



DE LA SALLE UNIVERSITY– MANILA
Center for Social Concern and Action
Room 401, SPS Bldg., DLSU-Manila
2401 Taft Avenue, Manila



Dear Parents/Guardians,

Peace!

Your son/daughter is currently enrolled in either Religious Studies 3 or TREDTWO, courses on Christian Morality. Part of the course requirement is participating in the community service component for these subjects.

The **Community Service Program (CSP)** is a joint undertaking of the **Theology and Religious Education Department (TRED)** and the **Center for Social Concern and Action (COSCA)**. Under the program, your child shall render at least 12 hours of direct service work through COSCA's institutional partners, engaging with children (especially the youth-at-risk), the elderly, the sick, prison inmates, and endeavors promoting animal welfare and the environment, in Metro Manila and nearby areas.

We prepared this guidebook to provide you and your child program information, including policies and schedules. After reading the material, please fill out completely the enclosed **Letter of Permission** and ask your child to submit it to COSCA as soon as possible. It is our policy to secure this before officially endorsing students to their chosen areas of deployment. We assure you that we and our partners shall monitor the community service activities with diligence and concern, having your child's safety foremost in mind.

Thank you very much.

In St. La Salle,

Anne Katherine R. Galang
Coordinator
Relstri Community Service Program

Ginger B. De Guzman
Coordinator
Tredtwo Community Service Program

OVERVIEW

St. John Baptist de La Salle was deeply concerned about the plight of the disadvantaged people in his society. Moved by their conditions, he gave up all his wealth and opened primary schools for poor children. In all his schools, students and teachers were taught the Christian way of life, and the Lasallian spirituality.

This Lasallian spirituality of **faith, zeal, and communion in service** serves as the binding force of our Lasallian community, committing ourselves to a Christian education sensitive to the needs of others and the society as a whole. Ours is a Christian education that has a sense of our Filipino culture, and characterized by social awareness and involvement.

The **Community Service Program** provides students the opportunity to practice mature Christian morality and to internalize the Lasallian values towards being '*Christian Achievers for God and Country*'. Under this program, they shall encounter individuals in need, commune with them, and hopefully lead them to a recognition that each person is endowed with dignity and the ability to love and be loved, as social beings and children of God.

DESCRIPTION

The **CSP** is the service component of the subjects **Relstri and Tredtwo**. It is directly managed by COSCA, the University's social action arm, to provide enrichment to classroom learning and a venue to put faith into action.

OBJECTIVES

At the end of the program, the students should be able to:

1. Identify and explain issues & concerns encountered during the community service deployment;
2. Plan and implement a short-term project to partially respond to identified issues; and
3. Gain insight into the community service experience and relate this to social catholic teachings.

SCHEDULE OF ACTIVITIES

There are three phases of the CSP: pre-deployment, deployment and post-deployment. The matrix below presents the activities of each phase:

CSP Phases	Phase Description	Schedules
<i>Pre-Deployment</i>		
Classroom Orientation	Conducted at the start of the term during class hours, this session is scheduled with your TRED professor to provide policies, requirements and schedule of activities. A CSP guidebook shall be handed out to students during the session. Students are required to attend this general orientation. In cases when it is missed, students should attend make-up sessions.	Regular Orientation <i>TBA, class time</i> Make-Up, <i>University Break Hours Venue</i> <i>TBA</i> Sign-Ups for Blood Drive <i>During Classroom Orientation</i>

CSP Phases	Phase Description	Schedules
Blood Drive with the Philippine Blood Center	<p>Interested Relstri and Tredtwo students will be provided the opportunity to donate blood and interact with beneficiaries as their Community Service.</p> <p>Full credit shall be provided to students who have completed the process of donation, from screening to actual blood let.</p>	<p>Blood Letting Orientation, <i>Hours & Venue TBA</i></p> <p>Blood Drive, <i>Hours & Venue TBA</i></p>
Market Week	<p>This is the venue for students to obtain information on the various options for community service. During this period, students are supplied with a final listing of partner organizations, deployment areas, schedules, activities and slots.</p> <p>For Term 2, Relstri and Tredtwo students shall engage in a manual sign-up. They are required to sign up personally on a first come, first served basis.</p> <p>To confirm slots and enabled to engage in service, students shall accomplish and submit the following:</p> <p>A Covenant of Service filled up during sign-up day, specifying choice of center and schedules.</p> <p>A Letter of Permission (LP) signed by parent or guardian will be submitted to COSCA.</p>	<p>Tentative Schedules <i>Relstri - venue TBA</i> <i>Tredtwo - venue TBA</i></p> <p>Deadline of Covenant of Service <i>Students' Sign-Up Day</i></p> <p>Deadline of Letters of Permission (LP) <i>TBA @ COSCA;</i> <i>Facsimile to Center on the First Scheduled Visit</i></p>
<i>Deployment</i> General description		
Center Orientation	<p>The Center Orientation is usually a 3-hour session conducted by representatives of institutional partners to guide students during their service work, i.e. background information about the organization, the program students will work under, policies and guidelines.</p> <p>During the center orientation, students with the help of COSCA's facilitator and the representative of the institutional partner shall draw up an Activity Plan. The approved Activity Plan shall be the basis of evaluating student performance.</p> <p>Also during center orientation, an electronic group shall be set up to facilitate communication and information.</p> <p>The Center Orientation may either be in-campus or on-site, dependent upon arrangements with the Institutional Partner.</p>	<p>General Schedules <i>TBA</i> <i>Refer to Institutional Partner for Specific Schedules</i></p>

CSP Phases	Phase Description	Schedules
Service Proper	Relstri and Tredtwo students are expected to fulfill at least 7 hours of on-site, direct service work.	General Schedules <i>TBA</i> <i>Refer to Institutional Partner for Specific Schedules</i>
<i>Post-Deployment</i>		
Processing Session	<p>After the conduct of the service, students shall attend a group processing of their community service experience, to appraise their accomplishment and to relate their work with their religious course.</p> <p>A CSP Reflection Paper should be submitted electronically to the COSCA facilitator assigned to you (refer to your TRED professor and your Institutional Partner if they wish to be provided a copy of this).</p>	<p>General Schedule <i>TBA</i> <i>Refer to Institutional Partner for Specific Schedules</i></p> <p>Deadline of CSP Paper <i>3 days after scheduled processing session but not later than assigned date.</i></p>
Posting of Grades/Adjustment Period	Students' ratings shall be posted via the e-group created; any questions regarding grades may be addressed to the COSCA facilitators during this period.	TBA
Transmittal of Grades to TRED	The Relstri and TREDTwo CSP Coordinators shall transmit CSP ratings to the TRED professors.	TBA

POLICIES AND GUIDELINES ON DIRECT SERVICE

SUPPORT FROM COSCA

1. COSCA shall secure center placements for students in order to fulfill the service component of their TRED course.
2. COSCA shall assign a facilitator to handle classroom and center orientations, deployments and processing sessions. Students should communicate directly with the facilitator in the manner arranged during center orientation.

COMMUNITY-BASED ACTIVITIES

1. Students shall be endorsed and allowed to officially render community service after securing a slot during the Market Week and upon the submission of Letter of Permission.
2. COSCA's facilitator will be in charge of checking students' attendance, in cooperation with the Institutional Partner.
3. Students shall travel ***own their own*** to the areas of deployment. Commuting and use of public transport are encouraged as part of the experience. They may, however, travel together with their group mates.
4. Students may go to the area using their own vehicles provided they have their own drivers. They shall be responsible for the security of these vehicles.
5. Students are discouraged from bringing along other people who are not officially enrolled in the course (bodyguards, yayas, boyfriends, girlfriends, and friends).

DIRECT SERVICE ACTIVITIES AND RESOURCE MOBILIZATION

1. The direct service work may either be one-shot or a series of activities, dependent upon the nature of the project.
2. Students are expected to primarily provide **corporeal works**. As a function of project implementation, students may conduct resource mobilization with the following conditions:
 - a. That the resource generation is not made as a substitute for the community service
 - b. That it is **within the means and volition of the students**
 - c. That the resource generated is a result of planning and consultation with the institutional partner and the COSCA facilitator
3. In cases when institutional partners require fees as part of the community service, the students shall directly transact with the partner's Representative through official channels.
4. Resources generated by the students should be in the manner agreed on by COSCA and the partner, and should be directly forwarded by the students to the partner. COSCA shall not receive any resource from the students in the partner's behalf.

CSP ACCREDITATION

Involvement in some University activities led by COSCA may be credited to Direct Service Proper of the CSP. The accreditation criteria are as follows:

1. The student's involvement in the activity requested for accreditation must have been accomplished **one academic school year covering** the term it is applied for.
2. The student's involvement in the activity must be **in full**. Partial participation or incomplete attendance shall not be credited.
3. The student's involvement must be supported by an official certification for the activity.
4. The activity requested may only be credited once.

The following activities qualify for accreditation:

- A. For the Kids (FTK)
- B. Summer Immersion Program (SIP)
- C. Blood Donation

Other activities not listed above shall be subject to approval of the CSP Coordinator. The mechanics for accreditation are:

1. The student seeking accreditation shall submit to the CSP Coordinator a *fully accomplished* **Accreditation Request Form**. A photocopy of the **Certificate of Participation** must be attached.
2. The CSP Coordinator will review the request and inform the student within three working days through the My LaSalle account if the accreditation request is approved.
3. An approved request **covers only the Direct Service Proper** of the CSP. Accredited students shall still undergo a processing session with the CSP coordinator on _____ **(TBA)** at ____ a venue and time to be announced. Likewise, a CSP Report in the prescribed format shall be submitted about the accredited activity.
4. Disapproved requests will necessitate the student to sign-up during Market Week and undergo the Direct Service Proper.

POLICIES AND GUIDELINES ON DIRECT SERVICE

COMMUNICATION ARRANGEMENTS

Students should directly communicate with their assigned COSCA facilitator regarding CSP matters through the CSP e-group. The My LaSalle account shall be the primary means of students to send and receive messages.

ATTENDANCE AND TARDINESS

1. Per University Policy, a student is considered absent if he/she is not present within the first third fraction of the scheduled class time:
 - A. Beyond 20 minutes for a 60-minute class
 - B. Beyond 30 minutes for a 90-180 minute class
2. Absences that may be excused should be supported by the following documents:
 - A. Illness-Medical Certificate
 - B. Death in Immediate Family-Letter from Parent or Guardian
 - C. Participation in curricular/extra curricular activities – form letter from Dean of Student Affairs

Make up for excused absences will have no deductions

3. Unexcused absences will merit a corresponding deduction of .5 for every hour missed. For example, 12 hours = 4; make-up for 3 hours = 2.5.
4. It is the student's responsibility to arrange make-up work with partner institution and CSP Facilitator

SOURCES OF CSP GRADES

The CSP is an indispensable component of their TRED course. Hence, students must completely fulfill all the requirements of the CSP in order to pass. The student will be given a rate of **PASS** or **FAIL**. COSCA may also opt to provide the TRED faculty remarks to qualify the service rendered by the students.

The criteria for the Community Service Grade are the following:

- A. Attendance
- B. Participation
- C. Direct Service Project
- D. Community Service Report

COMMUNITY SERVICE REPORT FORMAT

The CSP paper is a group output. It should be submitted electronically through the e-group formed, no later than _____. The report should have the following:

FORMAT

Use 8.5 x 11" paper size, 1" margins on all sides. Use Arial 12 pt. font and double-spacing.

IDENTIFYING INFORMATION

Student's Full Name & ID Number

Relstri/Tredtwo Section and Faculty

COSCA Facilitator and Institutional Partner

PROJECT INFORMATION

In 4-5 paragraphs, discuss the features of the community service activity accomplished; specifically, the type of project, project site, beneficiaries, duration, and resources utilized. Write an account of your direct service experience, detailing how you spent your hours, including any challenge and concerns you encountered.

PERSONAL REFLECTIONS

What issues or concerns did you observe the project beneficiaries face?

Did the project you planned and implemented respond to the above concerns?

How can you relate the encounter with the theories, principles and concepts discussed in class?

How were you affected by the experience?

What changes can you do to promote the Lasallian values and contribute to genuine social development?

ATTACHMENTS

2-3 photographs documenting your community service; these should be able to show the student, in the venue and schedule of deployment. A copy of the Certificate of completion issued by the community Service Program Coordinator.

CONSULTATION

Students shall address their concerns primarily through the CSP facilitator assigned to handle deployment. In cases when there is a need to consult directly with COSCA, the procedures are:

1. Visit COSCA and fill out a **CSP Consultation Slip**. Our student volunteers and/or support staff will initially help you out.
2. COSCA's office hours are **Mondays-Fridays 8:00-12:00; 1:30-5:00; Saturdays 8:00-12:00**.
3. The CSP Coordinators' consultation hours are:

Ms. Kaye Galang Relstri CSP	Tuesdays 10-12:00; 2:00-4:00
Ms. Ginger De Guzman Tredtwo CSP	Wednesday 10-12:00; 2:00-4:00

EMERGENCY CASES

In case of any untoward incident, students should immediately inform their Area Coordinator and COSCA (5234143/5242611-26 local 147 or 417).

For immediate medical cases, proceed to the nearest hospital, or to the Manila Sanitarium in Pasay City.

DEPLOYMENT REMINDERS FOR THE STUDENTS

- Please come on time.
- Wear simple and modest clothing. No plunging necklines or sleeveless.
- Interact and make friends with other people in the center or community. Show your interest in their lives, but always remember to be sensitive in your interaction with them.
- Avoid making promises you might not be able to keep.
- Center are not “dating centers.”
- Do not bring valuables. Use cellular phones only for important calls.
- Respect center policies such as “no taking of pictures/videos”. Always remember to ask permission before using their facilities.
- Remember that your Community Service is an Official School Activity. All rules stipulated in the student handbook of DLSU-Manila will be applied.
- Inform your facilitator/coordinator immediately of any concerns. For any eventualities, emergencies, announcements, etc. always visit/inform COSCA.