



DepED ORDER
No. 56, s. 2005

SEP 14 2005

REVISED IMPLEMENTING GUIDELINES ON THE OPERATION OF THE YOUTH
ENTREPRENEURSHIP AND COOPERATIVISM IN SCHOOLS PROGRAM

To: Bureau Directors
Regional Directors
Directors of Services/Centers and Heads of Units
Schools Division/City Superintendents
Heads, Public and Private Secondary Schools

1. In accordance with the review of the Implementing Rules and Regulations for the Operation of the Youth Entrepreneurship and Cooperativism in Schools (YECS) Program as contained in DepED Order No. 55, s. 2002 during the YECS and STEP Review, Evaluation and Planning Conference from March 30 to April 3, 2005, enclosed are the Revised Implementing Guidelines in the Implementation of the Youth Entrepreneurship and Cooperativism in Schools Program.
2. The YECS Revised Implementing Guidelines are aimed at:
 - a. Improving the implementation of the YECS program in the schools and ensuring the attainment of its objectives; and
 - b. Providing safeguards against abuse of the YECS program while protecting the interests of the students and the integrity of the schools.
3. Schools implementing the YECS program beginning School Year 2005-2006 are tasked to adopt these guidelines. Schools with existing YECS program shall align their implementation in accordance with the provisions of these guidelines.
4. The Center for Students and Co-Curricular Affairs (CSCA), in coordination with the Bureau of Secondary Education (BSE), as the office in-charge of the YECS program, is authorized to monitor compliance with this Order.
5. Regional and Division Technology and Livelihood Education (TLE) Supervisors are likewise enjoined to monitor schools' compliance with this Order.
6. All Regional Directors, Schools Division Superintendents and School Heads/Principals are enjoined to actively support the implementation of the YECS program.
7. For inquiries and coordination, please refer to **Mr. Joey G. Pelaez**, CSCA Executive Director, with address at Ground Floor, Mabini Building, DepED Complex, Meralco Avenue, Pasig City and tel. nos (02) 631-8495 or (02) 636-3603 or **Mr. Jesus L. Huenda**, BSE-CDD Senior Education Program Specialist and concurrently the YECS Over-All Moderator, with address at Third Floor, Bonifacio Building, DepED Complex, Meralco Avenue, Pasig City and tel. no. (02) 632-1361 local 2062.
8. Immediate and widest dissemination of this Order is directed.

FE A. HIDALGO
Undersecretary
Officer-in-Charge

Encl.:
As stated

Reference:
DepED Order. (No. 55, s. 2002)

Allotment: 1—(D.O. 50-97)

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

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9-6-05

Youth Entrepreneurship and Cooperativism in Schools Program
REVISED IMPLEMENTING RULES AND REGULATIONS
FOR THE OPERATION OF THE YECS

1. 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, through the Center for Students and Co-Curricular Affairs (CSCA), in coordination with the Bureau of Secondary Education (BSE) and in partnership with the Department of Trade and Industry (DTI), is revitalizing the implementation of the Youth Entrepreneurship and Cooperativism in Schools (YECS) Program. The Department of Education and the Department of Trade and Industry believe that with good foundation on entrepreneurship and cooperativism 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.

2. PROGRAM RATIONALE

The Philippines is always confronted with the perennial problems of poverty and unemployment. Every year, colleges and universities nationwide produce graduates who cannot be accommodated to work because of the lack of employment opportunities, apart from the mismatch between the graduates the country have and the need of the industry. With the phenomenon of school dropouts all over the country, the problems of poverty and unemployment prove to be circuitous.

With the prospect of economic development being always difficult to achieve, the necessity to go back to the school, considered since time immemorial to be the most facilitating vehicle for shaping thought patterns and even for encouraging a shift in paradigms of young people, cannot be overemphasized. Indeed, there is a need to shift from the employment-seeking pattern to employment-generation culture in order to respond to the problem, and the school as an incubator of young entrepreneurs and cooperators is a significant factor in shaping a fertile economic environment.

Already, entrepreneurship, as one of the learning competencies of Technology and Livelihood Education (TLE) of MAKABAYAN, is being taught in schools. This proceeds from the belief that students, equipped with entrepreneurial knowledge, skills and proper attitudes, and the values of cooperativism, when exposed to the business world, will definitely be effective agents in promoting and sustaining the economic growth of the country.

The Youth Entrepreneurship and Cooperativism in Schools (YECS) responds to this belief as a co-curricular program and as a laboratory in the TLE area, which serves to support, enhance, enrich and highlight the work education and lifelong skills training program in the curriculum. The early exposure of students in actual and real entrepreneurial and cooperative businesses and at the same time "earning and learning" while still in school ensures a creative, innovative, productive and responsible citizenry.

3. PROGRAM NAME

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

4. VISION AND MISSION

4.1 Vision

A shift from the employment-seeking orientation to employment-creation culture by nurturing the entrepreneurial and cooperative environment, skills and competencies

4.2 Mission

Equip students with entrepreneurial and cooperative skills and attitudes, and knowledge on entrepreneurship and cooperativism in order to evolve them into creative, innovative, productive and responsible citizens capable of establishing their own business ventures, thereby providing more opportunities for self and others

5. PROGRAM OBJECTIVES

5.1 Generally, the program aims to:

- a. Enhance the culture and instill the values of entrepreneurship and the formation of ideas and habits of cooperation among students;
- b. Develop the personal entrepreneurial competencies (PECs) of students in the operation of a micro-business cooperative; and,
- c. Help alleviate poverty and encourage long-range economic development in the countryside through career enhancement programs and provision of lifelong learning for productive living.

5.2 Specifically, the Program is designed to:

- a. Institutionalize YECS organizations among public and private high schools nationwide by establishing networks with private organizations and other government agencies having expertise in entrepreneurship and cooperativism;
- b. Provide the students with specialized training and assistance on entrepreneurship and cooperativism for them to create their own sources of livelihood;
- c. Expose the YECS members in different industries and technologies for them to create a base for their own business ventures within the school or in the future.

6. EXPECTED MILESTONES

After every year of implementation, it is hoped that:

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

7. PROGRAM BENEFICIARIES

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

8. ORGANIZATIONAL STRUCTURE AND MANAGEMENT

8.1 Executive Committee There shall be an Executive Committee which shall authorize and approve the action plans and recommendations of the Technical Working Group. The Committee shall be composed of the Secretary of the Department of Education (DepED) and the Secretary of the Department of Trade and Industry (DTI).

8.2 Technical Working Group The Technical Working Group (TWG), composed of representatives of each partner agencies and headed by the DepED 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 Regional Management Committees may propose.

The TWG may create sub-committees to address special and particular concerns relative to the implementation, monitoring and evaluation of the YECS. *Ad hoc* committees may also be created as the need arises.

8.3 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 members;
- b. train or facilitate the training of YECS School-Based Moderators on 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;
- e. provide the necessary assistance in carrying out various activities of the YECS;
- f. assist in networking among the YECS members with local entrepreneurs and cooperators;
- g. serve as or invite resource persons from their respective offices, and 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. submit as required an evaluation of the School-Based Moderators' progress to the YECS-TWG, and;
- j. initiate other YECS-related activities it deems necessary for the organization, provided the YECS-TWG is duly informed.

8.4 Regional Management Committee (RMC) The Regional Management Committee shall be composed of the DepED Regional Director and the DTI Regional Director who may be represented. The DepED Regional TLE Supervisor, designated as the YECS Regional Coordinator, may represent the DepED Regional Director.

The Schools Division Superintendent and/or the DepED Division TLE Supervisor, designated as the Division YECS Coordinator, shall sit in the RMC in all its meetings.

8.5 Division Management Committee (DMC) The Division Management Committee shall be composed of the DepED Schools Division Superintendent and the provincial/city head/representative of the DTI. The DepED Division TLE Supervisor, designated as the YECS Division Coordinator, may represent the DepED Schools Division Superintendent.

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

8.6 School Management Committee (SMC) The School Management Committee shall be composed of the School Principal as the Committee Chair with the School TLE Department Head/Coordinator, YECS School-Based Moderator and the Alternate Moderator as members.

8.7 School-Based Moderator (SBM) There shall be a School-Based Moderator in each school implementing the YECS Program. The School-Based Moderator, together with an alternate, who must be a TLE teacher or coordinator and has the interest and background in the field of entrepreneurship and cooperativism, shall be designated by the School Principal. 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 trainor 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 organization;
- d. establish regular contact with the members of the organization and the School Management Committee for consultation purposes regarding the implementation of the program;
- e. sit and participate in the periodic meetings of the School Management Committee for regular updates of accomplishments and plans of the organization;
- f. assist the YECS 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 cooperators in the pursuit of establishing the necessary linkages for the implementation of the program, and,
- h. regularly submit updates and accomplishment reports of the activities undertaken by the organization to its School Management Committee and copy of the same reports to be furnished to the Division Management Committee.

9. ESTABLISHMENT OF THE YECS IN THE SCHOOLS

- 9.1 As a condition for the establishment of the YECS in the school, the following shall be required to be submitted to the Schools Division Superintendent thru the YECS Division Coordinator:
 - a. Letter of Intent signed by the TLE Department Head and the designated School-Based Moderator, and noted by the School Principal
 - b. YECS Comprehensive Implementation Plan, which shall include both the Training Plan and the Business Plan, duly approved by the School Principal
 - c. YECS By-Laws
- 9.2 Upon submission of the requirements, the YECS Division Coordinator shall evaluate the application, YECS Comprehensive Implementation Plan and the YECS By-Laws, and if availing as to comply with these guidelines, shall recommend the approval of the establishment of the YECS to the Schools Division Superintendent who shall forthwith sign the letter of approval and transmit the same back to the School Principal.
- 9.3 With such approval, the YECS Division Coordinator shall be authorized to guide the TLE Department Head and/or the School-Based Moderator in the formation of the YECS and facilitate training and networking with appropriate agencies and organizations.
- 9.4 No YECS shall operate without the approval of the Schools Division Superintendent and without an approved YECS Comprehensive Implementation Plan and YECS By-Laws. Existing School YECS shall be required to submit the YECS Comprehensive Implementation Plan and the YECS By-Laws.
- 9.5 Only one YECS organization shall be established in the school. However, a maximum of three YECS sub-groups with corresponding set of officers and

business activity may be allowed, for ease and facility as the School Management Committee sees fit, under the YECS organization. With this arrangement, the TLE Department Head/Coordinator shall act as School-Based Moderator who shall provide coordinative mechanisms for the whole YECS organization.

10. YECS TRAINING PLAN

- 10.1 No YECS organization shall be allowed to exist as a program and as an organization in the school without an approved Training Plan contained in the YECS Comprehensive Implementation Plan as provided in the last preceding section.
- 10.2 The YECS Training Plan shall, among others, indicate the school's commitment to conduct the BEST Game Training among the student-members twice as indicated in the synchronized schedule of activities (**ANNEX A**) or any other training relative to entrepreneurship and cooperativism provided by the Department of Trade and Industry and other agencies or organizations.

11. YECS BUSINESS PLAN

- 11.1 No YECS organization shall be allowed to conduct business activities or projects in the school without an approved Business Plan contained in the YECS Comprehensive Implementation Plan as provided in Section 9.
- 11.2 The YECS Business Plan shall outline, among others, the business ventures which the School YECS plans to establish, its funding sources, sharing of dividends and other pertinent matters. It shall indicate the school's commitment to honor the sharing percentage in the net profits of the YECS as indicated in these guidelines.

12. MEMBERSHIP

- 12.1 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 B**) 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 applicants of the YECS organization shall be considered as temporary members who shall undergo an extensive training on cooperativism and entrepreneurship (BEST Game Modules) before they are considered as regular and bonafide members with full rights and privileges. They shall accomplish a membership form and certification as to training on cooperativism and entrepreneurship (**Annex C**), which shall be part of the reference file for the school and the YECS network. Said membership form shall also state the member's parental consent to the

monetary contributions to be made as a condition of membership, the amount of which shall be clearly indicated in the certification.

- 12.2 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.
- 12.3 A minimum of thirty-two (32) members per school shall be chosen for quality, manageability and easy monitoring of the YECS activities, distributed to at least eight (8) members per year level to guarantee continuity of the program.

13. ELECTION OF OFFICERS

- 13.1 Each organization shall elect its officers from the bonafide members of the YECS.
- 13.2 To allow proper turn-over of responsibilities and sufficient training on YECS, the election shall be held in the first week of March of every year and those duly elected shall serve for the full school year following their election beginning April.
- 13.3 The members shall determine the elective positions upon consultation with the YECS School-Based Moderator.
- 13.4 The qualifications and responsibilities of each officer, the nature and principles of the organization shall be defined in a YECS By-Laws to be formulated and adopted by the organization in accordance with these implementing rules and regulations subject to the approval of the School Management Committee.

14. FEES AND CONTRIBUTIONS

- 14.1 Capital shares and contributions for specific activities or projects shall be allowed provided prior approval of the members and that of their parents or guardians are secured; subject to existing guidelines provided for by law, DepED policies; and rules and regulations issued on the matter.

15. BUDGET AND FINANCE

- 15.1 The YECS, through the School Management Committee, is authorized to solicit and/or source funds, and receive grants, sponsorships and donations for the activities of the YECS.
- 15.2 All funds sourced and granted to the YECS program at the School Level, in the form of grants, sponsorships, solicitations, donations and other allowable means, shall be designated as the School YECS Fund which shall be deposited in the nearest government depository bank for the account of the Youth Entrepreneurship and Cooperativism in Schools (YECS) Program under the name of the particular school, subject to the usual accounting rules and regulations. Income derived from YECS entrepreneurial and cooperative business activities shall likewise be deposited in the same bank account on a

- daily basis. No earnings or cash derived from the operation of YECS shall be deposited into private or personal accounts.
- 15.3 Donors and sponsors are not entitled to receive any amount in the profit/income of the YECS.
- 15.4 A book of accounts shall be maintained for recording daily transactions related to the operations of YECS, particularly its business activities. It should be kept up-to-date and should be made available for examination and inspection at any appropriate time by the Management Committees and the Technical Working Group. Sales invoices, official receipts, reimbursement expense receipts and other supporting papers should be kept as proof of sales, purchases and expenditures, accounting of which shall be undertaken by the student-members themselves with the guidance of the School-Based Moderator. Audited monthly and annual financial reports shall be prepared and posted in the school's bulletin board and YECS office or place of operation.
- 15.5 Disbursement of funds and bank withdrawals shall be supported by YECS resolutions and properly recorded. Signatories for bank withdrawals and fund releases shall be the designated YECS student-officers as indicated in the YECS By-Laws and the School-Based Moderator.
- 16. TRAINING AND OTHER ACTIVITIES**
- 16.1 School-based theoretical training on entrepreneurship and cooperativism, and the membership training shall be conducted starting every April until July. Other trainings pertinent to entrepreneurship and cooperativism shall be conducted during the School Year.
- 16.2 All members are required to undergo training on cooperativism at least once and on entrepreneurship (BEST Game Training Module) twice, the first as a condition for full membership and the issuance of a certificate of full membership and the second as a condition for the issuance of a certificate of active membership.
- 16.3 The members of the YECS organization shall hold a general meeting once every week, the specific day and time of which shall be determined by the School Management Committee. Other activities shall be held during such meetings, provided existing policies of the Department of Education are observed.
- 16.4 The YECS organization shall implement its activities in accordance with the SMC-approved plan of action; provided the plan of action follows the schedule of activities provided for in **Annex A**.
- 16.5 The School-Based Moderator shall, from time to time, be required by the 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.

17. BUSINESS ACTIVITIES/PROJECTS

- 17.1 The YECS organization is required to establish its own business activities such as, but not limited to, canteens, catering services, food stalls, service-oriented businesses such as computer and Xerox services, computer encoding services, mathematics, English and Science tutorials, gift-wrapping services and others, as a venue for the YECS members' hand-on training and application of theories learned. Attached, as **Annex D**, is a list of possible business opportunities which may be adopted by the YECS organization.
- 17.2 No business activities shall be allowed without an approved business plan.
- 17.3 Business activities shall comply with pertinent and existing laws, ordinances, DepED and other rules and regulations. Business projects/activities shall also consider proper sanitation and health including its propriety and applicability in the school setting.
- 17.4 To maximize learning, business activities shall be operated exclusively by the members. As such, the daily management of the business activities, accounting of funds, and other related duties shall be the primary responsibility of the YECS members with the guidance of the YECS Moderator. The YECS Moderator shall make sure all YECS members are given hands-on duties and assignments pertinent to the business during their respective vacant and available time.
- 17.5 The capital or seed money for YECS business activities shall come from the members. It may also be sourced from donations and solicitations provided no part of the income derived from such donations and solicitations shall inure to the benefit of the donors or sponsors.
- 17.6 The YECS business activities shall not be made a front of school personnel and other private individuals for their personal benefit and monetary gain, no part of the income of which shall inure to any person except as provided in these guidelines.
- 17.7 Amount contributed to the YECS as capital or seed money by individuals not authorized to do so under these guidelines shall be treated as donations and forfeited in favor of the YECS organization.
- 17.8 YECS organizations involved or intending to venture into school canteen business shall be required to comply with the applicable rules and regulations outlined in DepED Order No. 17, s. 2005 on the Revised Implementing Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary Schools, or with any DepED issuances pertinent to the same. Said DepED Order/s shall apply by analogy or in a suppletory manner.
- 17.9 The YECS, depending on the scale of its business operations, shall be allowed to employ a minimum of one and a maximum of three personnel as helpers (one for each YECS sub-group), provided, however, the employment of such helpers facilitates learning, and does not take away learning opportunities from the student-members.

18. YECS ORGANIZATION/LABORATORY COOPERATIVE

- 18.1 The YECS organization, being a legitimate co-curricular organization, shall not be required to constitute itself as a laboratory cooperative. It may maintain its personality as such organization and shall enjoy the rights and privileges as a co-curricular organization in the school.
- 18.2 In the event, however, that the YECS organization decides to become and register as a laboratory cooperative in order to acquire legal personality and avail of the rights, privileges and exemptions granted by law to cooperatives, it shall request the existing teachers' cooperative as its mother cooperative in accordance with CDA laws, rules and regulations. This shall not preclude the YECS organization to solicit the support of outside regular Cooperative as its mother cooperative, provided the latter is near and accessible to the school concerned, and provided further that the teachers' cooperative refuses to grant the request or maintains an incongruous position to the YECS Program. The parties concerned shall sign a Memorandum of Agreement to effect any valid agreement.
- 18.3 As the YECS organization's mother cooperative, it shall only exercise general supervisory functions and guidance over the affairs of the laboratory cooperative. It shall not in any way interfere with, or substitute its discretion over that of the YECS members or otherwise control the daily conduct, activities or business of the laboratory cooperative. Any violation shall give the laboratory cooperative the right provided for in the preceding section.
- 18.4 The mother cooperative, in agreeing to so fulfill its obligations as such, shall not be entitled to receive any amount from the laboratory cooperative.
- 18.5 The YECS organization or the YECS Laboratory Cooperative shall not directly compete with the mother cooperative. However, in other business matters or areas for which the mother cooperative is not specifically authorized by law, rules, regulations, and applicable DepEd Orders or Memoranda, the YECS organization or the YECS Laboratory Cooperative may exercise its own kind of business.
- 18.6 In schools with student population exceeding five thousand (5,000) including its teaching and non-teaching personnel, the YECS organization or the YECS laboratory cooperative may establish the same business being undertaken by the mother cooperative, provided it can be shown that the latter cannot satisfy the requirements of the school population. The School Principal shall decide any issue that may arise therefrom.

19. WEEKEND ACTIVITIES AND INCENTIVES SCHEME

- 19.1 The YECS organization is authorized to undertake activities or training during Saturdays and Sundays, provided the same is with the prior knowledge of the School Principal and permission of the respective parents/guardians of the participants is secured.

- 19.2 For activities or training conducted every Saturday, Sunday or holiday, the School-Based Moderator and/or alternate may be given an incentive as may be agreed upon by the YECS members and the School Management Committee, provided the amount is sourced from the profit derived by the YECS from its business activities, which shall be considered as an expense, and not from any direct contributions by the YECS members, and provided further, that the amount shall not exceed PhP150.00 per day as recommended by the Division YECS Coordinator and approved by the Regional YECS Coordinator and the Regional Director.
- 19.3 Any agreement on the incentive scheme shall be in writing, a copy of which shall be submitted to the Division and Regional YECS Coordinators within fifteen days upon such agreement. Failure to comply with this requirement within the specified period shall cause the termination of the subject agreement.
- 19.4 The disbursement of the incentive shall form part of the required reports to be submitted to the School Management Committee and the Division Management Committee, indicating the amount thereof, gross income of the YECS from all sources, contributions of each member, expenses incurred and other information necessary for transparency.

20. INCOME DISTRIBUTION

- 20.1 Net income derived from any YECS business activity shall be shared every month in accordance with the following proportion: Five percent (5%) shall form part of the TLE fund, fifteen percent (15%) shall form part of the School Share; while ten percent (10%) shall be retained as revolving fund of the YECS organization and the remaining seventy percent (70%) shall be divided among the YECS members proportionate to their respective shares.
- 20.2 A report on the disbursements in this regard shall be made a part of the periodic reports of the YECS organization to the School Management Committee and the Division Management Committee.
- 20.3 No portion of the income or of the school share shall be set aside for personal benefit and in any manner in favor of regional, division or school personnel.

21. AWARDS AND INCENTIVES

- 21.1 At the end of every school year, awards shall be given for the Model YECS organization and Effective School Management Committee in the division, regional and national levels. Further, awards for outstanding YECS members shall be given during the year-end school recognition or graduation.
- 21.2 The Model YECS organization will be chosen from among all YECS organizations while the Effective School Management Committee shall automatically be the School Management Committee of the winning YECS organization. The organization and the School Management Committee awardees shall be those which have exhibited exemplary performance in activities involving entrepreneurial and cooperative principles as required by the

YECS Program. Nominations shall be supported by strict documentation, written or otherwise. The winners will be determined by the YECS Technical Working Group.

- 21.3 Monetary awards, unless specifically and expressly given to the individual or the school, shall pertain to the YECS organization.
- 21.4 At the end of every school year, Certificates of Active Participation shall be issued in favor of YECS members who have completed the required training and substantially contributed to the success of the YECS organization and its activities.
- 21.5 For work beyond regular hours/days or work beyond the normal teaching load spent for YECS training and other activities, if the grant of honorarium or overtime pay is not possible, School-Based Moderators and Alternates shall be given vacation service credits pursuant to DepED Order No. 53, s. 2003 on the updated guidelines on grant of vacation service credits to teachers or in accordance with subsequent guidelines on the matter.
- 21.6 Other forms of awards and incentives shall be established in the future as the Technical Working Group may see fit.

22. MONITORING AND EVALUATION

- 22.1 A system of monitoring and evaluation, both documentary and actual (ocular inspection), shall be implemented for an effective assessment of training/activities of the YECS.
- 22.2 The YECS organization is required to submit a monthly report on the activities and training undertaken, membership status, financial statements and other matters, duly noted by the School-Based Moderator and/or alternate, to the School Management Committee and the latter to furnish a copy to the Division Management Committee.
- 22.3 The Division Management Committee is required to submit to the Regional Management Committee a quarterly consolidated report based on the monthly reports of the YECS organization.
- 22.4 The Regional Management Committee shall submit a consolidated annual report based on the quarterly reports of the Division Management Committee immediately after the close of the school year. Such annual report shall form part of the discussions during the Annual YECS Evaluation, Review and Planning Conference.
- 22.5 The YECS Technical Working Group shall submit a summary report and evaluation of the YECS Program implementation to the Executive Committee immediately after the Annual YECS Evaluation, Review and Planning Conference.

- 22.6 At the end of every school year, a comprehensive evaluation, review and planning conference shall be conducted with the participation of the Technical Working Group, Regional YECS Coordinators, selected members of the Management Committees, and selected School-Based Moderators, the output of which shall be submitted to the Executive Committee.
- 22.7 The YECS Regional and Division Coordinators are mandated to strictly monitor and evaluate YECS implementation in the schools who may recommend its suspension or termination or any other courses of action in any case of deviation from, or violation of, these guidelines after having conducted an investigation on the matter and the result warrants a suspension or termination as the case may be.
- 22.8 Any deviation from, or violation of, these guidelines by the YECS organization and the school, and the action taken by the YECS Regional and Division Coordinators shall be directly reported to the Technical Working Group immediately.

23. PROHIBITIONS

- 23.1 No business arrangements or agreements tending to defeat the objectives of the YECS and surrender the control of the YECS program/organization over the operation of its business activities shall be made and agreed upon with any private individuals, concessionaires or groups.
- 23.2 No YECS business activities shall be made a front of school personnel and other private individuals for their personal benefit and monetary gain.
- 23.3 No YECS business activities shall be allowed to operate without the student-members undergoing the required theoretical training on entrepreneurship and cooperativism, without the approved YECS Comprehensive Implementation Plan and YECS By-Laws, and without the recommendation of the YECS Division Coordinator and the approval of the Schools Division Superintendent.

24. SANCTIONS

- 24.1 YECS implementation shall, depending on the severity and frequency of the deviations and/or violations, be suspended or terminated by the Schools Division Superintendent upon due recommendation by the YECS Division Coordinator after an investigation shall have been conducted if the school is found to be deviating from and/or violating the provisions of these guidelines.
- 24.2 For simple and minor violations, a warning shall be issued by the Division Management Committee for the first infraction. A repeat of such violation shall warrant a suspension and a third infraction shall justify termination of YECS implementation.
- 24.2 Persons accountable for deviations and/or violations of these guidelines shall, apart from the administrative sanctions, also be civilly and criminally liable, when such violations warrant.

25. COMPLAINTS AND GRIEVANCES

- 25.1 Concerns affecting YECS internal matters shall be settled by the School Management Committee; otherwise they shall be resolved by the Division Management Committee after an investigation shall have been conducted and due process is observed.
- 25.2 Complaints and grievances brought to the Office of the Regional Director or the Office of the Secretary shall be dismissed and referred to the appropriate Division Management Committee.

26. OTHER MATTERS

- 26.1 The School Principal/Head and the TLE Department Head/Coordinator of each school, if applicable, are expected to support the YECS School-Based Moderator and the members during the implementation of the YECS Program.
- 26.2 As an institutionalized co-curricular organization in the school, the YECS organization adopts a policy of co-existence with other organizations or associations in the school.

27. REPEALING CLAUSE

- 27.1 All existing guidelines, memoranda, orders and others of similar nature which are inconsistent with these guidelines are hereby deemed repealed and superseded.