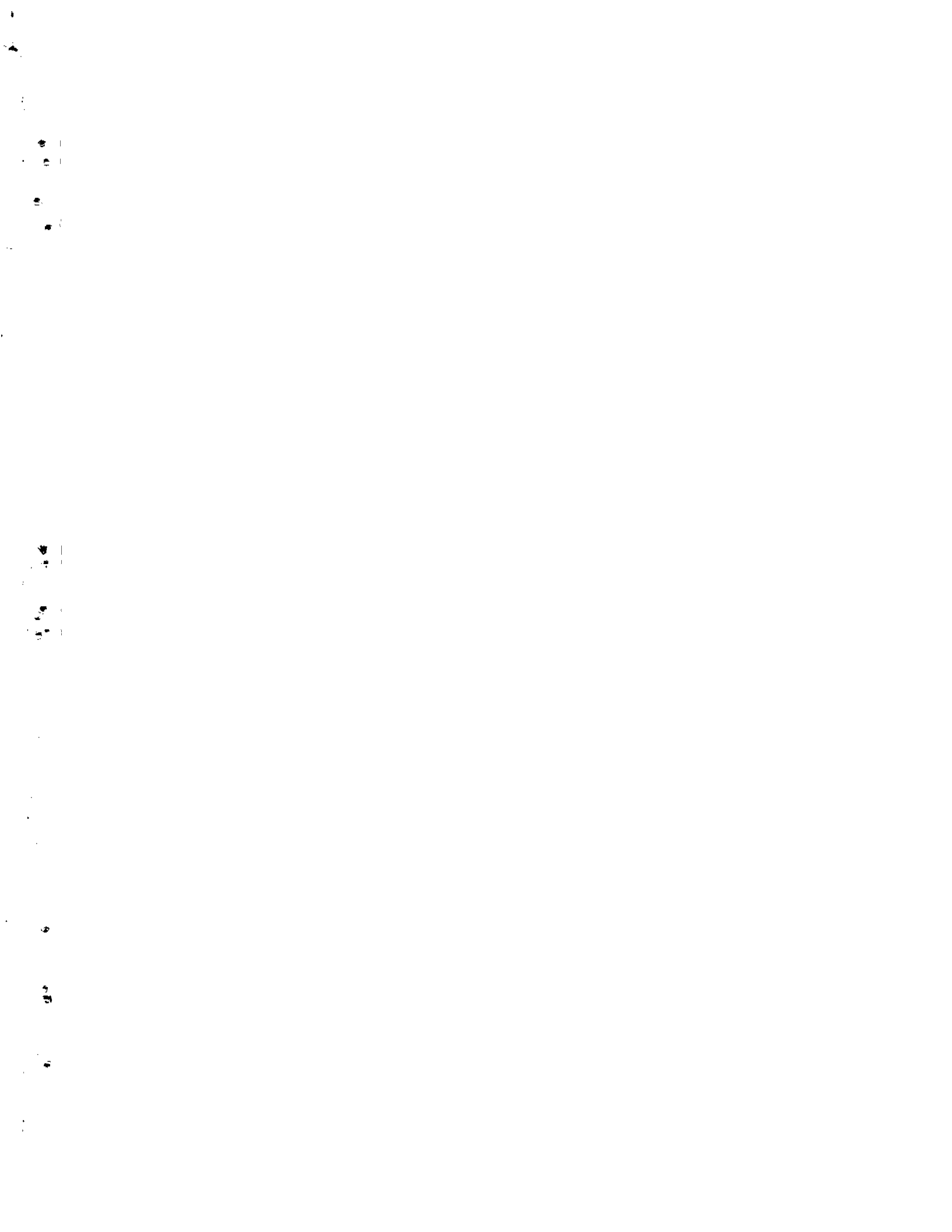
1. Any course taken beyond the secondary level covering a period of at least two (2) years of study shall be considered as post-secondary course.

2. Every student shall render YCAP work during his Junior year, (Junior year refers to the curriculum year immediately preceding his/her graduation from the post-secondary course). A certification of YCAP work completion duly certified by the provincial YCAP coordinator and accredited by the school/division YCAP coordinator is a pre-requisite for graduation from any post-secondary course.

3. Subject to the exceptions in items 4 and 5, YCAP work for male and female students may be undertaken during the regular semester or during the summer term. Possible alternatives or arrangements from which a student may select are as follows:

- a. If done during the regular semesters the student shall participate in YCAP work every Saturday or Sunday for at least 5 hours for a total of at least one hundred twenty (120) hours YCAP work;
- b. If done during summer, the students shall participate in YCAP for five weeks for at least five hours daily at Monday to Saturday or a total of at least one hundred twenty (120) hours.









c. Specific courses lending support to YCAP may be modified accordingly and geared toward the development of rural and depressed communities may be presented for accreditation and approval to the Secretary, Department of Education and Culture.

4. Male students who have completed the requirements for the basic ROTC course in their first and second years in college and can show proof of completion of "CIVAC" requirements shall render a minimum of sixty hours (60) of YCAP participation.

5. Regularly employed and/or physically disabled students shall participate in modified YCAP activities. Applications for reduction in YCAP hours of participation requirements for this class of students shall be considered on the case to case basis. Additional guidelines governing working and handicapped students will be issued later.

Suggested Activities for Secondary and Post-Secondary Levels

Secondary and post-secondary students shall be asked to choose from the following according to his area of interest/specialization.

1. Work in rural/depressed communities preferably in their respective communities in any of the following DLGCD development programs as approved by the local YCAP committee:

- Industry and Trade
- Infrastructure/Utilities
- Human Settlement
- Agriculture
- Health and Nutrition
- Education and Manpower
- Tourism
- Social Services/Community Development
- Sports Development
- Environmental Education

2. Work on any of the following programs with accredited agencies:

- |                           |                                       |
|---------------------------|---------------------------------------|
| a. Human Settlement       | - Human Settlement Commission         |
| b. Nutrition              | - Nutrition Center of the Philippines |
| c. Agriculture            | - Department of Agriculture           |
| d. Tourism                | - YSTAPHIL, Department of Tourism     |
| e. Infrastructure         | - Department of National Defense      |
|                           | - Department of Public Highways       |
| f. Reforestation (PROFEM) | - Department of National Resources    |
|                           | Bureau of Forest Development          |
| g. Social Services        | - Department of Social Services       |
|                           | and Development                       |
| h. Sports Development     | - Department of Youth and Sports      |
|                           | Development                           |
| i. Population Education   | - Population Education Unit, DEC      |
|                           | Population Commission                 |







3. Work on accredited YCAP projects of schools/colleges/universities

Schools/colleges/universities are encouraged to adopt their institutional community development projects in some tours, or specific areas of activities directly related to certain specialization of the college. Approval of the project shall be secured for purpose of YCAP accreditation.

IV. OTHER ALTERNATIVE OPTIONS FOR YCAP

1. Students may choose to join youth camps established by any service agency which has personally secured approval of their project from the Secretary, Department of Education and Culture.

2. Students may also organize themselves into teams or Task Forces to do specific community development oriented projects in coordination with the specific agency.

Example: Students (YCAP) to repair all school furniture of a particular elementary or secondary school with the assistance of trade school teachers (possible during the summer term)

3. Completion of YCAP requirements shall be included in the students school permanent record.

V. NATIONAL YCAP MODEL FOR SECONDARY AND POST-SECONDARY LEVELS

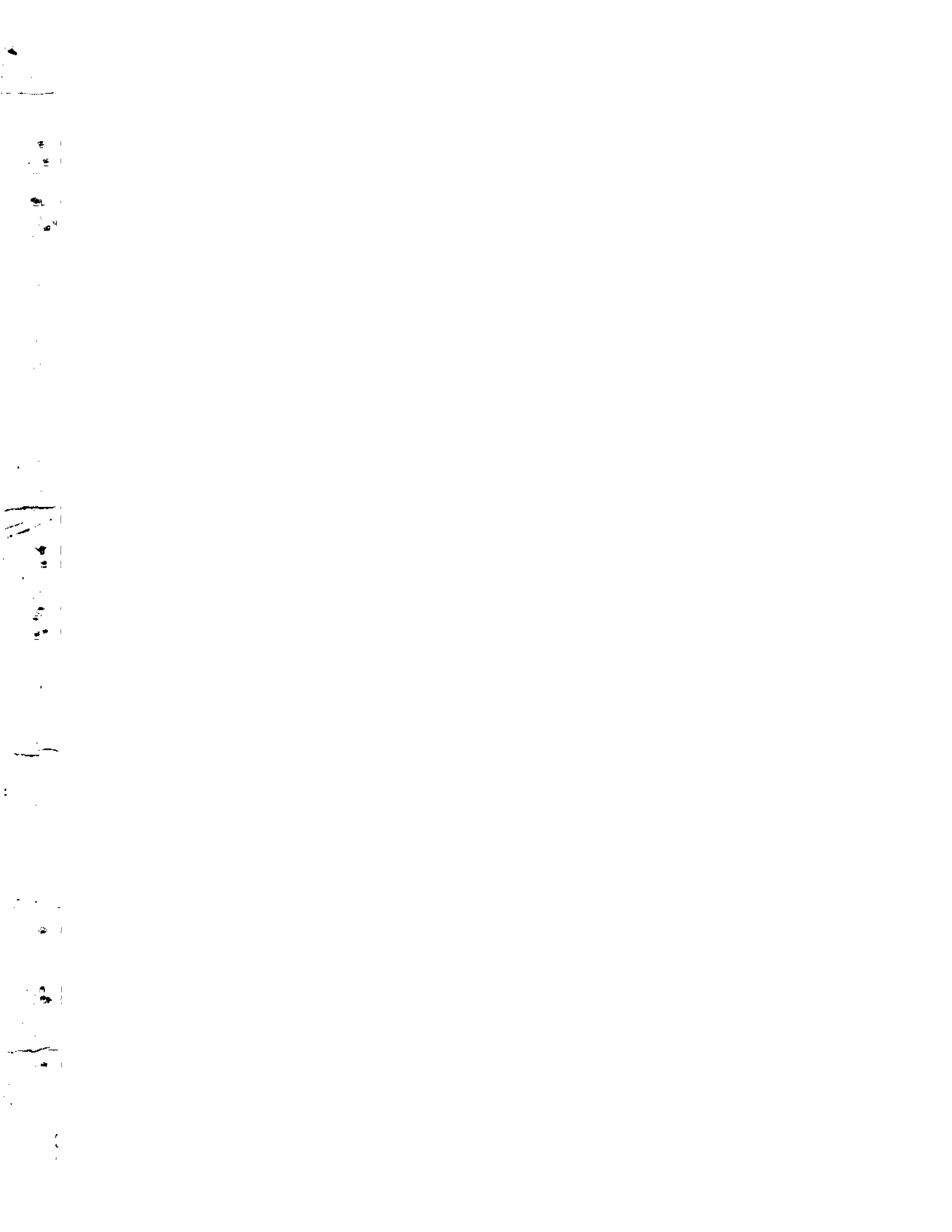
For the guidance and information of students and coordinators the National YCAP model is hereby described.

A. Objectives of the Course

At the end of the course, the student shall have:

1. Identified and analyzed the various programs, civic agencies, and in the process develop a deeper appreciation of the government's role in the community;
2. Participated in orientation sessions and agency work in at least one government agency of his choice;
3. Showed deeper commitment to the goals of the new society and to national development through active participation in commitment activities of the program;
4. Participated actively in information campaign to bring the government closer to the people and the people to the Government; and









5. Evaluated and prepared a report of on-going government programs observed and of his YCAP work participations.

#### B. Format of the Course

The Youth Civic Action Program shall be a combination of lecture and actual work participation. The program shall consist of the following activities:

1. One (1) Week - Orientation Sessions Content:
  - a. Objectives of the YCAP development projects
  - b. Perspective of the government
  - c. Program thrusts of the government
  - d. Projects and activities of socio-civic organizations
2. Three (3) Weeks actual work in a government agency selected by the students based on their respective interests and areas of specialization.
3. Four (4) Months Participation on Commitment Programs. Each student shall actively participate in a developmental project, assigned by the provincial YCAP coordinator or by the school YCAP coordinator.
4. One (1) Week - Culminating Session. Each student shall prepare an evaluation of his observation reactions and participation in the program. He shall submit this report as a requirement for a certificate of completion in the program.

#### VI. YCAP MECHANICS OF OPERATION

##### A. Registration of Students

a. Post-secondary schools, colleges and universities with accredited YCAP school programs may be authorized to charge a registration fee from a prospective YCAP participant in a given school year which shall accrue to the school or college to constitute as trust funds to be used exclusively for the administration of the institution's YCAP program and the prosecution of their YCAP projects.

b. Registration for YCAP participation work shall be done by each student during the regular registration period at the beginning of each school year under the close supervision of the school YCAP coordinator.

c. Thirty days after the registration period, each school YCAP coordinator shall submit to the National YCAP Coordinating Office the list of names of post-secondary







students, their areas of specialization or field of interest, their preference for YCAP participation, the schedule and the community or project preferred. The National YCAP Coordinating Office shall monitor such information to the respective regional offices and/or coordinating agencies for a more effective coordination.

B. Criteria for Selecting YCAP Activity/Projects

In determining whether a project or activity meets the requirement for YCAP the answers to the five questions below should be in the affirmative:

1. Is the project selected or decided upon because work or completion thereof will redound to the benefit of the community?
2. Was the selection of the particular project the result of prior study with involvement of local officials or leadership in the area?
3. Can work on the project be accomplished within the capabilities of the student participants and does not expose them to risks of life and limb?
4. Is the project placed under the supervision of school authorities or YCAP coordinators?
5. Would the activity provide the participants/officials chances to utilize their skills or specialization/ability learned in the classroom to make their participation thereof truly meaningful or gratifying?

C. Students Reporting, Certification and Accreditation

1. In the elementary level, since the Youth Civic Action Program is integrated with the pupils' daily classroom work in the different subjects, ratings in pupils' participation in YCAP activity shall be deemed included in Work Education.

2. Permanent school records of graduating high school students shall reflect satisfactory completion of YCAP requirements with one (1) unit credit per curriculum year.

3. Students participation in YCAP shall be rated according to the quality of performance as follows:

- A - Outstanding
- B - Very Satisfactory
- C - Satisfactory
- D - Incomplete (no credit until removed)



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4. Student completion of the YCAP activity participated in, shall be certified to by the civic action officer who directly supervised the student concerned and countersigned by the school/division YCAP coordinators.

D. School YCAP Reports

1. The school/division YCAP coordinators shall submit to the Department through channels semestral and/or summer report on the organization of the specific projects, total number of participants, and an evaluation of the activities undertaken.

2. Heads of private post-secondary educational institutions in Greater Manila with accredited YCAP shall submit their YCAP report on the total number of YCAP registered participants, funding and evaluation of the project to the Department through their regional directors.

3. The total number of YCAP registrants and their YCAP activities in each post-secondary schools in the city and provincial school divisions shall be submitted to this office through the division or city schools superintendent, copy furnished the office of the regional director at the end of each school year.

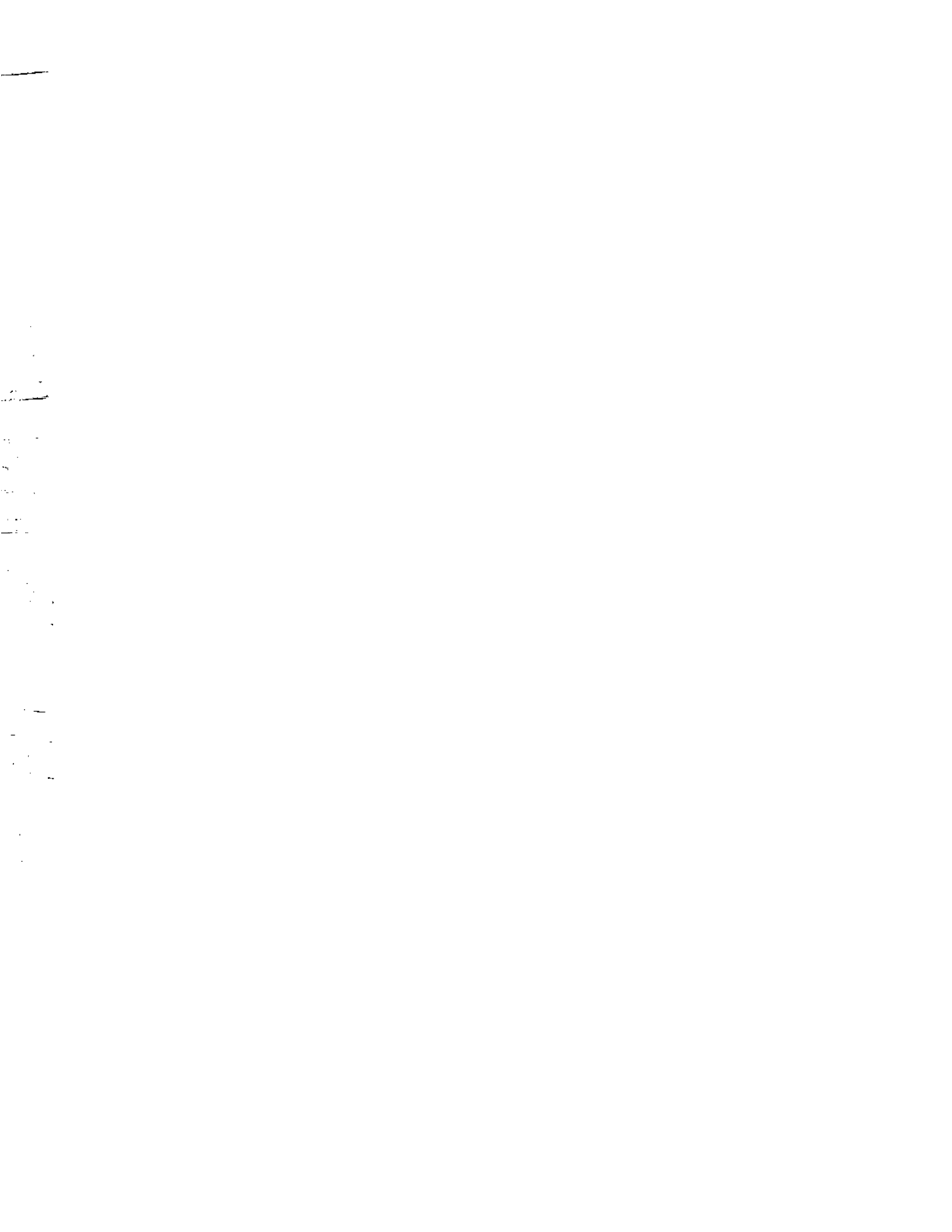
4. YCAP reports of State colleges and universities including the total number of YCAP registrants, projects, participants, funding and evaluation shall be submitted directly to the Secretary, Department of Education and Culture at the end of each school year.

5. If a student fails to perform satisfactorily in his YCAP work due to illness, accidents and other causes, he may be allowed to complete the minimum hours of 120 hours required in the succeeding semesters/term.

E. Organizational Structure

In consonance with the directive of His Excellency, President Ferdinand E. Marcos to make the Youth Civic Action Program more significant for the youth in terms of truly meaningful experience in social or national service, particularly in the rural and depressed communities, as well as in conditions of a Memorandum agreement signed by the Secretary of Department of Local Government and Community Development (DLGCD) and Secretary of Education and Culture on February 15, 1977, a coordinating body shall be organized in the national, regional, provincial and district levels of the Department of Education and Culture. These bodies, to be known as the Youth Civic Action Program Coordinating Committees (YCAPCC) in their respective levels







shall study and recommend strategies to rationalize and make more effective the Youth Civic Action Program in the national, regional, provincial, district, school levels.

1. The National YCAP Coordinating Office

The National YCAP Coordinating Office under the Office of the Secretary of Education and Culture shall serve as the Secretariat of the National YCAP Coordinating Council. The office shall be headed by a National YCAP Director who shall be assisted by a support staff. The School YCAP Coordinators Association of the Philippines (SYCAP) shall assist the Secretariat.

Duties and Functions of the National YCAP Coordinating Office

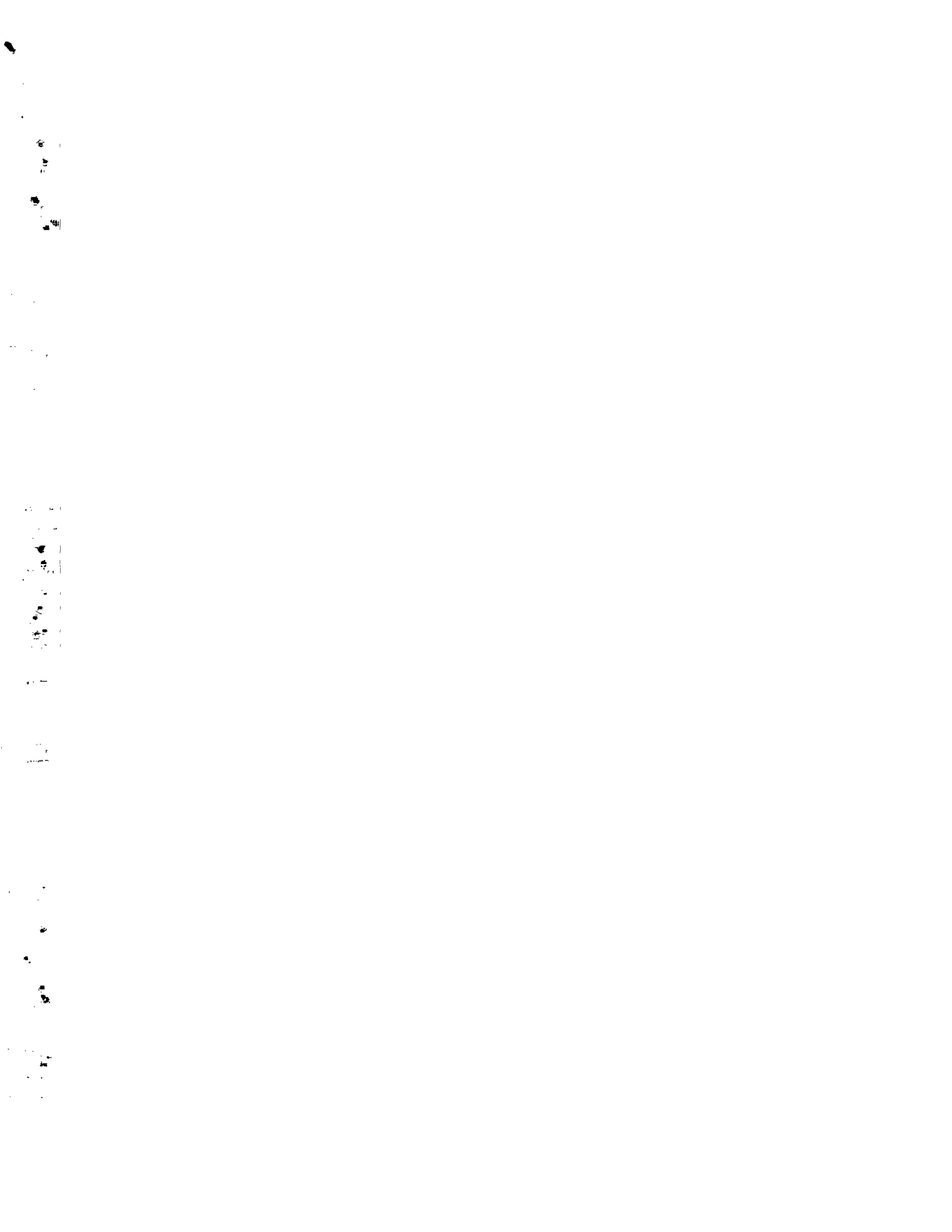
The National YCAP Coordinating Office shall:

- a. Coordinate the effective implementation of the policies and guidelines formulated by the Council of the program in a national level;
- b. Coordinate with other government and socio-civic agencies in providing maximum support, advisory, technical and training services for the effective implementation of the program;
- c. Implement strategies to continuously upgrade the quality of projects/activities, including training of key personnel, build-up basic information system in the national context; foster and assist research in priority areas on youth civic action development; conduct work conference; and collect and monitor national, regional and division data on needs and problems, research programs, resources and services available;
- d. Collate, consolidate and prepare annual report of the YCAP, including government agencies participation of the YCAP to the Office of the President, Malacañang Palace; and
- e. Provide full staff support to the council during its regular and special council meetings.

2. The Regional YCAP Coordinating Committee and its Secretariat

The YCAP Coordinating Committee in each region of the DEC shall be composed of the regional directors of the following departments: Department of Education and Culture (DEC), as Chairman, Department of Local Government and Community Development, Department of National Defense, Department of Health, Department of Labor, Department of









Social Services and Development, and the Civil Service Commission. The regional YCAP coordinator designated by the DEC regional director shall serve as the secretary of the committee.

Duties and Responsibilities of Regional YCAP Coordinator

a. The regional YCAP coordinator shall directly assist the regional director in the implementation of the program in the region and coordinate with the division YCAP coordinators.

b. Monitor student participation in YCAP with various coordinating agencies.

3. Division YCAP Coordinating Committee

The division YCAP committee shall be composed of the school provincial superintendent as Chairman, the DLGCD civic action officer, as Co-Chairman and the Chief Provincial Command, DND, and the other division city superintendents, YCAP coordinators of colleges and universities in the area as members. The provincial division YCAP coordinator designated by the school division superintendent shall serve as the secretary of the division YCAP committee.

Duties and Responsibilities of the School Division YCAP Coordinator

a. The division YCAP coordinator shall, in coordination with the provincial YCAP officer of the provincial government determine priority projects and strategies for the effective implementation of the program in the province.

b. He shall exercise leadership roles in the planning, implementation and evaluation of student participation in the province.

c. He shall certify and record the YCAP participation of students. It shall be his task to insure the validity of the certification and uphold the quality of the program. This certification shall be presented to the school YCAP coordinator for proper recording in the assessment of students records.

d. The municipal YCAP committee shall be composed of the district supervisor as Chairman, the municipal mayor as Co-Chairman and the school YCAP coordinators and municipal civic action officer as members. The district YCAP coordinator designated by the district supervisor shall serve as the secretary of the committee.







5. Functions of the Regional, Provincial and Municipal YCAP Committee

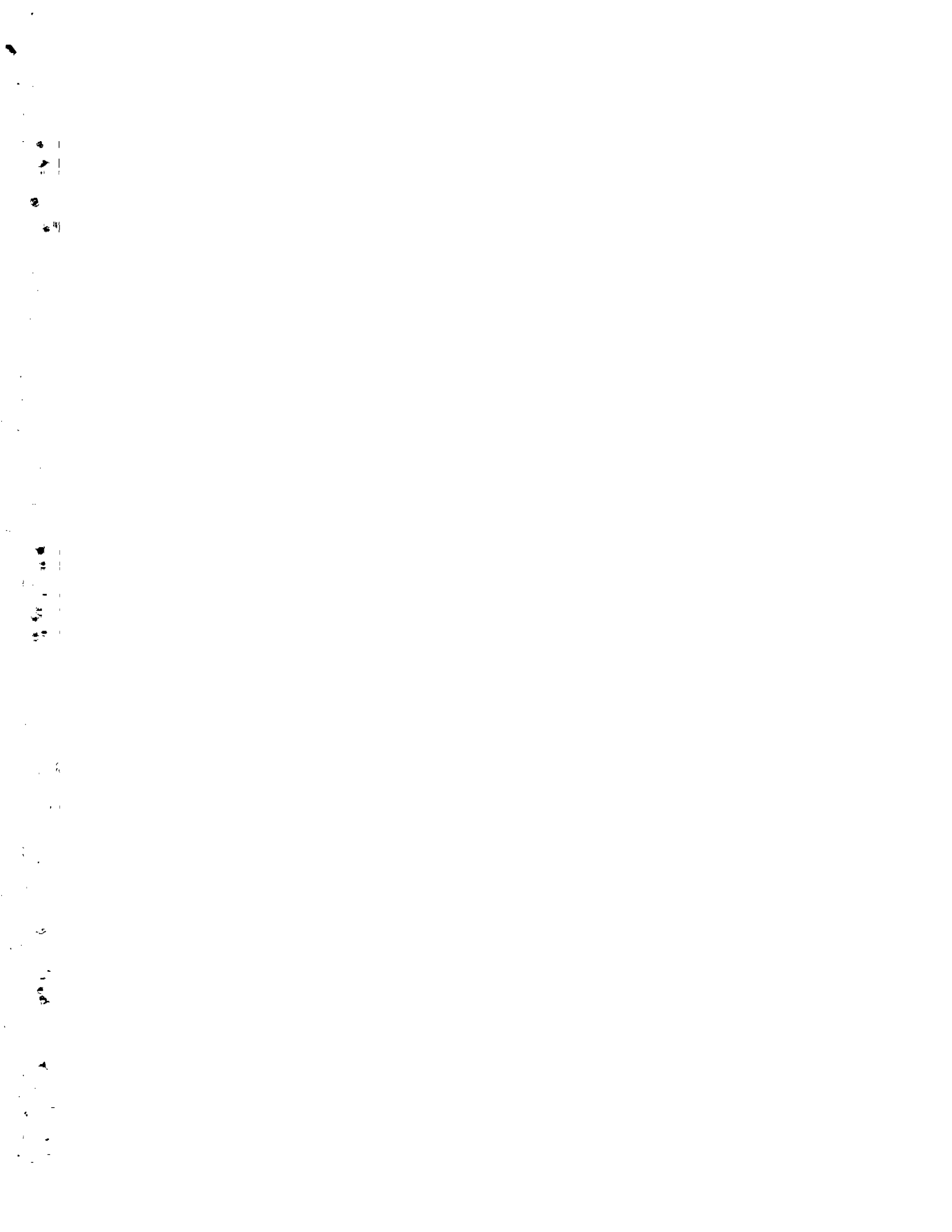
The Youth Civic Action Program (YCAP) committee in the regional, provincial and municipal levels shall have the following functions:

- a. Formulate plans, programs and activities for youth civic action in the area;
- b. Provide guidelines in the implementation of the YCAP for observation of students, schools and cooperating agencies;
- c. Conduct a continuing program monitoring or feedback of the implementation, accreditation and evaluation of the plans, programs and projects to provide adequate basis for improvement;
- d. Coordinate and insure maximum utilization of available resources for the operation of the YCAP;
- e. Study, in cooperation with other appropriate agencies, the current regional, provincial and municipal demand for, and supply of students in various levels and specializations; and formulate and recommend for implementation such development plans in the community as will provide the framework for determining the appropriate scope, type and number of youth civic action programs to be offered;
- f. Study and recommend to the National YCAP Council grants for, and/or funding of youth civic action programs proposed by schools and other agencies;
- g. Review all programs initiated by YCAP coordinators to provide technical assistance if necessary and recommend final actions to the Council on such programs;
- h. Record, analyze and compile YCAP data received; and
- i. Prepare an annual report on the student/personnel participation in the program to this Office through the National YCAP Coordinating Office.

6. School YCAP Coordinator

All schools shall appoint at least one (1) full time YCAP coordinator to plan, implement, coordinate, and evaluate the YCAP project/activities in the school.









Duties and Responsibilities

a. The school division YCAP coordinator shall work closely with the provincial YCAP coordinator under the office of the governor as well as with the National YCAP Director for the effective implementation of the program.

b. The school YCAP coordinator shall keep up to date YCAP records and shall take charge of scheduling of students for YCAP activities.

c. The school YCAP coordinator shall at the end of each semester submit to the division YCAP coordinator or in the case of state colleges and universities to the regional YCAP coordinator the number of YCAP participants, schools and agencies participating and the evaluation of the projects completed.

7. Qualifications of YCAP Coordinators

Full-time regional, provincial and municipal YCAP coordinators shall be designated by the regional directors, school provincial/city superintendent, district and school levels. In the selection of the YCAP coordinator the following qualifications shall be considered:

- a. Completed the DEC-CSC Junior Executive Training Course (For government personnel only);
- b. Participated actively in the school Youth Civic Action Program;
- c. Physically and emotionally fit to participate actively in community development projects;
- d. Leadership potential and good public relation; and
- e. Ability to deal with the youth.

F. Personnel Involvement

1. All regional, division, district and public school YCAP coordinators shall be on accrued leave basis. They shall receive an honorarium for actual services rendered to be determined by the National YCAP Council.

2. Teachers and other personnel are urged to volunteer for service in connection with the program. Whenever the services of certain teachers are needed urgently on







account of their expertise, they may be required to render summer vacation service and shall be provided with service credits to offset future absences.

G. Funding of the Program

1. The aggregate of student YCAP registration in the post-secondary level accruing to the school shall serve as the YCAP fees special fund of the school/college/university to operate its YCAP program.

2. In the selection of any project or activity for funding in the program priority consideration shall be given to the involvement and support of other government and socio-civic agencies available.

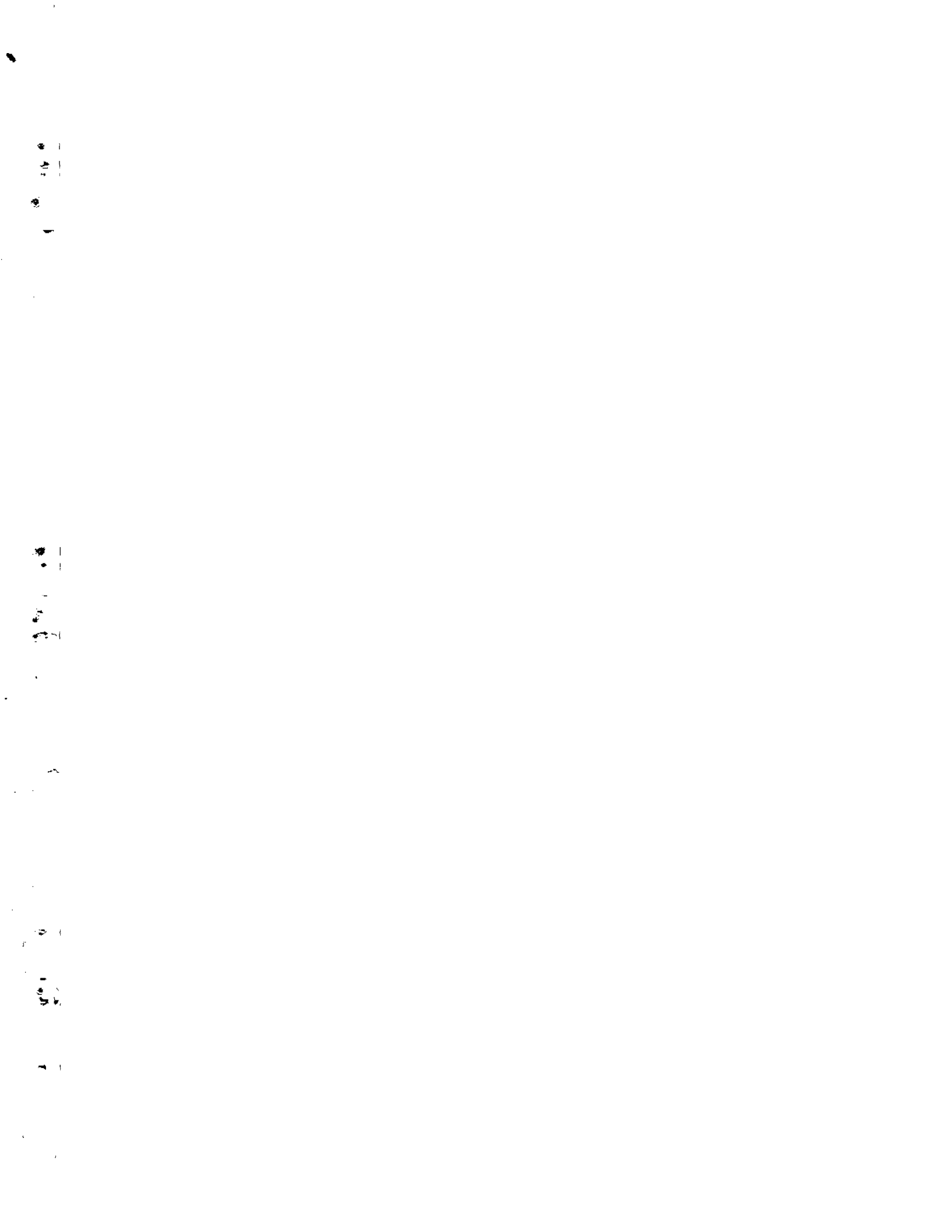
3. Action on a request for financial assistance from the National YCAP Council submitted by an agency in connection with an aforesaid YCAP project shall be on the case to case basis.

H. Coordination/Linkages with Other Government and Non-government Agencies

All departments and agencies of government including government-owned and controlled corporations may be requested to lend support to achieve the objectives of the Youth Civic Action Program particularly in the development of rural and depressed communities. More specifically, memorandum agreements have been drawn between the Department of Education and Culture and other agencies.

1. The Department of Local Government and Community Development (DLGCD)
2. National Media Production Center (NMPC)
3. Department of National Defense (DND)
4. Department of Agrarian Reform
5. Nutrition Center of the Philippines (NCP)
6. Human Settlements Commission (HSC)
7. Department of Commerce and Trade
8. Land Transportation Commission
9. Department of Labor
10. Department of Social Services and Development
11. Civil Service Commission
12. National Manpower Youth Council
13. National Grains Authority
14. Department of Youth and Sports Development
15. Kabataang Barangay
16. YSTAPHIL









Other government and socio-civic agencies have expressed their desire to participate in the YCAP, hence, school/division/regional YCAP coordinators are enjoined to appeal for their cooperation and support to the program.

VII. REPEALING CLAUSE

Provisions in Department Order No. 53, s. 1972, Department Order No. 22, s. 1973, Department Order No. 13, s. 1974, inconsistent with the foregoing guidelines are hereby rescinded or modified accordingly.

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