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Department of Social Welfare and Development

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ADMINISTRATIVE ORDER

No. 06

Series of 2009

SUBJECT : DSWD GUIDELINES ON THE IMPLEMENTATION OF THE YOUTH NATIONAL SERVICE

I. RATIONALE

On 30 March 2009, the President issued Executive Order No. 788 "Promoting A Youth National Service" which fundamentally aims at strengthening the Philippine economy and the quality of life of Filipinos by investing in key programs for the economy, environment and education, as well as by initiating a new era of volunteerism and commitment to caring for the underprivileged. The **Youth National Service** is thus promoted to be composed of a National Service Corps and a Youth Conservation Corps calling together the unemployed or underemployed and the skilled/unskilled or educated/less-educated youth.

As the social welfare arm of the national government, the Department of Social Welfare and Development (DSWD) is explicitly designated to implement the National Service Corps alongside the Department of Education (DepEd). The National Service Corps shall chiefly focus on the potential contributions of unemployed or underemployed skilled youth or college graduates to education and community service programs by employing them for a two-year national service commitment with a modest stipend. Given its mandate, the DSWD shall appropriately carry out the National Service Corps – Community Service Program.

II. LEGAL BASIS and RELATED ISSUANCES

The following laws and issuances serve as the foundation of these implementing guidelines:

- E.O. 139-Sikap Kabataang Pinoy Program
- R.A. 9418-Institutionalizing a Strategy for Rural Development, Strengthening Volunteerism and for Other Purposes
- DSWD A.O. 24- Addendum to AO 218 Series of 2002- Areas for Volunteer Work
- DSWD A.O. 214- Implementation of the Bayanihang Bayan Program for Government Service in the Department of Social Welfare and Development

III. COVERAGE, DURATION AND COMPONENTS

A. Program Coverage and Duration

The **National Service Corps – Community Service Program (NSC-CSP) of the DSWD** is a core strategy that mobilizes the youth to assist in the implementation of social welfare and development programs and services at communities with the intention of promoting social responsibility, encouraging volunteerism and involvement and recognizing their contribution in nation building, as well as providing them modest incentive to cope with the current economic challenges.

The DSWD NSC-CSP shall cover unemployed or underemployed skilled youth or college graduates aged 18 to 24 years old for a two-year national service commitment. The placement/employment may be for a minimum of one month or a maximum of six (6) months within a period of two (2) years. Scope and duration of the contract of service shall depend on the youth's skills/experience and the program of work in his/her workstation. Extension or renewal of contract shall be based on the need for his/her services in the workstation he/she is placed, the assessment of social workers supervising the youth recruits and subject to availability of funds.

The DSWD NSC-CSP shall be implemented in all regions, with four (4) regions i.e. Regions III, VIII, X and ARMM (Pampanga, Southern Leyte, Cotabato City, and Bukidnon) as initial target areas. Initial target beneficiaries will be up to 30 or 50 youth recruits per region and shall be implemented starting July 2009.

For purposes of these guidelines, the following terms are defined:

1. **Skilled Out of School Youth (OSY)** is one who reached college level, or finished a technical or vocational course or acquired skills on the job certified by TESDA but is unemployed or underemployed
2. **Unemployed/Underemployed College Graduate** is one who is a college graduate but is unemployed or underemployed

B. Program Components

1. Community-Based Programs, Services and Projects

The youth who are recruited for the implementation of the NSC-CSP, shall be involved primarily in the delivery of center-based and community-based programs, projects and services. The youth-recruits will generally perform or assist in the performance of functions in accordance with their skills and capabilities

a. Disaster Risk Reduction (DRR), Mitigation, and Response Program/Services

This program/services includes proactive and responsive measures for management of calamities or other crisis situations, as follows:

- **Risk Analysis/Assessment** through survey, special studies, contingency planning and hazard mapping
- **Preparedness Activities** *i.e.* information dissemination, capability-building on individual, family and community disaster preparedness, basic survival skills/first aid and disaster drills/awareness as well as stockpiling and repacking of relief goods and emergency supplies
- **Mitigation Activities** that prevent disaster from occurring *i.e.* construction of rip-raps, roads, etc. and clearing of canals/roads, etc.
- **Response Activities** *i.e.* rescue and evacuation, crisis intervention and management of evacuation centers, distribution of relief goods and documentation and monitoring of distribution of relief goods and other supplies and materials, psychosocial services, health and sanitation activities as well as developmental and administrative activities

b. Disaster Rehabilitation Program (DRP)

This program includes rehabilitation activities for families and communities affected by calamities such as Cash/Food for Work (CFW/FFW), construction of core shelter units, livelihood projects, construction of day care centers, etc.

2. Center-Based and Residential Care Services

The youth-recruits for the DSWD NSC-CSP may also be involved in center-based and residential care services and perform or assist in the performance of center-based activities under the direct supervision of social workers. This includes centers for children, youth, women, person with disabilities (PWD), older persons, and other disadvantaged individuals and groups, such as those listed below:

Sector	Name of Center
Children and Youth	<ul style="list-style-type: none"> • Reception and Study Center for Children (RSCC) • Haven for Children • Nayon ng Kabataan • Lingap Center • Home for Boys or Girls • National Training School for Boys (NTSB)/Regional Rehabilitation Centers for Youth (RRCY) • Youth Hostel • Marillac Hills • Bahay Pag-Asa

Women	<ul style="list-style-type: none"> • Haven for Women
Persons with Disabilities (PWDs)	<ul style="list-style-type: none"> • Elsie Gaches Village • Sanctuary Center • Sheltered Workshop/ Vocational Rehabilitation Center/Center For the Handicapped
Older Persons (OPs)	<ul style="list-style-type: none"> • Golden Acres/Home For the Elderly/Home For the Aged
Disadvantaged Individuals, Groups and Families	<ul style="list-style-type: none"> • Jose Fabella Center

IV. OPERATIONAL GUIDELINES

The following guidelines are hereby set for the operationalization of the NSC-CSP:

1. Recruitment Process

a. Basic Qualifications of Youth Recruits/ Volunteers

- Male or Female
- 18 to 24 years old
- Unemployed or underemployed skilled youth or college graduates;
- In good health

The recruits shall preferably be a Pag-Asa Youth Association of the Philippines (PYAP) member to strengthen the DSWD's youth clientele group in the communities.

b. Application

- Applicants will be required to fill up an application form which may be secured from the nearest DSWD Field Office or downloaded from DSWD's website (www.dswd.gov.ph)
- Applicants will be required to submit to the nearest DSWD Field Office the accomplished application form together with their valid IDs, health certificate issued by the local health officer and a barangay certificate of residency, and if a PYAP member, a certification from their local Municipal/City Social Welfare Development (C/MSWD) Officer to that effect.

c. Selection

- Based on the above mentioned basic qualifications, applications submitted shall be subject to initial screening by the DSWD Field Offices. The Screening Committee shall be composed of the Operations Division Chief as Chairperson and the Technical Assistance Division and Management Division Chiefs as members.

2. Placement Process

The NSC-CSP youth-recruits shall be oriented on the DSWD policies, programs and services, their general roles, functions and

accountabilities, duration of the national service commitment, workdays and stipend by the Institutional Development Unit-Field Office, prior to the actual deployment.

A Memorandum of Agreement (MOA) shall be forged between the NCS-CSP youth-recruit and the DSWD Field Office Director (see attached template).

Identification card (ID) shall be issued to the NSC-CSP youth-recruits by the Field Offices, which shall be surrendered at the end of the contract. A system of tracking daily attendance shall be established throughout the national service commitment of the youth, which shall be basis for their actual grants/financial assistance.

Supervisors shall likewise closely supervise the execution of specific tasks assigned to each youth-recruit and the program of work prepared for them. When indicated, re-planning of work, re-assignment or termination of contract may be undertaken by the supervisor and NSC-CSP youth-recruit/s.

The performance and attendance of NSC-CSP youth-recruits at the designated workstations shall be subject to evaluation by the supervisor/s before actual payment of their grants /financial assistance.

The DSWD supervisor shall recommend the continuation or the termination of a NSC-CSP youth-recruit, citing justifications, to the DSWD Field Office concerned for final decision, as may be necessary.

Consolidated accomplishment report of the NSC-CSP youth-recruits shall be submitted by the supervisor to the DSWD Field Office concerned every quarter, copy furnished the Program Management Bureau, Central Office

3. Workdays and Stipend

The youth-recruits shall render 8 hours a day, 5 days a week, or at such period necessary depending on the need for his/her services in his/her designated workstation. The exact working days shall be arranged by the workstation in accordance with the need of the program, project or work.

The amount of monthly stipend for NSC-CSP youth-recruits shall be two-hundred and fifty pesos (Php 250.00) per 8 hours work. Stipend shall be given to the NSC-CSP youth-recruits in cash, every 15th and 30th day of the month. Time Records should be accomplished to support grants/financial assistance:

- Youth-recruits who need to render services below or beyond the set number of hours a day shall be paid proportionate to the number of hours worked and daily rate.
- Youth-recruits directed to travel in line with their involvement in programs, projects and services, shall be paid the actual cost of transportation, which will be integrated in their grants/financial assistance.

4. General Roles, Functions and Responsibilities of NSC-CSP Youth-Recruits

- a. Comply with terms of MOA, the policies and procedures of the DSWD, including the workstation;
- b. Perform specific roles/functions properly as stated in MOA;
- c. Report regularly to the designated workstation and attend meetings as needed; and
- d. Submit accomplishment reports, as required by the supervisor.

Specific roles/functions of youth-recruits shall be assigned by the workstations where they are deployed respectively, based on a program of work.

V. Institutional Arrangement

a. National Level

At the national level, coordination for the implementation of the National Service Corps – Community Service Program (NSC-CSP) shall be lodged with the Program Management Bureau (PMB) in collaboration with other DSWD Central Office units, as follows:

Central Office Unit	Responsibilities
Program Management Bureau	<p>Overall program planning, which involves consolidation of the Regional Plans for the DSWD NSC-CSP of the National Youth Service.</p> <p>Develop application form, work plan templates, accomplishment/monitoring template and other similar relevant forms</p> <p>Preparation of consolidated national status report on the NSC-CSP implementation.</p> <p>Project budget management, which involves budget programming, allotment, release and monitoring of funds to the Field Offices</p>
Social Welfare Institutional Development Bureau	Preparation and conduct of orientation modules for the DSWD Institutional Development Units of FOs and others NSC-CSP youth-recruits
Social Marketing Service	Promote and disseminate information on the National Youth Service and the DSWD NSC-CSP
Management Information Systems Service	Development and management of a webpage for the DSWD NSC-CSP
Financial Management Service	Processing of the sub-allotment for the funds for this Project to the FOs

b. Regional Level

At the regional level, the Regional Director shall exercise over-all supervision on the Program while action planning for the NSC-CSP shall be led by the Operations Divisions of the DSWD Field Offices. The Regional Director shall designate specific Field Office units (counterparts of the DSWD Central Office units concerned) to accomplish the regional plans and other relevant tasks for this Program.

The DSWD Field Offices shall undertake the recruitment and placement/deployment and monitoring of the NSC-CSP youth-recruits:

Field Office Unit	Responsibilities
Operations Division	Process application, screen and place and deploy qualified youth recruits Preparation of quarterly accomplishment reports for submission to the PMB at the DSWD Central Office
Institutional Development Unit	Orient NSC-CSP youth recruits on the DSWD programs and services, policies and expected roles, work loads and responsibilities prior to deployment Maintain databank of information on the DSWD NSC-CSP youth-recruits
Personnel Unit	Issue identification cards and check time records of youth Prepare the cash assistance payroll for the stipend of NSC-CSP youth recruits
Specific Workstation (DSWD Centers, Projects, etc.)	Submit the time records of NSC-CSP youth-recruits to the DSWD Field Office concerned
Finance Unit	Payment of stipend/ cash assistance and other remuneration, if any, to NSC-CSP youth-recruits

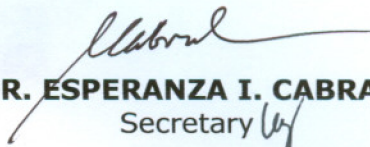
B. FUND SOURCE

The funds for implementing the National Service Corps – Community Service Program shall be charged to the one and a half percent (1.5%) of the Department's Maintenance and Other Operating Expenses (MOOE) on Protective Services and that of the Field Office and/or from standby funds for disaster management for activities along disaster relief preparedness, mitigation and rehabilitation.

VI. EFFECTIVITY

This Administrative Order takes effect immediately.

Issued this 3rd day of July, 2009 in Quezon City.


DR. ESPERANZA I. CABRAL
Secretary 