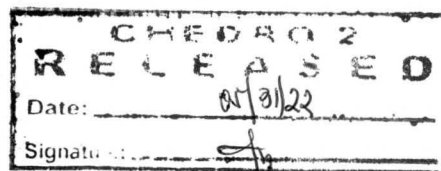




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region 02



REGIONAL MEMORANDUM

No. 166, Series 2022

FOR : PRESIDENTS/HEADS/OFFICERS-IN-CHARGE OF PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs) IN REGION 2

SUBJECT : SUBMISSION OF NATIONAL SERVICE TRAINING PROGRAM (NSTP) SUMMARY OF ENROLLMENT, LIST OF GRADUATES AND ANNUAL REPORT FOR AY 2019-2020 AND AY 2020-2021

DATE : MAY 30, 2022

In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994" and CHED Memorandum Order No. 27, s. 2015 entitled "Guidelines and Procedures on the Issuance of National Service Training Program (NSTP) Serial Numbers", this office requests the submission of the following for AY 2019-2020 and AY 2020-2021:

1. Summary of NSTP Enrollment and Graduates
2. List of Graduates of CWTS and LTS component with Serial Number
3. NSTP Annual Report

The printed copies of the report are to be submitted to this office on or before **June 15, 2022** while the softcopy in excel format may be emailed in advance to chedro2@ched.gov.ph and copy furnished fcordova@ched.gov.ph.

Attached are the templates for the Summary of NSTP Enrollment and Graduates, List of Graduates with Serial Number, and Annual Report for reference.

HEIs who have duly complied with the submission of all the abovementioned documents are no longer requested to comply with this directive.

For inquiries, kindly contact Mr. Francis Cordova at fcordova@ched.gov.ph or mobile number 0916-351-1475.

ATTY. MARCO CICERO F. DOMINGO
OIC-Director IV

Encl.: as stated

Kindly rate the delivery of our services through the link below:
Link: <http://bit.ly/CHEDRO2CSS>
Your response shall help us improve our systems and procedures so we can better serve you.
Thank you.

FDC_05272022

Name of HEI

Address

SUMMARY ON NUMBER OF ENROLLMENT AND GRADUATES OF NSTP

Academic Year _____

Classification		Enrollment																		Graduates					
		1st Sem						2nd Sem						Summer											
Private	Public	ROTC		CWTS		LTS		ROTC		CWTS		LTS		ROTC		CWTS		LTS		ROTC		CWTS		LTS	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F

Prepared by:

HEI NSTP Coordinator

Phone Number:

Certified correct:

President/Authorized representative

NATIONAL SERVICE TRAINING PROGRAM (NTSP) REGIONAL DATABASE

AY _____

[illegible]

Prepared by:

Certified Correct:

HEI Coordinator

President/Authorized Representative of HEI

Note:

1. NI stands for Not Indicated.
2. NA stands for Not Applicable.
3. Must be ALL CAPS.

NSTP Annual Report
AY _____

Region: 2

Name of Higher Education Instituion: _____

I. NSTP Graduates

Name of Graduate	NSTP Component	Serial Number
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

II. Programs, Projects and Activities Undertaken

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III. Financial Statement

A. Funds Collected
B. Funds Utilized

Prepared by:

NSTP Coordinator
Phone Number:

Noted by:

President/Head of HEI/Authorized Rep.