

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

September 26, 1977

DEPARTMENT ORDER  
No. 53, s. 1977

ADDENDUM TO DEPARTMENT ORDER NO. 18 S. 1977, GUIDELINES ON THE  
REVITALIZED 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. In order to make the Youth Civic Action Program truly significant and meaningful to the youth participating in it, and in response to many queries on various aspects of the revitalized program, an addendum to the revised guidelines on its implementation is hereby released for the information, guidance and compliance of those concerned.
2. The addendum embodies pertinent provisions of Department Orders, revised or amended, on the basis of 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.
3. Inclosed is a copy of the addendum which should be disseminated to the field as soon as possible.
4. For proper coordination of youth activities under the YCAP communications shall be forwarded to this Office, through the Regional Director and the Director, National YCAP Coordinating Center, Department of Education and Culture, Arroceros, Manila.
5. 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 Order: (No. 18, s. 1977)

Department Memorandum: No. 118, s. 1977

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

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

OFFICIALS  
PROGRAM, SCHOOL  
RULES & REGULATIONS  
STUDENTS



1  
2  
3  
4  
5  
6  
7  
8  
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(Inclosure to Department Order No. 53, s. 1977)

ADDENDUM TO DEPARTMENT ORDER NO.18, S. 1977  
GUIDELINES ON THE REVITALIZED YCAP

The following guidelines on the implementation of the revitalized YCAP are hereby listed for information and guidance of all concerned:

I. On the Scope of the Program

1. There shall be no period provided to YCAP activities in the elementary and secondary school programs. However, pupil/student active involvement in the YCAP project(s) must not be less than 120 hours per year. For better impact of the program, pupils/students may be scheduled for one week full-time YCAP work with other activities spread out or staggered throughout the year.

2. Effective school year 1977-1978, practical civic action activities as a requirement for graduation from the basic ROTC/WATC courses is discontinued. Civic action activities conducted by ROTC/WATC units, will be coordinated and integrated with the YCAP through their respective school YCAP coordinators. Cadets/cadettes who, in previous school years, have completed their citizen army training but have not completed their civic action requirements, will be declared graduates of the Basic ROTC/WATC courses. Their satisfaction of civic action as part of YCAP will be referred to the respective school YCAP coordinators. (Dept. of National Defense Memo to Chief of Staff AFF, 20, July, 1977).

3. Regularly employed government personnel, employees in private companies, and/or physically disabled students may participate in any of the following activities which shall be credited to YCAP provided that approval of the School YCAP Coordinator is secured prior to actual work.

- a. Participation in the fifteen (15) days rural service in their respective communities pursuant to Letter of Instructions No. 559.
- b. Participation in the weekly one hour sessions being conducted by division chiefs or officials of equivalent rank for a period of at least six months.







- c. Work on special individual project agreed upon by both the student and his school YCAP Coordinator which shall redound to community development. In this respect, the student's specialization, available time and physical condition must be taken into consideration.

## II. On the YCAP Projects/Activities

To further strengthen the program, school YCAP coordinators, particularly those without duly accredited YCAP projects or/and those who are still preparing their project proposal for YCAP accreditation, are enjoined to choose from the following production-oriented activities:

### A. Elementary/Secondary Levels

1. Raising vegetables, root crops, cereals and other food in school or on available vacant lots, with out-of-school youths also participating.
2. Put up and maintain a school nursery of fruit-bearing trees for distribution to community, each child supplying the seedlings.
3. Animal raising and dispersal program (i.e.) rabbit, duck, poultry and pig raising, etc, involving community or barangay citizens or out-of-school youth.
4. Participate in the blue revolution project in the backyard or in appropriate areas in the school or home for fish production involving members of the community.
5. Participate in handicraft and cottage industry production under the Educational Care and Reform (EDUCARE), in coordination with the National Cottage Industry Authority (NACIDA) and Cottage Industry Development Enterprise (CIDE) and/or with the Philippine Chamber of Handicraft Industry (PCHI). Each pupil participating shall be entitled to receive payment by piece at the end of a semester or year. Out-of-school youth involvement is an essential feature of the project and is, therefore, encouraged.
6. Participate in literacy and skill development project for out-of-school youth.









7. Participate in the reforestation and nursery projects of the Department of Natural Resources.

B. Post-Secondary Level

1. A student may select from any of the following YCAP activities according to his specialization:
  - a. Industry and Trade
  - b. Agriculture
  - c. Education and Manpower
  - d. Infrastructure/Utilities
  - e. Health and Nutrition
2. Students without any specialization may participate in the following:
  - a. Disaster Preparedness Brigades of the Department of Social Services and Development and the Department of National Defense.
  - b. YCAP accredited community development projects of the Department of Local Government and Community Development.
3. A list of YCAP accredited projects and the corresponding areas of specialization are listed below:

Course/Specialization

Accredited Projects

1. Education

1. Organize literacy project for out-of-school youth
2. Organize a skill and/or sports development project for out-of-school youth and adults.
3. Participate in education/information campaign of government programs in the rural areas.
4. Organize Mothercraft classes.
5. Participate in DEO's or other agencies' YCAP accredited projects like the Visitors/Callers Assistance System, Communication Circle, Student Volunteers Corp.

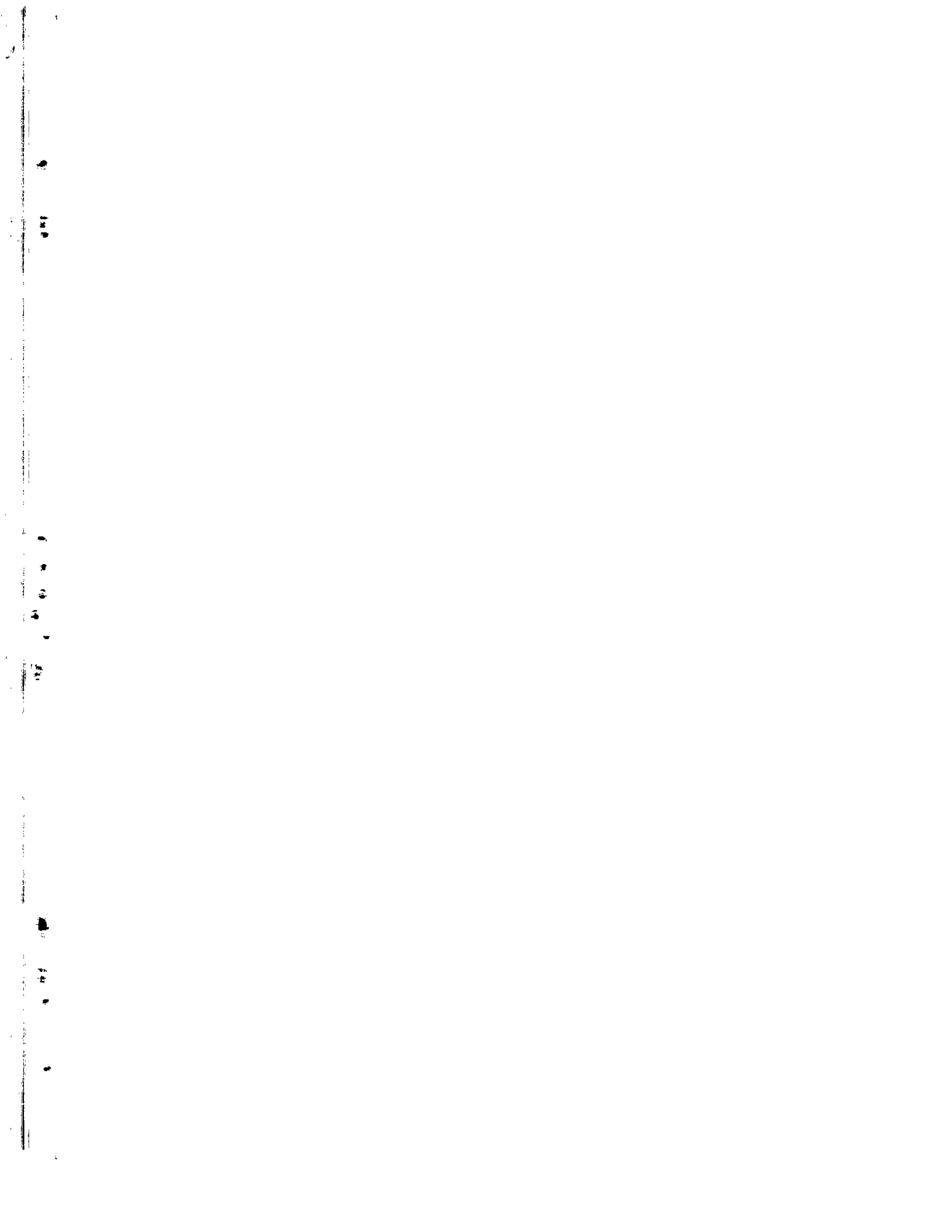






6. Organize EDUCARE projects for out-of-school youth.
2. Social Work
    1. Participate in community development YCAP accredited projects of DLGCD. (D.O. No.18, s. 1977)
    2. Social work referral service with DSSD or DOH.
  3. Law
    1. Participate in legal aid assistance service with Department of Labor.
    2. Participate in Legal Assistance Unit organized in school for indigent.
    3. Participate in information caravan with DPI.
    4. YCAP Rural Service-Tanglaw ng Barangay with DLGCD.
  4. Medicine/Nursing  
Medical Technology
    1. Participate in rural health clinic project of Department of Health and Project Media.
    2. Participate in "Living Blood Bank" campaign with NMPG, Vanguard and PNRG.
    3. Work as medical/nursing assistant in YCAP accredited indigent clinics in the rural or depressed communities under the DOH, DSSD and DLGCD and DEC.
  5. Engineering Courses
    1. Participate in community development projects like infrastructure projects. i.e.
      - a. feeder road building
      - b. bridge construction
      - c. irrigation construction
      - d. recreation centers
      - e. others









6. Nautical/Aeronautical Courses

2. Work in YCAF accredited projects of the Department of Public Highways and the Department of Public Works, Transportation and Communications as engineering assistants in construction work for rural and depressed communities.

1. Participate in Passenger's Assistance System for ship/plane passengers at Port and airport area.
2. Participate in "Living Blood Bank" Project.

3. Participate in YCAF accredited infrastructure projects of DLGCD, Department of Public Highways and Department of Public Works, Transportation and Communications.

7. Commerce/Business Administration

1. Participate in Human Settlements Commission YCAF project.
2. Participate in Department of Trade YCAF accredited project on Consumer Price Monitoring.

3. Participate in Central Bank - YCAF "TIFID" project.

8. Agriculture, Veterinary Medicine and Forestry

1. Participate in community agricultural development project in the rural and depressed communities with the DLGCD or KB.

2. Participate in Model Farm Project of KB and DEC.

3. Participate in ancillary work for farmers and homemakers.

9. Fisheries Courses

1. Participate in Model Farm projects of KB and DEC.

2. Participate in Blue Revolution campaign of Department of Agriculture and Natural Resources and Bureau of Forestry.







10. Vocational/Technical

1. Participate in Manpower and skill development projects for out-of-school youth with DLGCD, DSSD, and DEC.
2. Participate in the organization of cooperatives in selected communities with DLGCD.
3. Participate in "Tanglaw ng Barangay Brigade" of DLGCD.
4. Participate in infrastructure projects of YCAP.

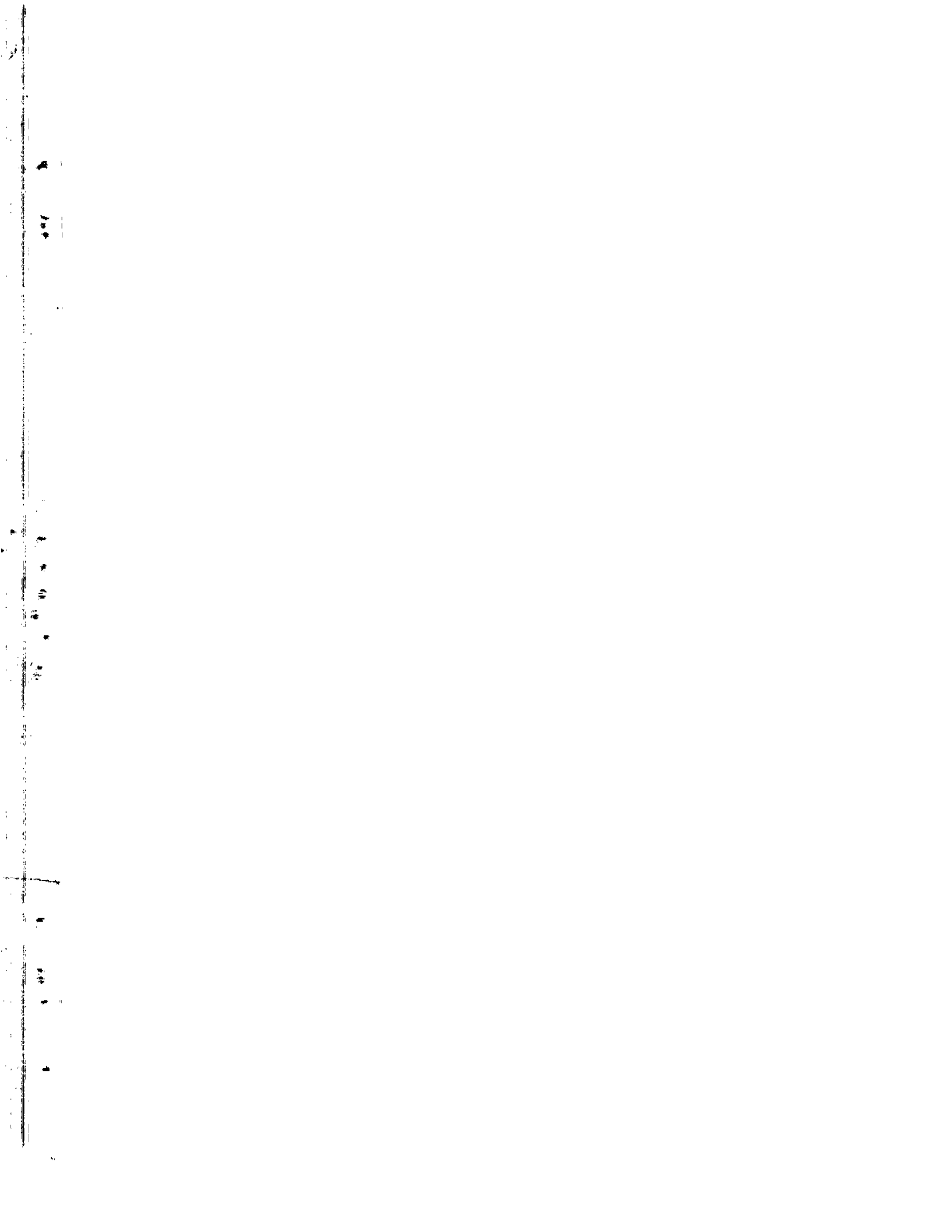
III. Accreditation System in YCAP

To ensure full realization of the objectives of the Youth Civic Action Program and to avoid unnecessary risks and exploitation of the students participating in the program, a system of YCAP Accreditation which shall cover all government or non-government agencies, organizations and institutions is hereby established.

A. Application for Accreditation

1. Request for YCAP accreditation of any project shall follow the NYCC Format for Project Proposal and provide for a full-time qualified and responsible official to supervise and evaluate the students/pupils participation in the project.
2. Applications of agencies/organizations for YCAP project accreditation must be received by the NYCC not later than one month or thirty (30) days prior to the start of each school year, if this has to be implemented within the school year. (Late applications, if approved, shall be implemented in the next succeeding school year.)
3. Applications of schools for YCAP project accreditation must be received at the NYCC not later than 15 days after the end of each school year. (Late applications, if approved, shall be implemented during the succeeding semester or school year.)









4. Accreditation of any YCAF project shall be limited to the conditions/provisions indicated in the project proposal. In no case shall a project proponent or agency be allowed to deviate from this without the prior approval of this office. Any violation shall be sufficient ground for the withdrawal/cancellation of the accreditation permit granted and cause the termination of students' participation in the project.

5. All accredited YCAF projects shall be under the general supervision of the National YCAF Coordinating Center and its duly authorized units in regions and divisions. Such units shall assign personnel or representatives to observe on-going accredited projects.

6. YCAF Accreditation Fees shall be charged each project accredited for YCAF participation computed on the basis of the number of students involved in the project for one year and/or the type of activity expected of the student as follows:

Number of Students Involved	Amount of Accredi- tation Fee
1-300 students . . . . .	\$10
301-500 students . . . . .	20
501-800 students . . . . .	30
801-1,000 students . . . . .	40
1,000 and above students . . . . .	50 ✓

Such fees shall accrue to the National YCAF Coordinating Center and shall be considered as special fund for the operation of YCAF projects.

7. Schools with accredited YCAF projects shall collect YCAF registration fee as follows:

- Elementary and Secondary . . . . . None
- Post-Secondary students . . . . . \$10.00 each

Amount collected from such fee shall accrue to the operation of school accredited YCAF projects which shall be broken down as follows:

- 9.2. . . . . for insurance premium to be paid to the insurance agency duly recommended by this office.







50 . . . . . Honorarium of School YCAP Coordinators

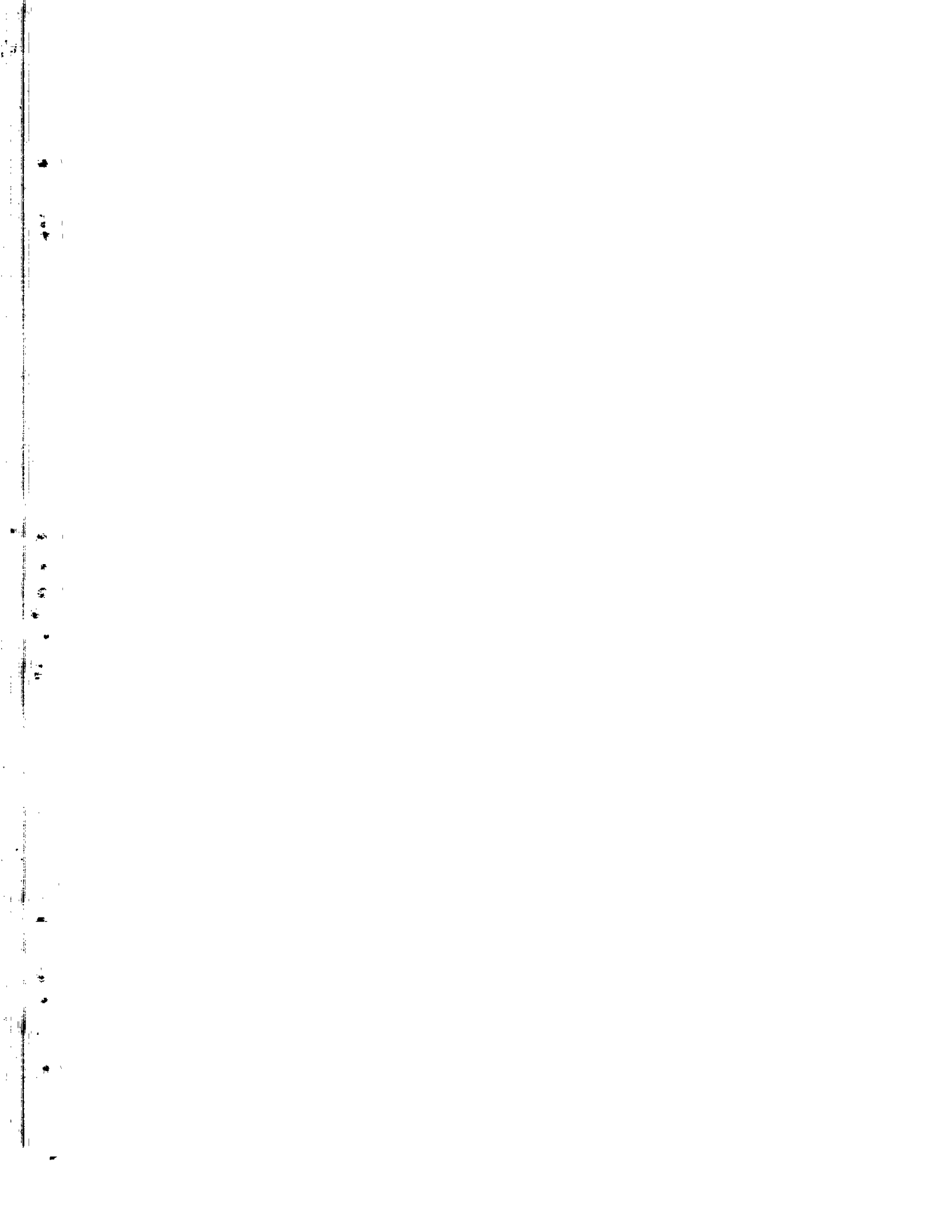
40.8. . . . . Operational Expenses for YCAP

8. Agencies/organizations with accredited YCAP projects shall not however be allowed to collect any YCAP fees in any form from student participants.
9. Students from schools with accredited YCAP project shall as much as possible participate in their school's YCAP accredited project; if however such is not possible, the school YCAP Coordinator shall arrange for the student's proper placement or referral and shall closely supervise his work with other accredited projects in other agencies. In no case however, shall the student be allowed to find his own placement or left alone to an agency without the proper coordination and supervision of his/her respective school YCAP coordinator.

B. Accreditation of Projects.

1. At least 15 days before the end of each school year, each school YCAP Coordinator must submit a report of the YCAP program, through the district YCAP Coordinator, to their division YCAP Coordinator who shall consolidate and forward the report to the Regional Office and the National YCAP Coordinating Center at the DEC Central Office, Arroceros Street, Manila. This report, using YCAP Summarized Report, shall include a summarized data of the:
  - a) Total number of YCAP student participants per semester/year.
  - b) Distribution of pupils/students in various YCAP projects.
  - c) Total number of hours students/pupils participated in the project(s).
  - d) Description of project i.e. location, total areas covered, number of seedlings, trees planted, etc.
  - e) Value or cost in pesos of pupil/student volunteer work.









IV. On Students' Reporting

1. Rating in post-secondary level shall be done by at least two persons: (1) the agency YCAF Coordinator or/and School YCAF Coordinator using NYCC Student Evaluation Form 6 - see attached form.
2. Students at the end of each YCAF term shall accomplish in triplicate reports in his YCAF Self-Evaluation NYCC Form 10.
  - a) One copy filed in school
  - b) One copy to Division/Region
  - c) One copy with NYCC

V. On the Organization of the KB-YCAF Chapter

In recognition of the vital role of the youth in the task of nation building and conformably to the Memo-Agreement of DEC and DLGCD, the YCAF shall promote the development of the KB-YCAF Chapters in all elementary, secondary and post-secondary institutions, both public and private as an institution of youth participation in affairs of local and national concern. All YCAF participants who are twenty one (21) years of age and below shall be members of the College/High School KB-YCAF Chapter, and shall enjoy the same rights, perform the duties and responsibilities of a bonafide KB member as stipulated in KB Constitution

The school/college/university YCAF coordinator shall directly supervise all activities of the school KB-YCAF chapter which shall closely coordinate and support the District KB Chapter wherein the school is located.

VI. Insurance Coverage

All YCAF participants at the post-secondary level, YCAF Coordinators and other personnel participating in the YCAF shall for the school year 1977-1978 be covered by group personal accident insurance for a principal sum of P10,000 for loss of life and medical reimbursement with P1,000 maximum benefit. Coverage shall be effective on the date the premium is received by the insurance company, provided such premium payment is accompanied by a listing of all those persons for whom premium is being paid as submitted by the respective school YCAF coordinators.







Payment of premium of ninety two (P.92) centavos per student which shall be made by the school YCAP Coordinator shall be taken from the YCAP registration fee paid by students in the school.

In case of claim, insured should notify the insurance company within 180 days after the date of the accident.

VII. Repealing Clause

Department Order No. 18, s. 1977 and all department orders, rules and regulations or parts thereof inconsistent with this Order are hereby repealed or modified accordingly.

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