

DEPARTMENT MEMORANDUM

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Series of 1978

*DAP. CLA. 178. P.P.*

T O : All DAR Regional Directors

SUBJECT : Guidelines on the DAR-YCAP '78 Activities

1. This is in connection with the Youth Civic Action Program of the Department, through the Agrarian Reform Education Service (ARES) in collaboration with the Department of Education and Culture. The projects lined up for this year's program had been modified in content in order to meet the established goals of the DAR for 1976. Some of the projects however, are continuation of the projects we undertook for the last two years.
2. To guarantee an effective utilization of student resources in the Agrarian Reform Program implementation and to provide students with worthwhile experiences while complying with their YCAP requirements for graduation, the following guidelines are hereby promulgated:

A. PARTICIPANTS:

The DAR-YCAP is open to one hundred twenty (120) qualified third year and fourth year college students from Metro, Manila, and to one hundred twenty (120) students from the colleges and universities in the regions (ten students for each of the twelve regions).

Two kinds of participants are therefore expected to be fielded in the regional offices of the DAR.

1. Students who reside and study in Metro Manila, and
2. Students who reside and study in the colleges and universities in the regions.

Students considered for participation are those taking up Engineering, Architecture, Law, Agriculture, Education, Social Sciences, Commerce, Home Economics, Forestry, Nursing and other related fields.

B. COORDINATION AND RECRUITMENT

1. The ARES shall undertake the coordination with the colleges and universities in the Greater Manila Area for the recruitment of YCAP participants.
2. The Regional Offices shall undertake the coordination with the schools in the regions for the recruitment of YCAP participants.

C. ADMISSION REQUIREMENT:

Participants in the Metro Manila Area should be

willing to be fielded in the regions and shall apply personally to ARES; while participants in the regions shall apply to the regional offices.

A participant shall present upon application the following requirements:

1. Two ID pictures
2. A recommendation from his/her school YCAP coordinator

ADMISSION DEADLINE:

Metro Manila students shall apply personally to ARES not later than April 10, 1978. However, only the first one hundred twenty (120) students who have registered will be given priority.

D. PLACEMENT ASSIGNMENT:

The YCAP Participants from Metro Manila and their regional counterparts shall choose their project and place of assignment and shall report to the Regional Director for fielding. In case the quota for first choice project is already filled up the students will be assigned to the other projects next to their priority for involvement.

E. SUPERVISION

Both the Metro Manila and regional YCAP students fielded by ARES and/or regional offices shall be under the jurisdiction, supervision and control of the Regional Directors through the District Officers and the Agrarian Reform Team Leaders who shall expose the students to the Agrarian Reform projects featured in the YCAP '78. The ARES training officer-in-charge of the DAR-YCAP '78 should also coordinate with the Regional Director and Training officer to do actual supervision on the students.

To enable the regional offices to schedule ahead of time field placement in the regional districts, the ARES shall notify the regional offices in advance of the number of students to be fielded in the regions.

1. THE REGIONAL DIRECTOR:

The Regional Director who is charged with the proper implementation of the YCAP program in the region shall:

- a. Designate the Regional Training Officer as the officer-in-charge with the coordination aspects of the program and the recruitment of YCAP participants in the region;
- b. Furnish the different District Offices with the list of students who will be fielded in their districts;

- c. Conduct on the scheduled date a one-day orientation seminar on the Agrarian Reform Program for the regional students;
- d. Advise ARES of the number of Metro Manila students who reported to the regional office a day after their scheduled arrival in the region, and their expected date of return to Manila;
- e. Assign regional students in their respective districts; and
- f. Arrange if possible, for the free transportation of the participants to the district offices where they will be fielded.

2. THE DISTRICT OFFICER:

Upon advise from the Regional Office regarding the number of student groups to be fielded in his district, the District Officer shall:

- a. See to it that each group will be assigned to an Agrarian Reform Team Leader;
- b. Provide a one-day orientation on team operations to the participants and a briefing on the details of the projects where they will participate; and
- c. Make sure that the regional students are assigned in their respective hometowns.

3. THE TEAM LEADER:

The Agrarian Reform Team Leader under whose direct supervision the students are assigned shall:

- a. Make arrangements for foster homes for Metro Manila students assigned in his team;
- b. See to it that each group of students shall have a group leader and a secretary elected from among themselves;
- c. Introduce the students to the local government officials, key-school officials, and peace officers in the town to insure their safety, security and proper accreditation;
- d. Supervise closely the activities of the participants under any of the projects;
- e. Require each student-group to report the individual accomplishment of each member to the Team Leader every five days. This individual accomplishment report shall serve as one of the Team Leader's guides in evaluating the students' performance in the field; and
- f. Prepare the Supervisor's Evaluation Report of Students' Participation upon the completion of the YCAP activities.

4. THE REGIONAL TRAINING OFFICER:

The Regional Director shall designate a liaison man for this project, preferably the Regional Training Officer who, in coordination with the District Officers and Team Leaders shall:

- a. Consolidate the Team Leaders' Evaluation Report of Students' Participation for both Metro Manila and regional students;
- b. Obtain a Certification of Satisfactory Completion of YCAP requirements from the DAR and DEC regional representatives for each of the YCAP students; and
- c. Forward the Supervisors' Evaluation Report of Students' Participation and Certificate of Satisfactory Completion of YCAP requirements of Metro Manila students to the ARES, through the Regional Director, not later than May 30, 1976 and submit those of the regional students' to the Regional Directors.

F. FUNDING:

1. Expenses for training materials, meals and snacks of the Metro Manila students during the one-day orientation seminar of Agrarian Reform Program, press release and liaison work of Central Office personnel, shall be drawn from FARE funds.
2. The hundred and twenty Metro Manila students fielded in the regions will receive an incentive pay of five pesos (P5.00) a day for twenty days (20) or per student P100 each. Ten students from each of the twelve regions shall also receive P100 each. This amount shall be also drawn from FARE funds.
  - a) The Regional Disbursing Officer shall advance to the ARES-YCAP participants one-half of their incentive pay before they are sent to the team offices. The other half shall be given to them after the completion of their assignment.
  - b) In case any participant is unable to continue with the program, he shall be required to reimburse the amount of corresponding to the number of days he has not actually rendered service in the field.
3. Expenses for overall supervision and liaison work within the regional area of the supervisor designated by the Regional Director, shall be drawn from the regional funds.
4. The granting of free meals and snacks during the one-day orientation seminar on Agrarian Reform Program is subject to the discretion of the Regional Director. If granted, the expenses shall be chargeable against the regional funds.

G. REPORTING:

1. The Regional Director shall submit a report on the activities of the regional YCAP students to the Secretary, DAR; copy furnished the Chief, ARES; the Regional Director DEC, the Secretary DEC, and the schools in the regions where the students come from.
2. The ARES Chief, shall submit a report on the project activity to the Secretary, DAR; copy furnished the Secretary, DEC, and to the heads of respective schools on individual participation.

H. CERTIFICATION:

Upon the termination and completion of the project, the students will be issued a Certificate of Participation.

I. ACCREDITATION:

1. The ARES shall take care of the accreditation arrangement with the DEC of the activities undertaken by the Metro Manila students in the regions not later than June 15, 1978.
2. The Regional Office shall take care of the accreditation arrangement with the DEC of the activities undertaken by the YCAP students in the region not later than June 15, 1978.
3. I enjoin all those concerned for compliance and cooperation to make the DAR-YCAP '78 a success.

Quezon City, February 7, 1978.

  
CONRADO F. ESTRELLA  
Secretary

Attachment:

Program Design, Schedule of Activities.

ROL/ecr

*for file as instructed*