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MEMORANDUM NO. OVCAA-BMP 16-188

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL HEADS OF NON-ACADEMIC UNITS
ALL FACULTY MEMBERS AND STAFF
ALL STUDENTS



FROM : BENITO M. PACHECO, Ph.D. †
Vice-Chancellor for Academic Affairs

SUBJECT : National Service Training Program (NSTP) Diliman:
Functions, Programs and Services

DATE : 30 June 2016

In line with the implementation of Executive Order No. PAEP 16-02 dated 26 April 2016 on the Reorganization of the UP Diliman Office of the Vice-Chancellor for Academic Affairs (OVCAA) as approved by the Board of Regents during its 1316th Meeting on 31 March 2016, we request dissemination of the following information pertaining to the National Service Training Program (NSTP) Diliman. At the same time we thank all the offices concerned for their full cooperation and support to the programs and services of the academic affairs offices.

Functions of NSTP Diliman

NSTP Diliman is a relatively new office transferred from the Office of the Chancellor / Office of the Vice-Chancellor for Student Affairs. As one of the eight (8) offices under the OVCAA (in Annex A Organizational Setup, Memorandum No. OVCAA-BMP 16-185), NSTP Diliman has the following main functions:

- a. "Tatak U.P. Diliman" NSTP: develop an NSTP that is unique to U.P. Diliman as a bastion of diverse knowledge, research and creative work, and that promotes service to the nation and people while complying with R.A. 9163 and its IRR;
- b. Harmonized Implementation: formulate structure and guidelines that recognize the extension work and public service of the various disciplines while aligning with the "Tatak U.P. Diliman" NSTP;
- c. Initiatives: develop and implement programs that encourage volunteerism among U.P. Diliman students including those who have completed the NSTP courses; and
- d. Projects and Activities: coordinate with and among academic units in the implementation, monitoring, and review of NSTP projects and activities.

Programs and Services of NSTP Diliman

With NSTP Diliman's transfer to OVCAA, its status has been upgraded from a unit headed by a coordinator to a full-fledged administrative and coordinating office headed by a director. This organizational change is intended to align NSTP Diliman's structure with its mandate and functions.

As it puts the new organizational structure into place, NSTP Diliman will also design and implement new programs and services that cover the gamut of its functions, in consultation with the academic units, the OVCAA, and other stakeholder offices. In the meantime, the office will continue to implement and enhance the following services:

- Ensuring the standard implementation of the NSTP Common Module;
- Coordinating with the different academic units in ensuring that supply of NSTP course offerings meets the demand;
- Development and implementation of programs that encourage volunteerism among U.P. Diliman students including those who have completed the NSTP courses;
- Establishment of the National Service Reserve Corps (NSRC) in UP Diliman;
- Coordinating with and among academic units in the implementation, monitoring, and review of their NSTP projects and activities;
- Processing of MOAs and MOUs between units offering NSTP and their partner organizations;
- Processing of NSTP-related budgetary requests;
- Processing of NSTP-related appointment papers;
- Conduct of NSTP faculty and facilitator orientation programs; and
- Processing of NSTP-related student appeals.

Other programs and services consistent with the functions of NSTP Diliman shall be announced from time to time.

Kindly also note the following contact details of NSTP Diliman:

- 📞 VOIP 4525
- ✉️ nstp.upd@up.edu.ph

Thank you.

cc: Chancellor, Dr. Michael L. Tan
All Vice-Chancellors
NSTP Diliman Director, Asst. Prof. John Erwin S. Bañez
NSTP Diliman Deputy Director for NSRC, Asst. Prof. Josefina C. Santos

