



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



Sagip-Sagip  
for DECS

*Tanggapin ng Kalihim*  
*Office of the Secretary*

October 7, 1999

**DECS ORDER**  
No. 109, s. 1999

**YOUTH ENTREPRENEURSHIP AND COOPERATIVES IN SCHOOLS  
PROGRAM EXPANSION PLAN AND TRAINING**

**To: Undersecretaries  
Assistant Secretaries  
Bureau/Center/Regional Directors  
Schools Division Superintendents  
Public and Private Secondary School Principals**

1. In the hope of providing students with profound options in the wake of the real and current difficulty either to pursue higher education or land a decent job in the country, the Department of Education, Culture and Sports (DECS), through the Center for Students and Co-Curricular Affairs (CSCA) and in coordination with the Bureau of Secondary Education (BSE), and the then Office of Youth Sector Representative Anna Maria Periquez, with the partnership of the Department of Trade and Industry (DTI), Cooperatives Development Authority (CDA) and the Philippine Chamber of Commerce and Industry (PCCI), launched the Youth Entrepreneurship and Cooperatives in Schools (YECOS) Program in April 1997. These agencies believe that with good foundation on entrepreneurship and cooperatives at the secondary level, the youth can evolve into creative and productive citizens capable of establishing their own sources of livelihood and eventually supporting their own tertiary education.

2. In view thereof and in line with the pro-poor agenda of His Excellency, President Joseph Ejercito Estrada, the DECS, in cooperation with its partner agencies, shall initiate the expansion of the coverage of the YECOS Program and the training of School-Based Moderators and other persons involved in the program implementation.

3. To this effect, all DECS Regional Offices are enjoined to expand its coverage of the YECOS Program to include at least one (1) secondary school per division every year and to implement the same in accordance with the Revised YECOS Concept Paper and the implementing Rules and Regulations contained in *inclosures A and B* to this Order, respectively.

4. All Regional Offices are required to submit a Five-Year Expansion Plan (1999-2004) according to specifications by the YECS Technical Working Group as contained in *Enclosure C*.
5. As such, all designated YECS Regional Coordinators are encouraged to coordinate closely with the partner agencies and to initiate the implementation of this Order down to the school level.
6. In view of this, all designated YECS School-Based Moderators and Alternates, and others under this expansion plan must undergo an intensive training on cooperativism and entrepreneurship to adequately guide the implementors of the YECS Program.
7. While the partner agencies are expected to provide technical and other forms of assistance, expenses for this training are chargeable against Regional/Division Office concerned, local funds and the School Board fund with support from the funds allocated for student and co-curricular activities in the Office of the Secretary under Special Provisions of the DECS budget in the General Appropriations Act, subject to its availability and the usual accounting rules and regulations.
8. Immediate and wide dissemination of this Order is expected.

*Andrew Gonzalez*  
ANDREW GONZALEZ, FSC  
Secretary

Incls:  
As stated

Reference:  
DECS Memoranda, Nos. 207 and 455, s. 1997; No. 167, s. 1999

Attachment: 1--(D.O. 50-97)

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

**COOPERATIVE EDUCATION  
PROGRAMS  
PROJECTS  
STUDENTS**

(Enclosure A to DECS Order No. 109, s. 1997)

# Y.E.C.S.



A project of the Department of Education, Culture and Sports - Center for Students and Co-Curricular Affairs, in coordination with the Bureau of Secondary Education, and in partnership with the Department of Trade and Industry, Cooperatives Development Authority and the Philippine Chamber of Commerce and Industry

## I. **BACKGROUND**

### Rationale

In the hope of providing students with profound options in the wake of the real and current difficulty either to pursue higher education or land a decent job in the country, the Department of Education, Culture and Sports (DECS), through the Center for Students and Co-Curricular Affairs (CSCA) in coordination with the Bureau of Secondary Education (BSE), and the then Office of Youth Sector Representative Anna Maria Periquet, with the partnership of the Department of Trade and Industry (DTI), Cooperatives Development Authority (CDA) and the Philippine Chamber of Commerce and Industry (PCCI), launched the Youth Entrepreneurship and Cooperatives in Schools (YECS) Program, otherwise known as the YECS *sa* DECS Program, with the signing of the Memorandum of Agreement by and among these agencies on April 1997. These agencies believe that with good foundation on entrepreneurship and cooperatives at the secondary level, the youth can evolve into creative and productive citizens capable of establishing their own sources of livelihood and eventually supporting their own tertiary education.

### Pilot Implementation

To these ends, the YECS for School Year 1997-1998 kicked off with a pilot project to try-out the effectivity of the planned strategies of the Program. The 23 pilot schools were chosen according to the program

sponsors' collective strength in certain areas nationwide and from the list of Division Leader Schools (DLSs) of the DECS.

For its initial implementation, YECS was established in the following public high schools: Urdaneta National High School, Cagayan National High School, Angeles City High School, Marcelo H. del Pilar HS, Pedro Guevarra Memorial HS, Palawan National High School, Polangui GCHS, Catanduanes NHS, Camarines Sur NHS, Negros Occidental HS, Cebu City National Science HS, Leyte NHS, Zamboanga City HS (main), Misamis Oriental General Comprehensive HS, Agusan National HS, Davao City National HS, Gen. Santos City HS, Iligan City NHS, Cotabato City HS, Baguio City HS, Ramon Magsaysay HS (España), Kalookan HS and Makati HS.

#### Activities of Pilot YECS

Among the activities implemented during the pilot project were: (1) a comprehensive entrepreneurship and cooperative training of the YECS members, (2) symposia or fora featuring local entrepreneurs and cooperators as resource persons/guests, (3) internship in local cooperatives and CDA's attached agencies, (4) a final laboratory project to be established by the CLB itself.

#### YECS Organizational Support Structure

Each pilot school is directly under a YECS Moderator who acts as the lead trainer and coordinator of the YECS members. The Moderator is a Technology and Home Economics (THE) teacher who also sits in the Management Committee. An alternate moderator may also be appointed.

Each pilot school is supervised and advised by a Management Committee composed of one representative each of the partner agencies related to as Co-Moderators.

At the national level, an over-all YECS Moderator oversees the implementation of the Program and sits in the Technical Working Group of the YECS. The latter provides the direction of the implementation of the Program while the Executive Committee, composed of the head of each agency, authorizes and approves the actions and plans of the Technical Working Group.

### YECS National Orientation and Training

Before the pilot implementation, a National Orientation Forum was held in June 1997 wherein both YECS Moderators and members of the Management Committees gathered for a briefing on the objectives, concept, mechanics and implementing strategies of the program. It is also in this forum where they were given the opportunity to interact with each other and build strong teamwork.

Immediately after the National Orientation Forum, the comprehensive training for the YECS Moderators was held. The training consisted of an extensive grounding of the participants on entrepreneurship and cooperative components of the Program and how this will be conducted among the students.

### YECS Validation, Review and Planning Conference

After the pilot implementation, a national evaluation, review and planning conference was held on April 24-27, 1999 to validate evaluation and monitoring results for YECS pilot year 1997-98, discuss issues, problems, gaps and concerns on the implementation of the YECS Program, propose and deliberate on measures and strategies to improve on and expand the implementation of the YECS Program, work out an entrepreneurial or cooperative arrangement or partnership with private organizations and business entities, and propose a five-year expansion plan for the YECS Program.

## **II. VISION AND MISSION**

### Vision

**A self-reliant, committed and empowered membership with a vibrant, fully operational, self-sustaining YECS Program through the entrepreneurial and cooperative endeavor**

### Missing

**Equip students with viable career options and entrepreneurial and cooperative skills and attitudes in order to evolve into creative and resourceful citizens capable of establishing their own sources of livelihood and eventually supporting their own tertiary education.**

### **III. OBJECTIVES**

#### General

- Enhance the culture of entrepreneurship and cooperativism among high school students
- Promote consciousness on the value of cooperation and spirit of teamwork through the formation of enterprises
- Help alleviate poverty and encourage long range development growth in the countryside through career enhancement programs and provide alternative measures for income generation
- Develop guidelines for the enhancement of basic skills in planning and operating a micro-scale business cooperative

#### Specific

- Institutionalize entrepreneurship and cooperative clubs among public and private high schools nationwide by establishing networks with private and government agencies with expertise in these fields
- Encourage creativity and positive attitudes among YECS members towards business opportunities by providing them specialized training and assistance

- Expose the YECS members to the advanced technology in different related industries for them to create a base for their own businesses.

#### **IV. EXPECTED MILESTONES**

After every year of implementation of the Youth Entrepreneurship and Cooperatives in Schools, it is hoped that:

- all the planned activities have been carried out successfully at minimum cost and maximum gains;
- the YECS members have learned the theoretical foundation on entrepreneurship and cooperatives;
- the YECS members have applied these concepts through their pilot projects;
- the YECS as a whole, achieved the support of the government and the private sector to assist its members in their business activities;
- a majority of the YECS members have imbibed the needed attitudes and skills that sufficiently motivate them to aspire to become entrepreneurs and cooperators; and
- the relevance of entrepreneurship and cooperatives in the economy is once again highlighted in the country.

#### **V. PROGRAM DESCRIPTION**

##### Scope

The YECS program aims to establish and institutionalize entrepreneurship and cooperative clubs in all public and private secondary schools nationwide with the goal of inculcating the positive values and skills to its beneficiaries.

### Target Beneficiaries

The main beneficiaries for the YECS Program are public and private high school students nationwide.

However, it is hoped that ultimately, today's young citizens will reap the benefits of the YECS as they take on their role as the country's future leaders.

## **VI. IMPLEMENTING STRATEGIES**

### Issuance of DECS Order and Counterpart Memorandum/Circular from Partner Agencies and Organizations

The Secretary of DECS shall issue a DECS Order to authorize the establishment of YECS in all public and private secondary schools nationwide consistent with the five-year expansion plan starting School Year 1999-2000. Likewise, the Head of partner agencies and organizations shall issue their corresponding Memorandum/Circular to mobilize respective personnel and resources for the expansion of the YECS Program.

### Institutionalization of the YECS

The YECS shall be established in all public and private high schools nationwide in accordance with the provisions of the DECS Order, its implementing guidelines, and the five-year expansion plan. Networks shall likewise be established among the involved agencies, namely: PCCL, DTI, and the CDA, and other interested agencies and groups.

#### *a. Activities for the Institutionalized YECS*

The activities implemented during the pilot project shall be adopted for implementation for the institutionalized YECS, namely:

1. a comprehensive entrepreneurship and cooperative training of the YECS members;
2. symposia or fora featuring local entrepreneurs and cooperators as resource persons/guests;



3. internship in local cooperatives and CDA's attached agencies and,
4. a final laboratory project to be established by the Club itself.

Additionally, the following shall be undertaken as part of the YECS activities:

1. trade/business fairs in the schools and the division level within the region;
2. provision of instructional materials concentrating on the activities of successful small and medium-sized businesses, laboratory and youth cooperatives all over the country;
3. a competition among the sub-groups to establish "mini-businesses" focusing on profitability, customer satisfaction, product quality, output efficiency and market feasibility;
4. exposure of the YECS members in trading activities of exporters and importers to know the basics of the industry;
5. field trips to different government and private agencies, other cooperatives and business establishments as career orientation for the YECS members;
6. establishment of a YECS National Federation composed of elected YECS officers nationwide and with a Secretariat at the DECS Center for Students and Co-Curricular Affairs; and,
7. strong tie-ups and network with local entrepreneurs and cooperators; and private organizations shall be established by the local clubs and the Management Committees.

b. *Membership to the YECS*

A system of *Recruitment and Screening* for the YECS members is already in place in the YECS implementing rules and regulations. High school student-applicants shall be accepted regardless of year level and

academic standing and shall be screened solely on their genuine interest to learn extensively the concepts of entrepreneurship and cooperativism and to establish their businesses and livelihood later on.

A manageable number of members shall be taken to maintain quality, manageability and easy monitoring of the YECS activities.

The YECS members are also encouraged to elect a set of officers among themselves. The qualifications and responsibilities of each YECS officer, the nature and principles of the club shall be defined in a YECS by-law to be formulated by all YECS clubs nationwide.

c. *Incentives to the YECS Members*

At the end of every school year, awards shall be given for *Model YECS Club*, *Most Promising YECS Entrepreneur* and *Most Promising YECS Cooperator*. The *Model YECS Club* will be chosen from among the YECS clubs while the *Most Promising Entrepreneur* and *Cooperator* will be selected from among all YECS members in the country. The club and members awardee shall be those which/who have exhibited exemplary performance in activities involving entrepreneurial and cooperativism principles. Nominations shall be supported by documentation and attestation from the Management Committee in charge of the nominees. The YECS Technical Working Group shall determine the winners.

Appointment of Key Implementors of YECS:

a. *The Management Committee*

Management Committees in the regional, division and school level shall be formed for the YECS, consisting of heads/representatives of respective partner agencies and designated as co-moderators, who are experts in entrepreneurship and cooperativism and based in local offices of PCCI, DTI, CDA and DECS. Each Management Committee shall have four (4) members. The Committee is tasked to:

- act as body of consultants or advisers to the YECS Moderators and members

- train alternate YECS Moderators on the same training content undergone by the permanent YECS Moderators during their comprehensive training
- conduct necessary follow-up training to all the YECS Moderators on updates and latest trends on entrepreneurship and cooperatives, subject to the approval of the YECS Technical Working Group
- oversee the conduct of training and activities in the YECS clubs
- provide the necessary technical assistance in carrying out these undertakings
- assist in networking the clubs with local entrepreneurs and cooperators
- serve as resource persons in certain topics of the theoretical training of the YECS members
- regularly submit an evaluation of the Moderators' progress report to the Technical Working Group
- initiate other YECS-related activities it deems necessary for the club, subject to the approval of the YECS Technical Working Group

b. *The School-Based Moderators*

There shall be one YECS Moderator for each school who has been trained in and teaches Technology and Home Economic (THE) subject in that institution. An alternate school-based moderator of the same qualifications will be chosen to act as such in the absence of the permanent YECS Moderator. The YECS Moderator shall be the lead trainer and coordinator of the YECS members in a particular school. He/she is also tasked to sit in the periodic meetings of his/her respective School Management Committee for a regular update of the accomplishments of the YECS club.

c. *The Overall YECS Moderator*

A DECS specialist with expertise in secondary education shall assume the position of Overall YECS Moderator. He/she shall represent the school.

based moderators in the Technical Working Group and shall closely coordinate with the Management Committees in regularly monitoring the performance of the school-based moderators. He/she shall also regularly update the YECS Technical Working Group on these matters.

### Training Process

#### *a. Modules and Curriculum Development*

The PCCI, DTI through the Bureau of Small and Medium Business Development (BSMBD) and CDA will develop and/or recommend the training content and modules for the YECS Moderators and members.

PCCI and DTI-BSMBD specifically will lead the development of the entrepreneurship component of the training process, while CDA will take charge of the training's cooperative component.

#### *b. The Moderators' Training*

All YECS Moderators shall undergo a national comprehensive capability-training on entrepreneurship and cooperatives before the implementation of the program in the school. Specifically, they will be instructed on the (1) foundations of entrepreneurship and cooperatives, and (2) objectives and manner of implementation of the YECS program.

Follow-up training shall also be conducted among the YECS Moderators for any trends and new development in entrepreneurship and cooperatives, subject, however, to the Technical Working Group's approval.

The content of the training process shall be used for the theoretical training of the YECS members. The YECS Moderators are also responsible to keep their members attuned to the latest developments in entrepreneurship and cooperatives.

### Monitoring and Evaluation

A monitoring and evaluation system has been formulated by the YECS Technical Working Group for purposes of identifying the strong and weak points of the program. Other monitoring and evaluation scheme will also be formulated as the need arises.

The evaluation results shall be reported to the Division Management Committee for its appropriate report to be submitted to the Regional Management Committee. The latter shall collate the reports and submit the same to the Technical Working Group. Evaluation reports shall periodically be considered in modifying the YECS concept for its implementation among all public and private secondary schools throughout the country.

a. *Standard Training Evaluation*

The standard training evaluation is designated as Instrument A, which shall be accomplished by the YECS members and collated by the YECS Moderator. It is designed to gauge the YECS members' entrepreneurship and cooperative theoretical training.

b. *Standard Activity Evaluation*

The standard activity evaluation is designated as Instrument B, which shall also be accomplished by the YECS members and collated by the YECS Moderator. It is designed to gauge the YECS members' activities.

c. *Standard Summary/Evaluation Report*

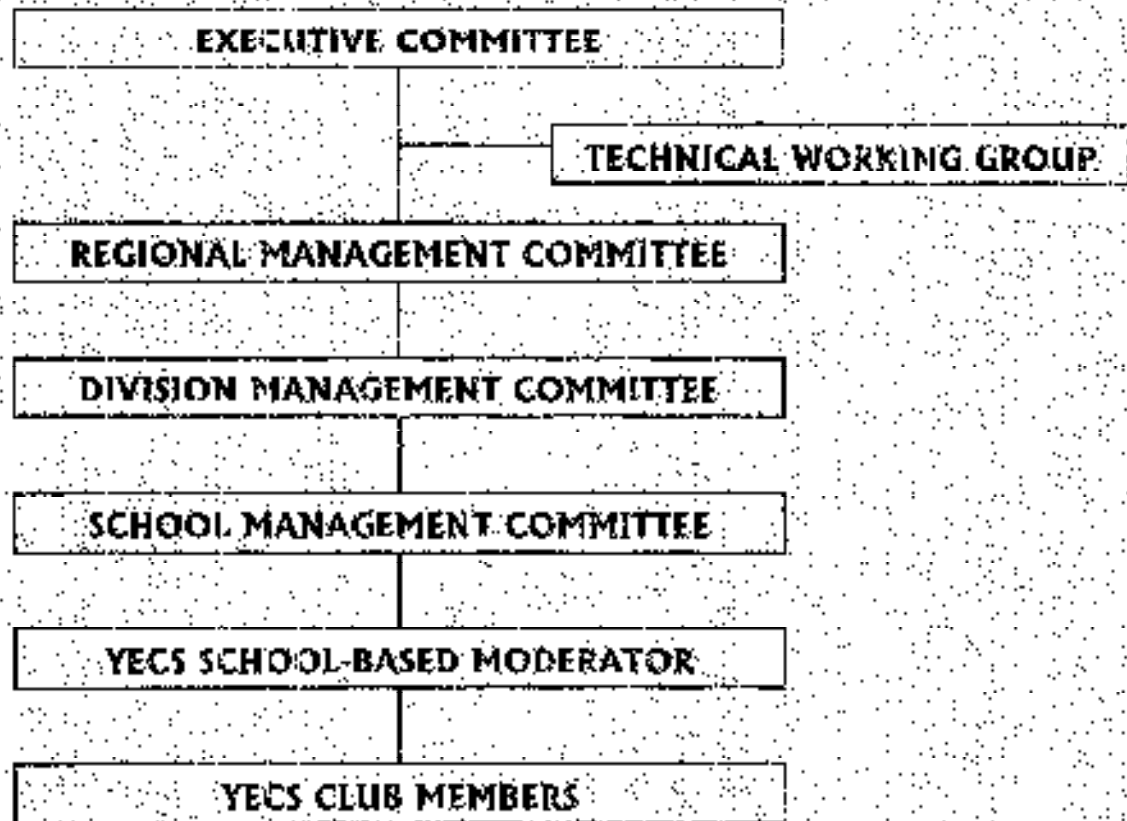
The standard summary/evaluation report is designated as Instrument C, which shall be accomplished by the YECS Moderator and members of the School Management Committee.

d. *YECS Validation, Review and Planning Conference*

An annual YECS validation, review and planning conference shall be held to follow up on the progress of the implementation of the YECS Program nationwide by validating evaluation and monitoring results every year; by discussing issues, problems, gaps and concerns on the implementation of the Program; by proposing and deliberating on measures and strategies to improve on and expand the implementation of the Program in accordance with the five-year expansion plan; and by working out an entrepreneurial or cooperative arrangement or partnership with private organizations and business entities.

## VII. THE YECS ORGANIZATION

### The YECS Organization

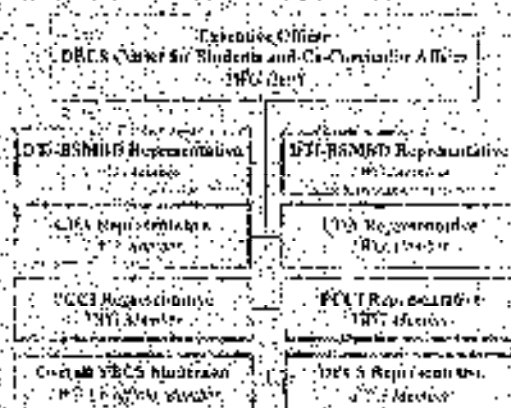


#### a. The YECS Executive Committee



The Executive Committee is the main body that authorizes and approves the action plans and recommendations of the YECS Technical Working Group. The DECS Secretary shall chair the Committee while the DTI Secretary, CDA Chair and the PCCI President will serve as members.

## b. The YECS Technical Working Group



The YECS Technical Working Group (TWG) shall be in-charge of finalizing the concept and implementing strategies of and carrying out the program. It shall be composed of key individuals representing the sponsor agencies. It shall also approve recommendations from the Management Committees and shall conduct the overall regular and final monitoring and evaluation of the YECS implementation.

The Executive Officer of the DECS Center for Students and Co-Curricular Affairs shall serve as head of the YECS Technical Working Group. Two representatives each from the PCCI, DTI-BSMBD, CDA and DECS shall comprise the TWG members.

Program Secretariat shall be the DECS Center for Students and Co-Curricular Affairs. It shall mainly be in-charge of finalizing the program concept and implementation strategies, events and media planning, solicitation and administering of funds, subject to the usual accounting and auditing rules and regulations.

The PCCI, DTI-BSMBD, CDA and DECS shall compose the Curriculum and Training Development Committee, which is responsible for the technicalities in developing and/or recommending the training content and manuals for the YECS. The Committee members shall likewise develop the program planning necessary for the activities in the YECS implementation. They shall also identify and appoint the co-moderators for the YECS Management Committees representing their respective agencies.

The Overall YECS Moderator shall serve as *ex officio* member of the TWG. He/She shall constantly update the TWG on the developments of the clubs, according to reports from the school-based moderators and evaluations from the Management Committee. The Overall YECS Moderator shall also recommend courses of actions relating to the improvement of the YECS Program.

c. *The YECS Management Committee*



The DECS shall head each YECS Management Committee with PCCI, DTI and CDA as members.

- *Regional Management Committee (RMC)*

The Regional Management Committee shall be composed of the DECS Regional Director as the Committee Chair with the regional head/representative of the PCCI, DTI and CDA as Committee Members. The DECS Regional THE Supervisor, designated as the YECS Co-Moderator, may represent the DECS Regional Director.

The School Superintendent and/or the DECS Division THE Supervisor, designated as the Division YECS Co-Moderator, shall sit in the RMC in all its meetings.

- *Division Management Committee (DMC)*

The Division Management Committee shall be composed of the DECS School Superintendent as the Committee Chair with the provincial/city head/representative of the PCCI, DTI and CDA as Committee Members. The DECS Division THE Supervisor, designated as the YECS Co-Moderator, may represent the DECS Schools Superintendent.



The School Principal and/or the YECS School-Based Moderator shall sit in the DMC in all its meetings.

**\* School Management Committee (SMC)**

The School Management Committee shall be composed of the School Principal as the Committee Chair with the School THE Department Head, if applicable, YECS School-Based Moderator and Alternate Moderator as members.

**d. The YECS School-Based Moderator**

The YECS School-Based Moderator is the direct implementor of the YECS Program.

**e. The YECS Club Members**

YECS Club members shall elect their set of officers. The term members as used in all YECS documents shall generically refer to both club officers and members.

**VIII. OTHER RESPONSIBILITIES OF THE PROGRAM SPONSORS**

As the key implementing agency, the DECS shall take charge of logistical expenses for the training, as well as the printing of the training manuals for the moderators and members. It will also take on the fare, travel allowance, and honoraria, if any, of the YECS moderators during their term as such. The monitoring and other secretariat expenses shall also be charged to the DECS.

Aside from their technical responsibilities, PCCI, DTI and CDA shall take charge of the expenses of their respective appointed co-moderators. The partners shall also shoulder the expenses needed for the development of manuals and training programs in entrepreneurship and cooperatives. Moreover, the program partners shall facilitate the YECS members' participation in their offices or member/affiliate agencies, as well as in establishing networks with local entrepreneurs and cooperators.

*(Inclosure II to DECS Order No. 109, s. 1999)*

## ***Youth Entrepreneurship and Cooperatives in Schools Program*** **IMPLEMENTING RULES AND REGULATIONS**

### **POLICY STATEMENT**

In the hope of providing students with profound options in the wake of the real and current difficulty either to pursue higher education or land a decent job in the country, the Department of Education, Culture and Sports (DECS), through the Center for Students and Co-Curricular Affairs (CSCA), in coordination with the Bureau of Secondary Education (BSE) and the then Office of Youth Sector Representative Anna Marie Periquet, with the partnership of the Department of Trade and Industry (DTI), Cooperatives Development Authority (CDA) and the Philippine Chamber of Commerce and Industry (PCCI), launched the Youth Entrepreneurship and Cooperatives in Schools (YECS) Program, otherwise known as the YECS sa DECS Program, with the signing of the Memorandum of Agreement by and among these agencies on April 1997. These agencies believe that with good foundation on entrepreneurship and cooperatives at the secondary level, the students can evolve into creative and productive citizens capable of establishing their own sources of livelihood and eventually supporting their own tertiary education.

In view thereof, it is therefore the policy of the Parties to make accessible to students the Youth Entrepreneurship and Cooperatives in Schools Program with the vision for them to learn and acquire the basic skills and values in cooperativism and entrepreneurship.

### **2. PROGRAM NAME**

The program shall be officially called as the **Youth Entrepreneurship and Cooperatives in Schools (YECS) Program**.

### **3. PROGRAM OBJECTIVES**

3.1 Generally, the program aims to:

- a. Enhance the culture of excellence on entrepreneurship and cooperativism among high school students
- b. Promote consciousness on the value of cooperation and spirit of teamwork through the formation of small enterprises
- c. Help alleviate poverty and encourage long-range economic development in the countryside through career enhancement programs and provide alternative measures for income generation

- d. Develop guidelines for the enhancement of basic skills in planning and operating a micro-scale business cooperative.

3.2. Specifically, the Program is designed to:

- a. Institutionalize entrepreneurship and cooperative clubs among public and private high schools nationwide by establishing networks with private and government agencies having expertise in these fields.
- b. Encourage creativity and positive attitudes among students toward business opportunities by providing them specialized training and assistance.
- c. Expose the YECS members to the advanced technology in different related industries for them to create a base for their own businesses.

#### 4. PROGRAM BENEFICIARIES

The program shall be implemented among students, both in public and private high schools in the country.

#### 5. ORGANIZATIONAL STRUCTURE AND MANAGEMENT

5.1. YECS Executive Committee. There shall be an Executive Committee that shall authorize and approve the action plans and recommendations of the YECS Technical Working Group. The Committee shall have as Chair the Secretary of the Department of Education, Culture and Sports, and the Secretary of the Department of Trade and Industry, the Chairman of the Cooperative Development Authority, and the President of the Philippine Chamber of Commerce and Industry as Members.

5.2. YECS Technical Working Group. The Technical Working Group (TWG) composed of two (2) representatives of each partner agencies and headed by the DECS shall be the over-all management team of the YECS. It shall be responsible for the implementation, monitoring and evaluation of the Program, including the approval of recommendations the Management Committees may propose.

As such, the TWG shall create sub-committees to address special and particular concerns relative to the implementation, monitoring and evaluation of the YECS, such as, but not limited to: Sub-Committee on Monitoring and Evaluation, and the Secretariat which shall be permanent. Ad hoc committees may be created as the need arise.

5.3. Overall YECS Moderator. The Overall YECS Moderator shall sit in the TWG as a regular member. He/She shall periodically update the TWG on the developments of the program, particularly with regards to the performance impact

of the YECS club or organization, according to reports from the school-based moderators and evaluations from the Management Committees. He/She shall also recommend courses of actions relating to the development and/or performance of the School-Based Moderators. The Overall YECS Moderator shall be from the Department of Education, Culture and Sports.

5.4 Management Committees A Management Committee in the regional, division and school level shall be established, composed of representatives of partner organizations in the different levels mentioned, as may be applicable. It shall have the following responsibilities:

- a. act as group of advisers to the YECS school-based moderators and club members;
- b. train or facilitate the training of YECS school-based moderators on the entrepreneurship and cooperativism;
- c. conduct or facilitate necessary follow-up training to all YECS school-based Moderators on updates and latest trends on entrepreneurship and cooperativism;
- d. oversee the conduct of training and activities in each YECS Club;
- e. provide the necessary assistance in carrying out various activities of the YECS;
- f. assist in networking the YECS clubs with local entrepreneurs and cooperators;
- g. serve as or invite resource persons from their respective offices, chambers, linkages for the comprehensive trainings, symposia or fora of the YECS members;
- h. conduct meetings regularly as scheduled and as may be deemed appropriate;
- i. regularly submit on a bi-annual basis an evaluation of the school-based moderators' progress report to the YECS-TWG; and;
- j. initiate other YECS-related activities it deems necessary for the club, provided the YECS-TWG is duly informed.

5.5 Regional Management Committee The Regional Management Committee (RMC) shall be composed of the DECS Regional Director as the Committee Chair with the regional head/representative of the PCCI, DTI and CDA as Committee Members. The

DECS Regional THE Supervisor, designated as the Regional YECS Co-Moderator, may represent the DECS Regional Director.

The Schools Superintendent and/or the DECS Division THE Supervisor, designated as the Division YECS Co-Moderator, shall sit in the RMC in all its meetings.

5.6 Division Management Committee (DMC) The Division Management Committee shall be composed of the DECS School Superintendent as the Committee Chair with the provincial/city head/representative of the PCCI, DTI and COA as Committee Members. The DECS Division THE Supervisor, designated as the YECS Co-Moderator, may represent the DECS Schools Superintendent.

The School Principal and/or the YECS School-Based Moderator shall sit in the DMC in all its meetings.

5.7 School Management Committee (SMC) The School Management Committee shall be composed of the School Principal as the Committee Chair with the School THE Department Head, if applicable, YECS School-Based Moderator and Alternate Moderator as members.

5.8 School-Based Moderator (SBM) There shall be a School-Based Moderator in each school implementing the YECS program. The Moderator, together with an alternate who must be a THE teacher or coordinator whose expertise is also in the field of entrepreneurship and cooperativism, shall be designated by the School Principal and endorsed by the Regional Management Committee to the YECS-TWG. The YECS School-based Moderator, or in his/her absence the alternate, shall have the following functions:

- a. act as the head implementor of the YECS Program in the school level;
- b. act as the lead trainer of the YECS members in the field of entrepreneurship and cooperativism;
- c. coordinate and direct all projects and activities to be undertaken by each YECS club;
- d. establish regular contact with the members of the club, School Management Committee and the Technical Working Group of the YECS for consultation purposes regarding the implementation of the program;
- e. sit and participate in the periodic meetings of the School Management Committee for a regular update of accomplishments and plans of the club;
- f. assist the YECS club members in all their livelihood-related activities in connection with the YECS Program;

- g. promote the YECS and its members among local business individuals and cooperatives in the pursuit of establishing the necessary linkages for the implementation of the program; and
- h. regularly submit, on a bi-annual basis, updates and accomplishment reports of the activities undertaken by the club to its School Management Committee and copy of the same reports to be furnished the Technical Working Group.

## 6. MEMBERSHIP

6.1 The recruitment and screening system for the YECS shall be as follows:

- a. Applications for membership is open to all students in both public and private high schools regardless of year level and academic standing for which an application form (Annex A) shall be accomplished with the signed consent of their parents or guardians.
- b. Applicants shall be screened through an interview with the YECS School-Based Moderator and at least another member of the School Management Committee.
- c. Selected members of the YECS club shall accomplish a membership form (Annex B) for which they are entitled to a Certificate of Membership upon submission. The accomplished membership form shall be part of the reference file for the school and the YECS network.

6.2 The prospective members shall be chosen based mainly on their willingness, interest and availability to be trained in and apply the principles of entrepreneurship and cooperativism.

6.3 A minimum of sixteen (16) members per school shall be chosen for quality, manageability and easy monitoring of the YECS activities, distributed to at least four (4) members per year level to guarantee continuity of the program.

## 7. ELECTION OF OFFICERS

7.1 Each club shall elect its officers from the bonafide members of the YECS. The election shall be held on a date agreed upon by all the members.

7.2 Club positions shall be determined by the members thereof upon consultation with the YECS School-Based Moderator.

7.3 The qualifications and responsibilities of each officer, the nature and principles of the club will be defined in a by-law to be formulated and adopted by the club in

conformance with these implementing rules and regulations subject to the approval of the School Management Committee.

## **8. FEES AND CONTRIBUTIONS**

- 8.1 Contributions for specific activities or projects shall be allowed provided approval of the club members and that of their parents or guardians are secured, subject to existing guidelines provided for by law, DECS policies, and rules and regulations issued on the matter.

## **9. BUDGET AND FINANCE**

- 9.1 The National YECS, through the Technical Working Group, and all Local YECS, through the School Management Committee, are authorized to solicit and/or source funds, and receive grants and sponsorships for the implementation of the YECS, pursuant to the guidelines of the "Adopt-A-School" Program under DECS Order No. 80, s. 1998.

- 9.2 All funds sourced and granted to the YECS program at the National Level, in the form of grants, sponsorships, solicitations and other allowable means, shall be designated as the YECS National Fund which shall be for the account of the Youth Entrepreneurship and Cooperatives in Schools Program under the OSFC Trust Fund of the Department of Education, Culture and Sports, subject to the usual accounting rules and regulations.

- 9.3 For funds at the National Level, the DECS Secretary or his authorized representative and one YECS Executive Committee Member shall be the approving and recommending signatories respectively in authorizing all releases of funds and/or payments related to the program. They shall both be the signatories in the checks and vouchers for the release of YECS Funds.

- 9.4 All payments shall be supported by receipts and/or invoices, which shall be duly recorded in books of accounts to monitor the various expenses incurred for the YECS. In like manner, all funds received shall be issued a receipt and recorded in the books of account. A member of the Executive Committee shall be the designated as lead monitoring agency for the YECS Funds.

The submission of an audited financial report of funds received and disbursed shall be assigned to the DECS Accounting Division. It shall be submitted to the YECS Technical Working Group Chair on a bi-annual basis. Consequently, an annual expense report will be required from the DECS for review of the members of the TWG.

- 9.5 Funds sourced in the form of grants, sponsorships, solicitations and other allowable means, which are intended for the local YECS club shall be designated as the YECS Local Fund which shall be for the account of the Youth

Entrepreneurship and Cooperatives in Schools Program under the name of the particular beneficiary school.

- 9.6 At the local level, each School Management Committee (SMC), with the advise of the Division Management Committee (DMC), shall manage the funds for each YECS Club. It is upon the discretion of the SMC to designate the approving, releasing and auditing tasks for the funds sourced for the YECS Club; provided, that the YECS-TWG is duly informed of the circulation of funds through an annual expenses report to be submitted by each SMC.

## 10. PROGRAM ACTIVITIES

- 10.1 The members of each YECS club shall hold a general meeting once every week, the specific day of which shall be determined by the School Management Committee. The training classes and other activities shall be held during such meetings, provided the policy on non-disruption of classes is strictly observed.
- 10.2 Each YECS Club shall implement the activities for the YECS club in accordance with the SMC-approved plan of action of each particular club; provided the plan of action follows the schedule provided for in Annex C.
- 10.3 The YECS School-Based Moderators shall, from time to time, be required by the YECS Technical Working Group or the Management Committees to attend follow-up seminars or training for a more effective system of implementation of the YECS Program.
- 10.4 Each YECS Club is required to establish its own laboratory project such as, but not limited to, canteens, catering services, food stalls, service-oriented businesses (computer and xerox services) and others, as a venue for the YECS members' hands-on training and application of theories learned.

## 11. AWARDS AND INCENTIVES

- 11.1 For the club members, awards will be given for a) Model YECS Club, b) Most Promising Entrepreneur and c) Most Promising Cooperator, at the end of every school year of the YECS implementation.
- 11.2 The Model YECS Club will be chosen from among all YECS clubs while the Most Promising Entrepreneur and Cooperator will be selected from among all YECS members in the country. The club and member-awardees shall be those which/who have exhibited exemplary performance in activities involving entrepreneurial and cooperative principles. Nominations shall be supported by documentation and attestation from the Management Committees in-charge of the nominees. The winners will be determined by the YECS Technical Working Group.



- 11.3 At the end of every school year, Certificates of Active Participation shall be issued in favor of club members who have substantially contributed to the success of the YECS club and its activities.

## 12. MONITORING AND EVALUATION

- 12.1 A system of monitoring and evaluation shall be implemented for an effective assessment of training/activities of the YECS Clubs. A standard instrument shall be used. (Annex D)
- 12.2 The club members are required to submit to the School-Based Moderator an activity report for every training/activity undertaken by the organization.
- 12.3 The YECS School-Based Moderators are required to submit monthly reports, duly noted by the Chair of the School Management Committee, to the Division Management Committee and copy furnished the Regional Management Committee.
- 12.4 Each Division Management Committee is required to submit to the Technical Working Group a bi-annual consolidated evaluation of or summary reports on the performance of the club, based on reports submitted by the School-Based Moderators and duly noted by the Chair of the Regional Management Committee.
- 12.5 The YECS Technical Working Group shall submit a summary report and evaluation of all the YECS Clubs to the Executive Committee.
- 12.6 At the end of every school year, a comprehensive evaluation, planning and review conference shall be conducted with the participation of the Technical Working Group, Members of Management Committees from selected areas, and selected School-Based Moderators, the output of which shall be submitted to the Executive Committee.

## 13. OTHER MATTERS

- 13.1 The Principal/School Head and the Technology and Home Economics Department Head of each school are mandated to support the YECS School-based Moderator and the club members during the implementation of the YECS program.
- 13.2 All teacher and/or student laboratory cooperatives shall continue to co-exist with the establishment of each YECS Club.

## 14. AMENDMENTS

- 14.1 Amendments to this Implementing Rules and Regulations shall be made during the regular meeting of the Technical Working Group or during a special meeting duly called for the purpose, subject to the approval by the members of the

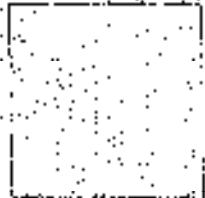
14.1. Executive Committee upon the recommendation of the members of the Technical Working Group.

**15. EFFECTIVITY AND TERMINATION**

15.1. This Program Implementing Rules and Regulations shall take effect immediately upon its approval and shall remain in force and effect until subsequently terminated after six months from the receipt of the written notice of termination pursuant to the Memorandum of Agreement.

Annex A

**YOUTH ENTREPRENEURSHIP AND COOPERATIVES IN SCHOOLS  
APPLICATION FORM**



**I. GENERAL INFORMATION**

<b>Surname</b>	<b>First Name</b>	<b>M.I.</b>	<b>Nickname</b>	
<b>Home Address</b>			<b>Telephone #</b>	
<b>Sex</b>	<b>Citizenship</b>	<b>Age</b>	<b>Place of Birth</b>	<b>Date of Birth</b>
<b>Father's Name</b>			<b>Occupation</b>	
<b>Mother's Name</b>			<b>Occupation</b>	
<b>Educational Background</b>				
<b>Name of School</b>			<b>Year/s Attended</b>	<b>Honors Received</b>
<b>Elementary</b>				
<b>Secondary</b>				
<b>Membership in Other School Organization</b>			<b>Position/s Held</b>	<b>Year</b>
<b>Other Co-Curricular Activities</b>			<b>Hobbies</b>	
<b>Special Skills/Talents</b>				

II. KINDLY ANSWER THE FOLLOWING QUESTIONS

1. Why did you join the YEC'S Club?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What do you think can you contribute to the Club?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Briefly, please state your ideas on how to promote entrepreneurship and cooperativism among the youth in your area, in particular, and in the country, in general.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARENTS/GUARDIAN'S CONSENT**

I hereby permit my son/daughter/et/charge \_\_\_\_\_ of \_\_\_\_\_ to join the Youth Entrepreneurship and Cooperatives in Schools (YEC'S) Program. I also promise to support him/her in all undertakings related to the Program.

\_\_\_\_\_  
Parent/Guardian

Annex B

## YOUTH ENTREPRENEURSHIP AND COOPERATIVES IN SCHOOLS MEMBERSHIP FORM

Surname	First Name	M. I.	Nickname	
Home Address			Telephone #	
Sex	Citizenship	Age	Place of Birth	Date of Birth
Father's Name			Occupation	
Mother's Name			Occupation	
Educational Background				
Name of School			Years Attended	Honors Received
Elementary				
Secondary				
Reasons for joining YECS			Hobbies	
Membership in Other School Organization			Position/s Held	Year
Other Co-Curricular Activities			Available Time Schedule for YECS	
Special Skills/Talents				

### PROGRAM ACTIVITIES OF YECS

- a. July, 3<sup>rd</sup> to 4<sup>th</sup> week: Information dissemination in each pilot school on the establishment of the YECS club; recruitment and application of the YECS club members.
- b. August, 1<sup>st</sup> - 2<sup>nd</sup> week: Orientation of the YECS members on the objectives, concept and implementing strategies of the YECS program and on the members' a to functions of the club's Management Committees; election of club officers; formulation of club By-laws.
- c. August, 3<sup>rd</sup> week - November, 2<sup>nd</sup> week: Comprehensive theoretical training on the basics and foundations of cooperativism; other activities on cooperativism such as fora and symposia focusing on the achievements of successful local cooperators; participation of the YECS members in school and laboratory cooperatives; practicum research work of the YECS members on the cooperativism.
- d. November, 3<sup>rd</sup> week - March, 2<sup>nd</sup> week: Comprehensive theoretical training on the basics and foundations of entrepreneurship using the Business Expense and Savings Training (BEST) Game; other activities on entrepreneurship such as fora and symposia focusing on the achievements of successful local entrepreneurs; participation of the YECS members in business establishments; practicum research work of YECS members on entrepreneurship.
- e. January, 2<sup>nd</sup> week - March, 4<sup>th</sup> week: Establishment of laboratory entrepreneurship and/or formulation of business or cooperative project proposals as application of the year-long training of the YECS club members.
- f. February, 1<sup>st</sup> week - March, 1<sup>st</sup> week: Nomination and selection of Awardees of the YECS program (i.e. recipients of Certificates of Active Participation, Model YECS Club, Most Promising Entrepreneur and Most Promising Cooperator).

## Appendix D Monitoring Instruments

### Instrument A

#### **STANDARD TRAINING EVALUATION QUESTIONNAIRE**

(for the YEGS members' entrepreneurship and cooperative theoretical training)

#### *Training Component* \_\_\_\_\_

*Instruction:* Please rate the entrepreneurship/cooperative training program component you have just taken by indicating on the blanks the number that best describes your judgment on each item below. Please choose from the following scale:

- 5- Excellent
- 4- Very Good
- 3- Satisfactory
- 2- Fair
- 1- Poor
- NA - Not applicable

1. If you were to rate the lessons you gained in the training, how would you rate your:  
a. knowledge and understanding of the concepts taught? \_\_\_\_\_  
b. readiness to apply the concepts in future activities? \_\_\_\_\_

2.) As a product of the training program, how would you rate the change (if any) in your:  
a. entrepreneurial/cooperative values? \_\_\_\_\_  
b. entrepreneurial/cooperative skills? \_\_\_\_\_  
c. entrepreneurial/cooperative behavior? \_\_\_\_\_

3.) How do you rate the training program on the following aspects?

- a. Clarity of objectives \_\_\_\_\_
- b. Content \_\_\_\_\_
- c. Relevance of activities \_\_\_\_\_
- d. Sufficiency of allotted time \_\_\_\_\_
- e. Appropriateness of methods/techniques used \_\_\_\_\_
- f. Adequacy and quality of the instructional materials/visual aids provided \_\_\_\_\_
- g. Fund support \_\_\_\_\_

4.) How would you rate the trainers in terms of:

- a. knowledgeability in the topic \_\_\_\_\_
- b. facilitative skills \_\_\_\_\_
- c. promptness and efficiency \_\_\_\_\_
- d. ability to accept feedback \_\_\_\_\_
- e. communication skills \_\_\_\_\_
- f. motivational skills \_\_\_\_\_

5.) Identify and rank the topics you learned most from the training from those listed by the School-Based Moderator.

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6.) Identify and rank the specific values you gained from the training from those listed by the School-Based Moderator.

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7.) Identify and rank the improvements in yourself after the training.

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8.) Using the scale given above, how do you rate the training in general?

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9.) Please give and explain your suggestions on how to improve the training.

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*Thank you very much.*



### STANDARD ACTIVITY EVALUATION

(for the YECS members' activities)

Activity No. \_\_\_\_\_

Activity Name \_\_\_\_\_

**Instruction:** Please rate the activity you and your group have just accomplished by indicating on the blank the number that best describes your judgment on each item below. Please choose from the following scale:

- 5- Excellent
- 4- Very Good
- 3- Satisfactory
- 2- Fair
- 1- Poor
- NA - Not applicable

- 1.) If you were to rate the things you gained in the activity, how would you rate your:
- a. knowledge and understanding of the objectives of the activity? \_\_\_\_\_
  - b. participation in the activity? \_\_\_\_\_
  - c. experiences gained from the activity? \_\_\_\_\_

- 2.) As a result of the activity, how would you rate the change (if any) in you:
- a. entrepreneurial/cooperative values? \_\_\_\_\_
  - b. entrepreneurial/cooperative skills? \_\_\_\_\_
  - c. entrepreneurial/cooperative behavior? \_\_\_\_\_

- 3.) How do you rate the activity on the following aspects?
- a. Clarity of objectives \_\_\_\_\_
  - b. Content \_\_\_\_\_
  - c. Relevance of mechanics employed \_\_\_\_\_
  - d. Sufficiency of allotted time for planning \_\_\_\_\_
  - e. Efficiency of implementation \_\_\_\_\_
  - f. Resource persons/ Guests \_\_\_\_\_
  - g. Adequacy of budget provided \_\_\_\_\_

4.) Identify and rank the things you learned most from the activity from those listed by the School-Based Moderator:

\_\_\_\_\_

\_\_\_\_\_

5.) Identify and rank the specific values you gained from the activity from those listed by the School-Based Moderator:

\_\_\_\_\_

\_\_\_\_\_

6.) Identify and rank the improvements in yourself as a result of the activity?

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7.) Please give and explain your suggestions on how to improve the activity.

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8.) Please assess the overall result of the activity.

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*Thank you very much!*

Instrument C

**STANDARD SUMMARY/EVALUATION REPORT**

(to be used by the YECS Moderators, Management Committee Members)

Name: \_\_\_\_\_

YECS School: \_\_\_\_\_

YECS Designation: \_\_\_\_\_

Term Period: \_\_\_\_\_

(Indicate whether First Half or Second Half of the School Year)

Activities accomplished for the YECS (please enumerate)

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

Assessment for each activity (please assess per activity)

- 1) \_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_
- 3) \_\_\_\_\_  
\_\_\_\_\_
- 4) \_\_\_\_\_  
\_\_\_\_\_
- 5) \_\_\_\_\_  
\_\_\_\_\_

III. Assessment of YECs members

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IV. Overall assessment of YECs for the \_\_\_\_\_ half of SY \_\_\_\_\_

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V. Recommendations

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**YOUTH ENTREPRENEURSHIP AND COOPERATIVES IN SCHOOLS PROGRAM**

List of YES Schools per Expansion Year

REGION VIII (Sample Schools)

EXPANSION YEAR	DIVISION/SCHOOL	NUMBER OF ENROLLMENT	ADDRESS/CONTACT NUMBER	SCHOOL PRINCIPAL/HEAD	SCHOOL-BASED MODERATOR
1999-2000	1. IALLOBAN CITY Leyte National HS				
2000-2001					
2001-2002					
2002-2003					
2003-2004					
1999-2000	2. CALBAYOG CITY Tinambacan Sch. Of Fisheries				
2000-2001					
2001-2002					
2002-2003					
2003-2004					
1999-2000	3. ORMOG CITY Valencia National HS				
2000-2001					
2001-2002					
2002-2003					
2003-2004					

(Announcement by DECT Order 169, s. 1989)

## **YOUTH ENTREPRENEURSHIP AND COOPERATIVES IN SCHOOLS PROGRAM Executive Committee**

<b>HON. ANDREW GONZALEZ, FSC</b> Secretary, DECS	Chair
<b>HON. JOSE T. PARDO</b> Secretary, DTI	Member
<b>HON. JOSE C. MEDINA</b> Chairman, CDA	Member
<b>DR. ALBERTO P. FENIX, JR.</b> President, PCCI	Member

### **Technical Working Group**

<b>JOSE MARIBEL PELAEZ</b>	Chair, YECS TWG Executive Officer DECS Center for Students and Co-Curricular Affairs
<b>JESUS L. RUENDA</b>	Overall YECS Moderator Bureau of Secondary Education Department of Education, Culture and Sports
<b>MA. VICTORIA O. MAGKALAS</b>	Member Bureau of Small and Medium Business Development Department of Trade and Industry
<b>ROSARIO C. CATARATA</b>	Member Bureau of Small and Medium Business Development Department of Trade and Industry
<b>NENITA B. SANTIAGO</b>	Member Cooperatives Development Authority
<b>RONALDO D. SORIANO</b>	Member Cooperatives Development Authority
<b>ANNA MARIE PERIQUET</b>	Member Philippine Chamber of Commerce and Industry
<b>ERNESTO R. SUTTO JR.</b>	Member Center for Student and Co-Curricular Affairs Department of Education, Culture and Sports

**YOUTH ENTREPRENEURSHIP AND COOPERATIVES IN SCHOOLS PROGRAM**  
**DECS Regional Coordinators**

**JESUS R. LOPEZ**  
 Education Supervisor II

DECS Region I  
 San Fernando City, La Union

**BASILIO C. BAGUING**  
 Education Supervisor II

DECS Region II  
 Tuguegarao, Cagayan

**MARILYN C. CASARES**  
 Division Chief

DECS Region III  
 Mainips, San Fernando, Pampanga

**ENGR. EFRÉN VALENCIA**  
 Education Supervisor II

DECS Region IV  
 Rizal Prov'l Capitol Compound, Oranbo, Pasig City

**NELY S. READ**  
 Education Supervisor II

DECS Region V  
 Rawis, Legaspi City

**VICTYA CARBON**  
 Education Supervisor II

DECS Region VI  
 Duran St., Davao City

**MILAGROS C. GABIA**  
 Education Supervisor II

DECS Region VII  
 Lahug, Cebu City

**MARIA M. GUTALADO**  
 Education Supervisor II

DECS Region VIII  
 Candaliug, Palo, Leyte

**HENRY E. ELNAS**  
 Education Supervisor II

DECS Region IX  
 Zamboanga City

**GIL M. CONSTANTINO**  
 Education Supervisor II

DECS Region X  
 Cagayan de Oro City

**CLARITA C. CRUZ**  
 Education Supervisor II

DECS Region XI  
 Davao City

**ALBERTO M. MALCAMPO**  
 Education Supervisor II

DECS Region XII  
 Cotabato City

**FELIX P. LUZ**  
 Education Supervisor I

DECS CARAGA Region  
 Butuan City

**VENANCIO P. BALOS**  
 Education Supervisor II

DECS CAR  
 Wanga, La Trinidad, Benguet

**CRISTINA VILLANUEVA**  
 Education Supervisor II

DECS NCR  
 Misamis St., Bagu-Bantay, Quezon City