

Republika ng Pilipinas  
(Republic of the Philippines)  
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS  
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)  
Maynila

April 25, 1985

MECS O R D E R  
No. 28, s. 1985

PILOTING OF THE CIVIC WELFARE SERVICE PROGRAM (CWSP)

To: Deputy Ministers  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Schools Superintendents  
Presidents, State Colleges and Universities  
Heads of Private Schools, Colleges and Universities

1. Section 2 of Presidential Decree No. 1706, otherwise known as the National Service Law (NSL) dated August 8, 1980, provides, among others, that national service shall be obligatory for all citizens of the Philippines and that it shall consist of three (3) main programs, namely: civic welfare service, law enforcement service, and military service.

2. The law further states that "each citizen shall render national service in any of the three (3) main programs ... or a combination thereof" and that such service shall be credited in favor of the citizen for the purpose of fulfilling educational requirements established by the law.

3. In the Plan for the Implementation of the National Service Program drawn by its four (4) implementing ministries, this Ministry was given the responsibility of implementing the Civic Welfare Service (CWS) Program and issuing the necessary guidelines for the purpose.

4. After consulting the various sectors affected regarding the guidelines proposed by the National Service Law Committee of MECS and upon the representation of the Coordinating Council of Private Educational Association (COCOPEA) and the Philippine Association of State Colleges and Universities, the Ministry has deemed it necessary to initially pilot the CWS Program covering tertiary level students in the following schools/areas in school year 1985-86 using the attached guidelines:

- a. All students in state colleges and universities;
- b. Volunteer schools in Metro Manila; and
- c. All male students in Region III and the cities of Cebu, Iloilo and Cagayan de Oro City.

5. The National Service Law Committee created by MECS Order No. 31, s. 1984 shall supervise and coordinate the CWS in the pilot schools/areas. The Committee shall be assisted by a support Secretariat composed of representatives from the Bureaus of Higher Education, Sports Development and Continuing Education. The Secretariat shall be headed by Mr. Rodolfo R. Soliman as Executive Officer.

6. SCUs presidents, volunteer schools in Metro Manila and the regional directors of the pilot areas shall coordinate the CWS program implementation in their schools/areas directly with the Minister or the MECS-NSL Committee as soon as possible.
7. The deadline for government and private agencies and/or organizations seeking certification from the Ministry to participate in the CWS in the pilot schools/areas as stipulated in the attached guidelines is June 17, 1985. They shall course their request through channels or directly to the MECS-NSL Committee.
8. Immediate dissemination and implementation of this Order is desired.

(SGD.) JAIME C. LAYA  
Minister

Incl.:  
As stated

References:  
MECS Order: (No. 31, s. 1984)  
MECS Memorandum: No. 33, s. 1984

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

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

LEGISLATION  
PROGRAM, SCHOOL  
SCHOOLS

SOCIETY or ASSOCIATIONS  
STUDENTS  
UNIVERSITIES and COLLEGES

GUIDELINES ON THE IMPLEMENTATION OF THE CIVIC WELFARE  
SERVICE PROGRAM IN PILOT SCHOOLS/AREAS

NOTE: References to the elementary and secondary levels are not applicable. As specified by the covering MECS ORDER, only tertiary level references shall be applied.

1.0 Introduction

Civic Welfare Service (CWS), one of the modes of the National Service Program (NSP) as defined in the guidelines of P.D. No. 1706 otherwise known as the National Service Law (NSL) refers to activities which are contributory to the general welfare and the betterment of life for the members of the community, or the enhancement of its facilities especially those devoted to improving health, education, safety, recreation and morale of the citizenry.

Civic Welfare Service aims to help improve the quality of human life in its various dimensions - ~~physical~~, economic, intellectual, social-cultural, emotional, spiritual and moral.

Ultimately, it should serve as an implementing arm of the schools in promoting the students' full development.

The Civic Welfare Service Program shall be implemented by the Ministry of Education, Culture and Sports (MECS) for in-school youth.

2.0 Objectives

2.1. General Objective:

Develop, promote and enhance civic consciousness and citizen's participation in community development programs.

2.2. Specific Objectives:

2.2.1 Elementary Level:

Develop awareness and understanding of programs and projects that contribute to the general welfare and betterment of life in the community through participation in projects that enhance and improve the health, education, safety, recreation and moral values of the citizenry.

2.2.2 Secondary Level:

Develop a reasoned commitment to the goals of national development through actual participation in programs and projects that preserve and develop the moral and spiritual values of the people and other desirable aspects of Philippine society.

2.2.3 Tertiary Level:

Develop understanding and appreciation of the theories and knowledge learned in schools in solving community problems through actual involvement in programs and projects that will improve the living condition of the people, physically, socially, morally, economically, and spiritually.

### 3.0 Coverage

3.1 Elementary Level - Grades IV, V, VI and VII pupils.

3.2 Secondary Level - First year to fourth year students.

3.3 Tertiary Level:

3.3.1 Male students of the one-, two-, and three-year technical/vocational courses; and

3.3.2 All students in baccalaureate degree programs.

### 4.0 Program Implementation

4.1 Elementary Level - in essence the intentions of the CWS Program find their meanings in the New Elementary School Curriculum, especially in the following subjects:

4.1.1 Civics and Culture;

4.1.2 Home Economics and Livelihood; and

4.1.3 Concepts and Values integrated in the instruction of English, Pilipino, Mathematics, Science and Health, P.E. and History/Geography.

4.1.4 Suggested Programs/Projects:

4.1.4.1 Cultural Revival;

4.1.4.2 Boy/Girl Scouting;

4.1.4.3 Fairs/Exhibits;

4.1.4.4 Sariling Sikap, Alay Tanim, Plant-a-Tree Projects;

4.1.4.5 Observance of Boys/Girls Week, Garden Day, Nutrition Month,

4.1.4.6 Food production campaign;

4.1.4.7 Community cleanliness and beautification campaigns;

4.1.4.8 Participation in projects of authorized civic/cultural socio-cultural organizations; and

4.1.4.9 School-managed indigeneous feeding program.

4.2 Secondary Level - high school students are required to attend class sessions and participate in civic welfare service.

4.2.1 In the first and second years, civic welfare concepts will be integrated in the Social Studies, Practical Arts and YDT. In each year level, 15 class hours (3 subjects at 5 hours each) will be devoted to the discussion and analysis of civic welfare concepts.

- 4.2.1.1 Disaster control;
  - 4.2.1.2 Economic knowledge;
  - 4.2.1.3 Law enforcement;
  - 4.2.1.4 Crime control;
  - 4.2.1.5 Volunteerism; and
  - 4.2.1.6 Forms of social control.
- 4.2.2. In the third year, students are required to render the sixty (60) hours project participation requirement in Civic Welfare Service Projects.
- 4.2.2.1 Accreditation of students participation in projects/activities shall be decided by the CWS Committee created by the school principal. Accreditation guidelines issued by the MECS shall be followed;
  - 4.2.2.2 Preferably a teacher either of Social Studies, YDT or Practical Arts should be assigned as an CWS Program Officer to coordinate the project participation which should be a part of her regular teaching load; and
  - 4.2.2.3 In the selection of project participation site, priority should be given to communities within walking distance from the school or the student's residence. Suggested projects are the following:
    - 4.2.2.3.1 Scouting activities;
    - 4.2.2.3.2 Drug Dependency Prevention Education;
    - 4.2.2.3.3 Social services such as Barangay day-care service, etc.;
    - 4.2.2.3.4 Participation in socio-civic activities (Alay Lakád, Cultural Parades, Sports and Physical Fitness Program, etc.);
    - 4.2.2.3.5 Involvement in KB activities;
    - 4.2.2.3.6 Tutorial activities such as those of Project IMPACT, DELSILIFE, and Non-Formal Education Tutorial Program;
    - 4.2.2.3.7 Economic productivity campaigns (Sariling Sikap, KKK, Alay Tanim, etc.);
    - 4.2.2.3.8 Values development activities;
    - 4.2.2.3.9 School club activities;

4.2.2.3.10 Ecological balance; and

4.2.2.3.11 Price monitoring

4.2.2.4 All fourth year students are required to take Citizen's Army Training. However, all senior Boy/Girls Scouts may be exempted from CAT.

#### 4.3 Tertiary Level:

4.3.1 During the first semester of every school year a 54-hour Common Basic Training Module (CBTM) shall be offered to provide the students with the necessary knowledge of the three (3) program components of the NSP to enable them to make a wise selection of their program. While the choice of a program is elective, eighty per cent (80%) of male students shall go to the Military Service Program (MSP). They will be selected by survey preference. In the event the quota is not adequately met by the first preference of the students, those who choose the MSP as their second preference shall be considered. Female students may opt for MSP; the twenty per cent (20%) remaining males and the rest of the female students may elect to participate in either the CWS or the Law Enforcement Service (LES) Program.

4.3.2 A fifty-four hour (54) lecture requirement for Civic Welfare Service which shall include concepts on loyalty, patriotism, nation building, civic consciousness, Filipino Ideology, and other values as well as other technical discussions regarding the program management and implementation to prepare the student for actual project participation shall be given to students who opt for the CWS. This shall be offered as a separate subject or as a seminar subject and may be taken in any semester/s prior to actual project participation.

4.3.3 One hundred twenty (120) hours project participation.

4.3.3.1 The Civic Welfare Service Project participation requirement shall consist of active involvement in an institutionally managed project/s or projects of authorized agencies/organizations. Participation in projects must be an adjunct to and aimed as an enrichment of the curricular program. It shall give meaning to the theories learned in the classroom through the practical application of such theories in the world of reality, so that students will develop a sense of service and commitment to their involvement in the project.

4.3.4 Exemption from the Civil Welfare Service:

4.3.4.1 The following shall be exempted from the CWS requirements:

- servicemen on active duty
- ex-U.S. or Philippine servicemen
- students taking second degree course such as Law and Medicine

4.3.4.2 The internship programs of Dentistry, Nursing, Nutrition and Dietetics, Social Work and Criminology are deemed as fulfillment of the projects participation requirement in the CWS. Other disciplines which may involve internship program in the form of compulsory service for community development may likewise be exempted upon prior approval by the MECS.

4.3.5 All CWS programs/projects to be undertaken by private and MECS supervised educational institutions shall be subject to the approval of the Regional Directors of the Ministry. The criteria to be followed by the MECS shall be the following:

4.3.5.1 Relevance in relation to the educative process for student-participants and the contents of the program to the course as per No. 4.3.3;

4.3.5.2 Practicability;

4.3.5.3 Continuity; and

4.3.5.4 Economy (least cost to participating students).

4.3.6 Suggested CWS Projects:

4.3.6.1 "Adopt a Barangay" project, designed towards the physical, mental, social, economic and spiritual development of the population of the barangay. The provision of social services shall be done in an integrated approach. This should start with identification of needs, planning implementing and end with evaluation of project accomplishment. Students from the various colleges/departments would be able to identify their specific roles, responsibilities and activities towards accomplishment project goals, thus making their participation meaningful;

4.3.6.2 Literacy classes and prep and kindergarten classes for low income families;

- 4.3.6.3 Conducting courses on management of small scale business for small store owners, and training of out-of-school youth on entrepreneurship;
- 4.3.6.4 Provision of free medical and dental services;
- 4.3.6.5 Participation in productivity campaigns and other community based projects, i.e., Sariling Sikap, by government and duly accredited private agencies/ organizations such as:
  - 4.3.6.5.1 Distribution of printed materials like program brief on projects like backyard gardening and other improvement technologies under the Kilusang Sariling Sikap (KSS) Program;
  - 4.3.6.5.2 Joining field trips to model KKK and KSS farms and projects to give the first hand experience on government projects along this line; and
  - 4.3.6.5.3 With the MHS community organizers, participating in income-generating livelihood activities such as cottage industry, agro-forest and aqua-culture projects.
- 4.3.6.6 Organizing Community Sports and Physical Fitness Programs;
- 4.3.6.7 Organizing community assemblies;
- 4.3.6.8 Water and energy conservation; and
- 4.3.6.9 Ecological balance including three (3) planting and reforestation.

## 5.0 Organization/Management

- 5.1 Elementary and Secondary Levels - at the school level, principals shall be responsible for the planning, implementation and monitoring of the CWS programs and projects within their schools.
- 5.2 Tertiary Level - heads of institutions shall be responsible for implementing the CWS. Each school head may set up the CWS organizational structure according to his own discretion as may fit the conditions obtaining in the school/community. The following are suggested organizational modules:
  - 5.2.1 The deans/heads/chairmen of the colleges/departments/units shall be responsible for the planning, implementation, monitoring and evaluation of the CWS programs and projects within their respective colleges/departments and a CWS manager shall coordinate and monitor the CWS programs and projects of the different colleges/departments/units;
  - 5.2.2 A unit/center headed by a Program Director may be established within the school. This center shall be responsible for the planning, implementation, monitoring and evaluation of the CWS programs/projects of the entire institution.



- 5.2.3 The person assigned by the school head to be responsible for the CWS shall have the following functions:
- 5.2.3.1 As may be instructed by the school head, coordinate with the MECS Regional Director, local officials, government and private agencies/offices and MECS certified organizations regarding activities related to the CWS.
  - 5.2.3.2 Design appropriate CWS programs/projects for the school;
  - 5.2.3.3 Coordinate with the CMT Commandant of the school regarding the smooth implementation of the MS and CWS programs especially the preference survey to be conducted for male students;
  - 5.2.3.4 Organize lectures and other personnel needed for the conduct of the CBTM and the lecture component of the CWS;
  - 5.2.3.5 Organize possible student assistants/aides to assist in the school's CWS;
  - 5.2.3.6 Organize the students who opt for the CWS in fulfilling their national service obligations; and
  - 5.2.3.7 Perform other functions as may be assigned by the school on the CWS program implementation.
- 5.3 The MECS Regional Director shall be responsible for overseeing the implementation of the CWS in all schools in his region except in chartered state colleges and universities. In line with this, he shall:
- 5.3.1 Evaluate and approve CWS programs/projects submitted by the schools;
  - 5.3.2 List all possible projects/programs of national and local government agencies/units in the region that schools may adopt for their CWS;
  - 5.3.3 Coordinate with his regional counterpart from the MLG and MHS regarding the implementation of the CWS;
  - 5.3.4 Coordinate with other government and private agencies/organizations for possible projects in line with the CWS;
  - 5.3.5 Coordinate with barangay officials, municipal and city mayors, provincial governors and the regional development council regarding their assistance in the CWS program; and
  - 5.3.6 Establish a regional secretariat to monitor the CWS implementation.

To insure the smooth operation and monitoring of the program, a CWS Manager in the district, division and region shall be appointed. Below are suggested criteria which may serve as guidelines in the selection:

The CWS Manager should:

1. be physically and mentally capable of withstanding the demands of the programs;
2. have good interpersonal relations, especially with the youth;
3. if he/she is occupying a supervisory position his functions as CWS Manager shall be made as part of his/her regular function.

## 6.0 Evaluation of Student Performance

### 6.1 Elementary Level:

In the elementary grades, CWS shall be integrated in all learning areas and shall be graded in accordance with the NESC guidelines as contained in MECS Order No. 46, s. 1983 entitled "Revised System of Rating and Reporting of Pupil Progress."

### 6.2 Secondary Level:

- 6.2.1 For the First and Second Years, the Social Studies, Practical Arts and YDT grades will include the 5% grade for the Civic Welfare Service;
- 6.2.2 For the third year, completion of the sixty (60) hours service period shall be reflected in the Form 138 as: CWS Completed; and
- 6.2.3 For the fourth year, the Military Service Program is a component in CAT, hence the numerical rating for CAT shall include the rating for the Military Service Program.

### 6.3 Tertiary Level:

- 6.3.1 Each institution shall devise its own method of evaluating and rating student performance and accomplishment of certain assigned tasks taking into consideration not only the number of hours of participation but the quality of participation as well; and
- 6.3.2 Completion of the CWS requirement shall be reflected in the student's transcript of records to be indicated as follows:

Civic Welfare Service - Completed.

If the student transfers to another school without completing his CWS, his record shall be indicated as follows:

Civic Welfare Service - Not Completed.  
(indicate number of hours finished)

## 7.0 Program Reporting

### 7.1 Elementary and Secondary Levels:

Principals of elementary and secondary schools shall submit yearly reports through channels. The reports shall contain the following:

- 7.1.1 CWS projects undertaken.
- 7.1.2 Project status or accomplishment
- 7.1.3 Number of student participants;
- 7.1.4 Cooperating agencies/organizations;
- 7.1.5 Problems encountered and solutions undertaken; and
- 7.1.6 Suggestions/recommendations to improve the CWS.

### 7.2 Tertiary Level:

After each semester, heads of private educational institutions and non-chartered government schools or colleges shall submit a CWS report to the MECS regional director. Presidents of SCUs shall submit their CWS report to the MECS-NSL Committee. These reports shall contain the data enumerated in number 7.1 including a list of students who have finished their CWS.

Tertiary schools shall submit a financial report, duly certified and audited by the school accountant and auditor respectively to the MECS-NSL Committee through channels at the end of each school year.

- 7.3 Regional directors shall submit their consolidated CWS reports by levels to the Minister through the MECS-NSL Committee at the end of each school year.

## 8.0 Financing

- 8.1 Projects in elementary and secondary schools may be financed through the local school funds subject to usual accounting and auditing procedures.

- 8.2 Each time a student at the tertiary level enrolls in the CWS he shall be charged a fee based on the CWS program of the individual institution as approved by the MECS; provided that said fee shall not exceed the amount charged by the institution for one (1) unit in its regular courses. The proceeds of said CWS fee shall be used exclusively for the operation of the CWS projects of the institution including salaries and other benefits allowed by law for personnel directly involved in the CWS program. The CWS fee shall be paid to the cashier of the institution as a special trust fund. At the end of the year, the head of the institution shall submit a financial report to the regional directors duly audited and certified by the school accountant and auditor, respectively.

## 9.0 Authorization System

9.1 Organizations which are national in scope with proven track records may be authorized by the NSL Committee of the MECS' Central Office for a period of three (3) years to undertake CWS programs/projects. This period shall be renewed for another three (3) years subject to the success of the implementation for their programs/projects. Students may earn CWS credits if these programs/projects conform to the criteria specified in No. 4.3.5 of these guidelines.

9.2 Local organizations may apply for authorization from the MECS' Regional Director. They may be given authorization for a period of one (1) year if their projected activities conform to the criteria specified in No. 4.3.5 of these guidelines, subject to re-evaluation by the MECS-NSL Committee for purposes of extension.

The following requirements shall be submitted by the local organization concerned:

9.2.1 Type of organization;

9.2.2 Goals and objectives;

9.2.3 List of officers;

9.2.4 Past accomplishments or track record; and

9.2.5 Other requirements that the Regional Director may deem necessary.

9.3 Prior to the implementation of any activity, all organizations authorized by the Ministry shall submit the following requirements to the regional director for the tertiary level and to the Schools Superintendent for elementary and secondary levels for students participating in these activities to earn CWS credits under the NSP:

9.3.1 Project to be implemented;

9.3.2 Project location;

9.3.3 Schedule of implementation;

9.3.4 System of implementation; and

9.3.5 Prospective number of participants.

9.4 To ensure accreditation of project participation of students, the authorized organization shall seek the necessary approval from the school concerned.

## 10.0 Effectivity

As stipulated by the covering MECS Order No. 27, s. 1985.

Republika ng Pilipinas  
(Republic of the Philippines)  
MINISTERI NG EDUKASYON, KULTURA AT ISPORTS  
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)  
Maynila

April 30, 1985

MECS ORDER  
No. 29, s. 1985

GUIDELINES ON THE CONDUCT OF IN-SERVICE TRAINING  
PROGRAMS, SEMINARS AND SIMILAR ACTIVITIES

To: Bureau Directors  
Regional Directors  
Cultural Agency Directors  
Chief of Service and Heads of Units/Centers  
Schools Superintendents  
Presidents, State Colleges and Universities  
Vocational School Superintendents/Administrators

1. To reduce complaints of too many seminars drawing teachers from their classes or resulting in overlapping of activities involving the same persons, it is desired that regional, division and district in-service training programs and other activities involving public school teachers, school officials and other school personnel be more carefully planned.
2. As a matter of general policy, all activities involving teachers should be scheduled for periods when classes are not in session so as not to draw teachers from their classes or otherwise interfere with their regular teaching duties and responsibilities.
3. In drawing up plans for teachers' in-service training programs, meetings, conferences and other activities, the following guidelines are issued for the guidance of all concerned:
  - a. In line with the government's retrenchment policy, only seminars, workshops, and other in-service training activities which are urgent, the non-holding of which would seriously impair instructional effectiveness, shall be conducted.
  - b. Such seminars or in-service activities should not require personal expenses on the part of teachers as much as possible.
  - c. Seminars and other in-service activities involving teachers should be scheduled during summer vacation and on Saturdays, and the teachers granted service credits or other incentives for their participation in these activities.
  - d. In service training programs on a sustained basis at the local school level conducted either during the teachers' free time on regular working days or on Saturdays should be planned and encouraged as a possible alternative to the usual short large-group undertakings.
  - e. Similarly, other activities like school testing and evaluation, scouting, athletic meets, etc., should be limited to those that are really necessary.

4. A copy of the staff training development plan for the region indicating planned activities for each division should be forwarded to this Office before the school year begins, attention: Deputy Minister Hortensia S. Benozza, whose office shall monitor the planned activities, and a year-end report on its implementation included in the region's annual report.
5. A study should also be made toward reducing the number of school evaluations to once a year considering feedback that such evaluations disrupt services of teachers.
6. Immediate dissemination of this Memorandum and compliance therewith is desired.

(SGD.) JAIME C. LAYA  
Minister

Reference:

N o n e

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

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

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