



University of the Philippines Diliman
Office of the Vice-Chancellor for Academic Affairs
National Service Training Program (NSTP) Diliman Office

memorandum no. OVCAA-NSTP-DFQ 03-23

DATE: 31 January 2023

TO: **NSTP Coordinators**
NSTP Instructors

FROM: **Asst. Prof./Dennis F. Quilala**
Director, NSTP Diliman Office

SUBJECT: **Procedure of the Sangguniang Kabataan Officials' Application for Equivalency**

The **Sangguniang Kabataan (SK) officials enrolled in the Civic Welfare Training Service (CWTS) 2 classes may apply for equivalency.** This is according to the Joint Memorandum Circular Number 1, s. 2019, the 2021 Revised Implementing Rules and Regulations of Republic Act Number 9163 or the National Service Training Program Act, and Memorandum RAG 2022-22 (Implementation of the 2021 Implementing Rules and Regulations [2021 IRR] of the NSTP Law).

The procedure for the application for equivalency is as follows:

1. The SK official shall send an email to their CWTS 2 instructor requesting for equivalency. The email should include the following documents:
 - a. a copy of the SK official's oath of office;
 - b. a copy of the SK official's certificate of good standing;
 - c. a copy of the barangay's approved Annual Barangay Youth Investment Program (ABYIP); and
 - d. a copy of the SK official's terms of reference.
2. The CWTS 2 instructor shall assess whether the role of the applicant in the implementation of the ABYIP would be equivalent to the expected performance of a student in CWTS 2.
3. If the CWTS 2 instructor finds merit in the application, the instructor shall send an email to the applicant. The email should include the following elements:



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- a. The acceptance and approval of the application;
- b. Additional conditions for the application if any (e.g. that the applicant attends the class orientation, attends the culminating activity of the class, or the applicant presents their project in class);
- c. That the applicant should submit the following documents: written reports on the ABYIP-based activity and the documentation of that activity (photo/video) at the time required by the instructor. The written report should be signed by the Punong Barangay;
- d. That the applicant agrees to take his/her oath as reservist when his/her application is successful; and
- e. That the applicant replies and agrees to the conditions set in the email.

Note: The coordinator of the unit and the NSTP Diliman Office Director shall be cc'd in the emails.

4. When the applicant has met all the conditions, the instructor shall then input the numerical grade of the applicant in CRS.

The instructor and the coordinator should include a successful application in the accomplishment report of their unit.

cc: OVCAA
OUR
Deans
College Secretaries