

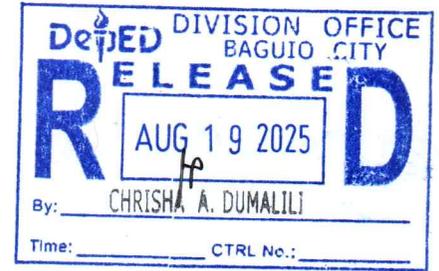


Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

August 19, 2025

DIVISION MEMORANDUM

No. 502-2025



To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Public Schools District Supervisors  
 Public Secondary School Heads  
 All CTP Coordinators

**REITERATION OF THE IMPLEMENTATION OF CITIZENSHIP TRAINING PROGRAM (CTP) IN GRADE 10**

- With reference to DepEd Order No. 21, s. 2019, titled "Policy Guidelines on the K to 12 Basic Education Program", this Office hereby enjoins all public and private secondary schools to implement the Citizenship Training Program (CTP) for Grade 10 learners for one (1) hour every week.
- To ensure the effective implementation of the program, Schools Division Offices (SDOs) are strongly advised to monitor its implementation and ensure that the guidelines are strictly complied with.
- The following are enclosed to provide guidance to the implementers:
  - Enclosure 1: Implementing Guidelines of the Citizenship Training Program;
  - Enclosure 2: Roles of the Stakeholders;
  - Enclosure 3: Program Competencies;
  - Enclosure 4: Citizenship Training Program (CTP) Rating Card; and
  - Enclosure 5: Monitoring and Evaluation Tool.
- The School Heads are advised to submit the name, designation and contact numbers of their respective CTP School Coordinators to the Schools Division Office of Baguio, through this link:  
<https://tinyurl.com/yk4b3bbc>
- All other provisions in the aforementioned memorandum, which are consistent with this issuance, shall remain in full force and effect.
- Immediate and wide dissemination of this memorandum is desired.

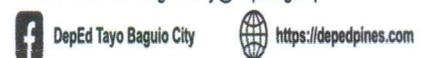
**SORAYA T. FACULO, PhD, CESO VI**  
 Schools Division Superintendent

For the Office of the Schools Division Superintendent

**NINO M. TIBANGAY**  
 Chief Education Supervisor  
 School Governance Operation Division



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*Enclosure 1*

**Implementing Guidelines of the Citizenship Training Program (CTP) for Public and Private Junior High School**

The Citizenship Training Program (CTP) is a restructuring of Citizens Army Training and Citizenship Advancement Training (CAT). It aims to enhance learners' social responsibility and commitment to the development of their communities. It also intends to develop their abilities to uphold law and order as they actively lead and participate in activities and projects for community development, and assist the government especially in times of emergency. It shall be a separate learning area in Grade 10.

The CTP has two components:

**Basic Leadership** provides learning opportunities to gain knowledge, skills, and understanding on the rights and duties of citizens, and on military orientation with emphasis on leadership, followership, and personal discipline.

**Public Safety** provides basic knowledge of and skills development in public safety, and prepare students for emergencies. It encompasses all programs and activities that contribute to the maintenance of peace and order, promote public health and safety and Disaster Risk Reduction Management (DRRM), and encourage observance of and compliance to laws.

**1. Basic Requirements**

- 1.1 The Program is a requirement for graduation for all Grade 10 learners in both public and private Junior High Schools.
- 1.2 The minimum requirement for the course shall be completion of the two (2) program components in a school year.
- 1.3 A "Passed" rating shall be a requirement for eligibility in the selection of honor students.
- 1.4 The teacher-facilitator shall issue a CTP Rating Card to the student within two weeks upon completion of the program requirements.

**2. Coordinatorship and Function**

- 2.1 The Regional Supervisor of MAPEH shall serve as the regional coordinator for CTP, and shall monitor the activities of CTP in the regional level.
- 2.2 The Division Supervisors in MAPEH shall be designated as the division coordinator. They shall monitor the implementation of CTP at the division level, and shall submit periodic reports to the Regional Coordinator.



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2.3 The MAPEH Department Head shall be designated as the school CTP coordinator. He/She shall supervise the teacher-facilitators in the implementation of CTP and shall submit periodic reports to the division supervisor on the activities conducted.

**3. Rating System**

3.1 CTP shall be a separate learning area of MAPEH subject. It shall be rated on a **Pass – Fail** basis. The composition of the student’s grade shall be reflected in the class record of the teacher using the following criteria as basis for passing or failing:

Periodic Test	25%
Quizzes	10%
Participation/Performance	40%
Output/Project	25%
<b>Total</b>	<b>100%</b>

3.2 There shall be a rating for CTP in every quarter within the school year and shall be reflected in the CTP Rating Card.

3.3 CTP Rating Card shall be attached in the learner’s Report Card at the end of the school year.

**4. Medium of Instruction**

English may be used as the medium of instruction during classes.

**5. Time Allotment**

The program shall be offered once a week for sixty (60) minutes.

**6. Uniform**

Proper school attire as provided in DepEd Order No. 46, s. 2008 shall be used and **no** other uniform like fatigue and combat shoes shall be required. Learners can still wear their existing school or Physical Education (PE) uniforms, if they so desire.

**7. Teaching Load**

The teaching load of the teacher-facilitators in the program shall follow the provisions in item No. 7 of DepEd Order No. 43, s. 2002, titled “The 2002 Basic Education Curriculum” dated August 29, 2002. One class hour is equivalent to one teaching load.





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*Enclosure 2*

**Role of Stakeholders**

**1. Barangay Chairman**

- 1.1 Facilitate the conduct of community service activities of the students at the barangay level:
  - 1.1.1 Designate Purok Leaders who will coordinate the activities in their respective areas and will ensure students' safety and security.
  - 1.1.2 Facilitate the provision of medical assistance through the barangay health center in case of emergency.
- 1.2 Plan with the teacher-facilitators and the school head the activities to be undertaken by the students in the community, the time frame required, the arrangements to be made, and the people in the community who will be involved.
- 1.3 Assist in monitoring the implementation of CTP at the barangay level and provide feedback to the school head and teacher-facilitators.

**2. School Head / MAPEH Department Head**

- 2.1 Designate the CTP teacher-facilitators.
- 2.2 Assist the teacher-facilitators in the implementation of Citizenship Training Program (CTP).
- 2.3 Coordinate with the barangay chairman the community activities of the students.
- 2.4 Plan with the teacher-facilitators and the barangay chairman the activities to be undertaken by the students in the community, the time frame required, the arrangements to be made and the people in the community who may be involved in CTP.
- 2.5 Monitor and evaluate the implementation of the program.

**3. Teacher-Facilitators**

- 3.1 Implement the program in coordination with the school head and in collaboration of the Barangay Chairman.
- 3.2 Supervise the community service activities in coordination with the Barangay Chairman and the purok leader.
- 3.3 Plan the activities to be undertaken by the students in consultation with other CTP teacher-facilitators of the school and present this to the school head and Barangay Chairman.
- 3.4 Implement teaching-learning activities.



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Enclosure 3

**PROGRAM COMPETENCIES**  
**(Citizenship Training Program)**

At the end of the program, the student shall have developed the following competencies:

**1. BASIC LEADERSHIP**

Learning Competencies	Content Outline
<i>First Quarter</i>	
1. Demonstrate desirable attitudes and characteristics of a good Filipino citizen at all times: 1.1 Discuss the meaning and importance of good citizenship 1.2 Relate how good citizenship contributes to the progress of a country 1.3 Show respect and reverence to elders, persons in authority, and other people in the society 1.4 Practice punctuality and promptness at all times 1.5 Advocate obedience and cooperation in the school and in the community 1.6 Discuss ways by which citizen should manifest patriotism and loyalty to his/her country 1.7 Explain how courage and bravery characterize a true Filipino soldier and citizen	1. Good Citizenship 1.1 Respect and reverence 1.2 Punctuality and promptness 1.3 Obedience 1.4 Cooperation 1.5 Patriotism and loyalty 1.6 Respect for the Philippine National Flag and National Anthem 1.7 Courage and bravery 1.8 Honesty and integrity
2. Perform the duties and obligations of a citizen as required by the Constitution	2. Duties and Obligations of a Citizen (as required by the Constitution)
<i>Second Quarter</i>	
3. Demonstrate understanding and appreciation of the various aspects of leadership in the country. 3.1 Discuss how courtesy and discipline are being applied in both civilian and military. 3.2 Observe courtesy and discipline before persons/agents in	3. Basic Leadership Concepts 3.1 Courtesy and discipline 3.2 Salute 3.3 Respect to flag 3.4 Agents of discipline in the Community 3.5 Basic leadership traits



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<p>authority, elders, and other people in the community.</p> <p>3.3 Explain basic concepts of Leadership in the Philippines</p>	
<p>4. Demonstrate proper execution of positions, facing, steps, and marching without arms (rifle)</p> <p>4.1 Explain the proper ways of executing position of attention, facings, steps, and marching without arms</p> <p>4.2 Assess the correctness of executing position of attention, facings, steps, and marching without arms</p>	<p>4. School of the soldier without arms</p> <p>4.1 Position of attention</p> <p>4.2 Facings, steps, and marching</p>

**2. PUBLIC SAFETY**

Learning Competencies	Content Outline
<i>Third Quarter</i>	
<p>1. Demonstrate commitment to the enforcement of community or barangay and municipality.</p> <p>1.1 Discuss the importance of ordinances to the people in the community.</p> <p>1.2 Explain some important ordinances in the community.</p> <p>1.3 Analyze which ordinances in the community are being enforced successfully and which are being violated most often.</p> <p>1.4 Design a plan of action to assist the barangay council in enforcing those ordinances that are violated most often.</p> <p>1.5 Recommend to the barangay council priority ordinances.</p>	<p>1. Community Ordinances</p>
<p>2. Demonstrate active participation in the community prevention of crime in their community.</p> <p>2.1 Identify the major criminal offenses in the community.</p> <p>2.2 Discuss the possible causes of the problem.</p>	<p>2. Crime Prevention</p> <p>2.1 Campaign against crime</p>



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<p>2.3 Analyze the most common offenses committed in the community.</p> <p>2.4 Compare crime rate in the community over a certain period of time.</p>	
<i>Fourth Quarter</i>	
<p>3. Demonstrate readiness and desire to assist victims in times of emergency.</p> <p>3.1 Analyze the major causes of fire.</p> <p>3.2 Explain how fire can be prevented.</p> <p>3.3 Suggest ways of ensuring public safety in the event of fire, earthquake, tsunami, typhoon or flood.</p> <p>3.4 Discuss emergency measures during and after an earthquake.</p> <p>3.5 List things to be prepared in the event of an evacuation.</p> <p>3.6 Explain the usual signs of an oncoming tsunami.</p>	<p>3. Disaster preparedness and assistance</p> <p>3.1 Fire safety and fire prevention</p> <p>3.2 Earthquake</p> <p>3.3 Tsunami</p> <p>3.4 Typhoon and flood</p> <p>3.5 Disaster preparedness program</p> <p>3.6 Disaster relief</p>
<p>4. Demonstrate knowledge and skills in first aid during period of emergency.</p> <p>4.1 Review the necessary knowledge and skills on first aid appropriate for the victim in any emergency situation.</p> <p>4.2 Perform proper procedures in giving first aid to victims of any emergency situation.</p> <p>4.3 Apply the proper use of bandage and dressing.</p> <p>4.4 Apply the appropriate technique in lifting and moving the victim from danger to a safe place.</p>	<p>4. Review and application of first aid</p> <p>4.1 Examination of victims</p> <p>4.2 Bandaging and dressing</p> <p>4.3 Lifting and moving of victims</p>



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Enclosure 4

**SAMPLE CITIZENSHIP TRAINING PROGRAM (CTP) CARD**

School Logo  
 Name of School  
 Schools Division Office

**CITIZENHIP TRAINING PROGRAM RATING CARD**  
 School Year: \_\_\_\_\_

Name \_\_\_\_\_ LRN \_\_\_\_\_  
 Year and Section \_\_\_\_\_ Sex \_\_\_\_\_

First Quarter Rating	Second Quarter Rating	Third Quarter Rating	Fourth Quarter Rating	Final Rating

*Note: The rating shall be **Passed** or **Failed** only.*

\_\_\_\_\_  
 (Name and Signature of CTP Teacher)      (Name and Signature of School CTP Coordinator)

\_\_\_\_\_  
 (Name and Signature of School Head)



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Enclosure 5

**MONITORING AND EVALUATION TOOL IN THE IMPLEMENTATION OF  
 CITIZENSHIP TRAINING PROGRAM (CTP) FOR GRADE 10**

**Objective:** To gather data on the status implementation of the implementers of Citizenship Training Program.

**I. PROFILE**

Division: \_\_\_\_\_ District: \_\_\_\_\_  
 School: \_\_\_\_\_ School ID: \_\_\_\_\_  
 School Head: \_\_\_\_\_ Contact No. of School Head: \_\_\_\_\_  
 School CTP Coordinator: \_\_\_\_\_ CTP Teacher: \_\_\_\_\_

**II. IMPLEMENTATION OF CTP**

Indicators	Evident	Not Evident	Observations
<b>A. Program Implementation</b>			
Organizational structure of Citizenship Training Program.			
Memorandum of Agreement (MoA) with Barangay Chairman on the conduct of community service activities of the students at the barangay level.			
Class Program indicating the inclusion of CTP for Grade 10			
Teachers Program indicating the sections handled by CTP teachers			
Uses the Program Competencies for Citizenship Training Program based on DepEd Order No. 21, s 2019.			
<b>B. Learning Resource</b>			
Developed contextualized learning materials/improvisation of learning resources.			
References such as: <ul style="list-style-type: none"> <li>➤ 1987 Philippine Constitution</li> <li>➤ Copy of Republic Act 8491 "Flag and Heraldic Code of the Philippines"</li> <li>➤ Learning Materials or references promoting patriotism and nationalism</li> <li>➤ List and copies of ordinances in the province, municipality and barangay.</li> <li>➤ Learning materials on disaster risk reduction and management and first aid.</li> </ul>			



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**III. FINDINGS AND RECOMMENDATIONS**

Findings	Recommendations

Monitored by:

\_\_\_\_\_  
 Division CTP Coordinator

Conforme:

\_\_\_\_\_  
 School CTP Coordinator

\_\_\_\_\_  
 School Head

Date: \_\_\_\_\_