



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED MEMORANDUM ORDER

No. 27
Series of 2015

**SUBJECT : GUIDELINES AND PROCEDURES ON THE ISSUANCE OF
NATIONAL SERVICE TRAINING PROGRAM (NSTP) SERIAL
NUMBERS**

In accordance to the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994", Rule VI, Section 12 of RA 9163 otherwise known as the National Service Training Program (NSTP) Act of 2001, Resolution No. 315-2015 dated June 23, 2015 of the Commission *en banc*, and per item i Section 6. Organization of the Implementing Guidelines and Procedures on the Development, Organization, Training, Administration, Utilization, Mobilization, Operation, Accreditation, Protection and Funding of the National Service Reserve Corps the Commission on Higher Education (CHED) hereby issue, adopt and promulgate the following guidelines and procedures on the issuance of NSTP Serial Numbers to implement the provisions of the aforementioned Acts gearing towards the establishment, training, and organization of School-Based NSRC Units.

**ARTICLE I
DEFINITION OF TERMS**

Section 1 As defined in the RA No. 9163 and its Implementing Rules and Regulations, the following term shall mean:

- a. **National Service Training Program (NSTP)** – refers to the program aimed at enhancing civic consciousness and defense preparedness in the youth, by developing the ethics of service and patriotism while undergoing training in any of the three (3) program components, namely Reserve Officer Training Corps, Civic Welfare Training Service and Literacy Training Service specifically designed to enhance the youth's active contribution to the general welfare.
- b. **Civic Welfare Training Service (CWTS)** – refers to the program component or activities contributory to the general welfare and the betterment of life for the members of the community or the enhancement of its facilities, especially those devoted to improve health, education, environment, entrepreneurship, safety, recreation and moral of the citizenry and other social welfare services.
- c. **Literacy Training Service (LTS)** – refers to the program component designed to train the students to teach literacy and numeracy skills to school children, out-of-school youths and other segments of society in need of their services.

- d. **Serial Numbers (SN)** – refers to the unique assigned numbers/codes issued to individual students who graduated from the NSTP. There are two (2) systems being implemented for the issuance of Serial Numbers for NSTP, one with the military or Reserve Officers' Training Corps (ROTC) component of the NSTP processed by the Department of National Defense (DND) and another with non-military or CWTS and LTS processed by CHED.
- e. **National Service Reserve Corps (NSRC)** – is an organization composed of graduates of the CWTS and LTS components of NSTP as mandated by RA No. 9163 and RA No. 10121, Philippine Disaster Risk Reduction and Management (PDRRM) Act of 2010.
- f. **School-Based NSRC Units (SBNU)** – are NSRC units established in different Higher Education Institutions (HEIs) under CHED and Technical Vocational Education and Training (TVET) Institutions under TESDA as defined in the Implementing Guidelines and Procedures (IGP) on the Development, Organization, Training, Administration, Utilization, Mobilization, Operation, Accreditation, Protection and Funding of the NSRC issued through Memorandum from the Chairperson dated 17 October 2012.
- g. **Region Code** – refers to the two-digit code number that identifies a specific region to be used in the assignment of NSTP Serial Numbers.

ARTICLE II OBJECTIVES

Section 2 The objective of this CMO is to assist HEIs and CHED in the issuance of Serial Numbers of NSTP graduates (CWTS and LTS). Specifically it aims to:

- a. Facilitate the immediate issuance of Serial Numbers of non-military NSTP graduates to HEIs; and
- b. To provide the step by step procedures on how to request and apply for issuances of non-military NSTP Serial Numbers.

ARTICLE III SCOPE AND COVERAGE

Section 3 This set of guidelines and procedures shall apply to all HEIs, with graduates of NSTP both CWTS and LTS components only. For graduates of the ROTC, the same shall remain to be under the jurisdiction of the Department of National Defense-Office of Civil Defense (DND-OCD).



ARTICLE IV ROLES AND RESPONSIBILITIES

Section 4 The following are the roles and responsibilities of CHED, Central and Regional Offices and the HEIs in the issuance of Serial Numbers:

a. Higher Education Institutions

1. Submit to CHEDRO the list of NSTP enrollees and candidates for NSTP graduation for issuance of Serial Numbers;
2. Submit to CHEDRO the list of graduates with Serial Numbers;
3. Maintain database of graduates; and
4. Indicate NSTP Serial Number in the Transcript of Records.

b. CHED Regional Office (CHEDRO)

1. Consolidates all the reports/data on NSTP, LTS and ROTC graduates;
2. Issues Serial Numbers to the HEIs of the NSTP graduates;
3. Submits to CHED Central Office, in hard and soft copies, the Regional Data on NSTP (Enrolment and Graduates with Serial Numbers);
4. Maintains Regional Data of NSTP graduates; and
5. Monitors the HEIs on the Issuance of the Serial Numbers and implementation of NSRC.

c. CHED Central Office – Office of Student Development and Services (CHEDCO-OSDS)

1. Maintains the National Database of NSTP graduates with Serial Numbers;
2. Monitors the CHEDRO and HEIs on the implementation of NSTP and NSRC.
3. Provides the Office of Civil Defense (OCD) with a list of all NSTP graduates with serial numbers in compliance with the provision of the NSTP Act of 2001. The list shall include but are not limited to the following Data: complete name, serial number, name of school, course/program, gender, birth date, present residence/home address, provincial address, contact number/s, email address and present status as a student (if still in school).

Section 5 The following are the roles and responsibilities of the National Disaster Risk Reduction and Management Council (NDRRMC) – OCD:

1. Exercises overall responsibility on the development organization, training, administration, utilization, mobilization, operation, accreditation, protection and funding of the NSRC.



2. Maintains a centralized NSRC Reservist database that shall include, among others, the following information: Full name, date and place of birth, serial number, name of school, date graduated from NSTP, present residence and address, present occupation and speciality/skills.

ARTICLE V GUIDELINES AND PROCEDURES

Section 6 The following are the guidelines and procedures in the issuance of Serial Numbers:

a. Coding System

1. The composition of Serial Numbers are:

- 1.1 NSTP Component
- 1.2 Region Code
- 1.3 Series Number
- 1.4 Year Graduated from the NSTP

2. The sample Serial Number

- 2.1 CWTS-01-000001-14 → C-01-000001-14
- 2.2 LTS-01-000001-14 → L-01-000001-14

- "C/L" - denotes NSTP Component (CWTS = C; LTS = L)
 "01" - denotes Region Code*
 "000001" - denotes Series Number
 "14" - denotes Year Graduated from the NSTP

*

Region	Region Code
I	01
II	02
III	03
IV-A	04
V	05
VI	06
VII	07
VIII	08
IX	09

Region	Region Code
X	10
XI	11
XII	12
NCR	13
CAR	14
ARMM	15
CARAGA	16
IV-B	17
NIR	18



b. Procedure

Activities	Timelines	Forms	Office/ Person-in- Charge
1. Processing of Serial Numbers (SN)			
1.1 Submits duly accomplished List of Candidates for NSTP Graduation to CHEDRO	30 Days before NSTP Graduation	OSS NSTP Form 2-B (February 2011) (<i>Annex B</i>)	HEI/NSTP Director
1.2 Processes SN in accordance with the Coding System/ Issues SN to HEIs	6 days upon receipt by CHEDRO	OSS NSTP Form 2-B (February 2011)	CHEDRO Director/ NSTP Coordinator
2. Allocation of Serial Numbers to Graduates			
2.1 Assigns SN to the NSTP Graduates	2 days	OSS NSTP Form 2-B (February 2011)	HEI/NSTP Director
2.2 Submits to CHEDRO the duly accomplished OSS NSTP Form 2-B (February 2011), both in hard and soft copies		OSS NSTP Form 2-B (February 2011)	HEI/NSTP Director
3. Submission of List of Graduates with Serial Numbers			
3.1 Submits to CHEDRO the duly accomplished OSS NSTP Form 2-B (February 2011) both in hard and soft copies	30 days after graduation	OSS NSTP Form 2-B (February 2011)	HEI/NSTP Director
3.2 Submits to CHEDCO-OSDS the duly accomplished OSS NSTP forms, both in hard and soft copies, submitted by the HEIs	30 days after graduation	OSS NSTP Form 2-A (<i>Annex A</i>) and OSS NSTP Form 2-B (February 2011)	CHEDRO

ARTICLE VI MONITORING AND EVALUATION

- Section 7** The CHEDRO shall monitor the HEIs in the implementation of NSTP once a year.
- Section 8** The CHEDCO-OSDS shall monitor the CHEDROs and selected HEIs for validation purpose once every year.



ARTICLE VII PROGRAM ADVOCACY

Section 9 The CHED shall provide information on these guidelines and procedures to the concerned public through different modes of disseminating information. Copy of which shall be furnished to all concerned, local and national agencies.

ARTICLE VIII TRANSITORY PROVISION

Section 10 All previously issued serial numbers are deemed modified and adjusted in accordance with these guidelines and procedures and with the provision of the IRR of RA No.9163.

Section 11 All HEIs shall adapt this CMO in the issuance of Serial Number to NSTP graduates who were not issued such from AY 2002-2003 to AY 2014-2015.

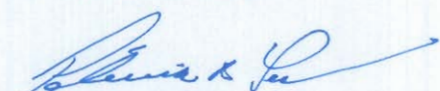
Section 12 All HEIs shall indicate the NSTP Serial Number in the issuance of TOR.

ARTICLE IX EFFECTIVITY

Section 13 This set of guidelines and procedures shall take effect upon approval by the Commission and fifteen (15) days after its publication in a newspaper of general circulation or the official gazette.

Issued this 06 of August 2015, Quezon City, Philippines.

For the Commission:



PATRICIA B. LICUANAN, Ph. D.
Chairperson

Attachments:

Annex A- OSS NSTP Form 2-A

Annex B- OSS NSTP Form 2-B





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SUMMARY NUMBER OF ENROLLMENT AND GRADUATES OF NSTP

Academic Year

Region

[illegible]

Certified Correct:

CHEDRO Staff

Director IV

NSTP - SUMMARY NUMBER OF ENROLLMENT AND GRADUATES OF NSTP





Republic of the Philippines
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OSS-NSTP Form 2-B
February 2011

LIST OF NSTP GRADUATES FOR SERIAL NUMBER
____ Semester, Academic Year _____

Name of HEI: _____

Address: _____

Region : _____

NSTP Component: _____

No.	Serial No.	Student Name			Course/Program	Gender	Birthdate	City Address	Provincial Address	Contact Number Telephone/Mobile	Email Address
		Surname	First Name	Middle Name							
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
Sub Total:		Male : _____	Female : _____								
Grand Total:		Male : _____	Female : _____								

Prepared by: _____

Certified Correct: _____

HEI Coordinator

President/Authorized Representative of HEI

NSTP - List of NSTP Graduates for Serial Number

