

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

June 3, 1985

MECS ORDER
No. 35, s. 1985

ADDITIONAL GUIDELINES ON THE PILOTING OF THE CIVIC
WELFARE SERVICE (CWS) PROGRAM

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

1. In order to make the implementation of the Civic Welfare Service (CWS) Program as contained in MECS Order No. 28, s. 1985 truly responsive to participating students, the following additional guidelines are hereby issued for the information and compliance of all concerned.

- a. State Colleges and Universities (SCUs) may design their own CWS projects subject to the following requirements:
 - (1) The project is approved by the appropriate school's Curriculum Committee;
 - (2) Such project is endorsed by the Committee to the school's Board of Trustees/Regents for their approval; and
 - (3) The school shall submit the project plan to the Minister of Education, Culture and Sports through the MECS-NSL Committee for his information.
- b. All schools included in the pilot must immediately carry out an information campaign regarding the National Service Law (NSL) and the CWS. This Ministry shall provide a "question and answer" brochure on the NSL which could be used by the schools as they see fit.
- c. School authorities in the pilot shall establish a Preference Survey Committee which shall be responsible for conducting the preference survey indicated in par. 4.3.1 of the guidelines in MECS Order No. 28, s. 1985. This Committee shall also be responsible for selecting the 20% of male students who will go to the CWS tranche. In the event that

the survey indicates more than 20% preferring to join the CWS, it is suggested that the choice of the 20% be done by a random selection method. Preference to CWS shall be given to students who have valid reasons for not joining the Military Service (MS). The preference survey must be finished not later than one (1) month after the start of regular classes.

- d. In determining the students who will participate in the CWS for school year 1985-86, the maximum number of participants is 20% of all incoming male freshmen in Region III and in the cities of Cebu, Iloilo and Cagayan de Oro. In SCUs, the same percentage shall apply for all incoming male freshmen. Female freshmen in SCUs shall participate in the CWS. If they so wish, they may participate in the MS instead.
 - e. Schools in the pilot areas/schools may collect from each student a CWS fee equivalent to the fee for one (1) academic unit. Such fees must be treated as trust funds to be used in the implementation of the CWS such as the payment of honoraria of personnel involved in the teaching of the different modules of the program.
 - f. The Ministry is aware of the many irregularities which have plagued similar programs in the past and is therefore concerned about maintaining the integrity of the CWS program. It is therefore suggested that the schools develop tight controls in the implementation of the program. The CWS implementor must be a responsible official of the school, preferably at the level of a department head. Records must be properly kept, maintained and secured. Each school must inform the Ministry about the system of management of the CWS, including the measures undertaken in order to avert the above-mentioned irregularities.
2. The full cooperation of all concerned is enjoined.

(SGD.) SALVADOR B. BRITANICO
Deputy Minister
Officer-in-Charge

Reference:

MECS Order: (No. 28, s. 1985)

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

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

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