



Cordillera Career Development College

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AYOWAN PROGRAM FOR STUDENTS (AYOWAN)

I. INTRODUCTION

Ayowan, a local term, means “care”, the provision of what is necessary for the health, welfare, maintenance, and protection of someone or something¹.

The academic community is confronted with a complex scenario of students’ lives. The behavioral and scholastic performance of the students manifest sorts of dilemmas and difficulties that call for attention and intervention. Academic difficulty includes those in reading, comprehension, and mathematical operations and students’ poor academic performance in general. Behavioral dilemmas are manifested in the forms of inattention, social withdrawal, and absenteeism. Incidents of bullying also occur on school campuses and at a more complex level, mental health issues, suicidal cases, and domestic violence have been reported among children and the youth.

While these happen, there are individuals who are willing to extend help to the young. Honed by their personal experiences, educational background, reputation, and commitment, these individuals, teaching or non-teaching employees of CCDC, can be the providers of *ayowan* services. This program shall cover students in the Basic Education to the tertiary level.

II. INTENDED OUTCOMES:

1. Have a pool of *ayowan volunteers* to provide such services which includes:
 - a. Reading and comprehension tutorial
 - b. Math tutorial
 - c. Academic counseling services
 - d. Talk therapy sessions
 - e. Facilitated guardian/parent and student sessions
 - f. Guardian/parent academic information services
 - g. Other forms of services that support the intent of this program such as monitoring and follow-up services, spiritual support, and the like.
2. Reduction in the number of potential drop-outs.
3. Reduction in the absenteeism of students catered into the *ayowan* program.
4. Protection of students catered to *ayowan* program who are vulnerable to domestic violence.
5. Improvement in the reading competencies of tutored students.
6. Improvement in the comprehension competencies of tutored students.
7. Improvement in the mathematical literacy of tutored students.
8. Improvement in the general schooling experiences and scholastic performance of students catered to in the program.

¹ Oxford Languages Dictionary.

III. AYOWAN SERVICES DESCRIPTION

1. Reading and comprehension tutorial
This service shall cater to students who manifest reading difficulties and can be improved through tutorial sessions after assessment by teachers concerned.
2. Math tutorial
This tutorial shall cater to students who lack mathematical competencies in their respective grade/year levels and teaching of perceived pre-requisite mathematical competencies is the intervention.
3. Academic counseling services
This service shall provide time with students to unlock their understanding of the academic engagements they are in, confirm their positive courses of action, elaborate to them the principles for academic success, and guide them on their study habits and everyday experiences in school.
4. Talk therapy sessions
This service shall provide a listening time for students who need someone to talk to and to feel assured that they are understood; thus, helping the student to gain emotional relief.
5. Facilitated guardian/parent and student sessions
This service shall cater to both guardian/parent and student in order to provide possibilities of resolving issues that may be detrimental to the academic progress of the student.
6. Guardian/parent academic information services
This service shall provide information to the guardian/parent on the realities of schooling for them to have better appreciation of the support that can be extended to their child/ward for a more promising scholastic and behavioral performance.
7. Other forms of services that support the intent of this program such as monitoring and follow-up services, spiritual support, and the like.

Any other services that are supportive of the intent of *ayowan program* can be provided, such as spiritual support, monitoring and follow-up; appropriate actions on feedback; and the like.

NOTE:

Gender sensitive individual and group counseling shall be provided by a licensed counselor² xxx.

IV. MECHANISM/PROCEDURE/PROCESS

1. The *ayowan volunteers service providers (Ayowan VSPs)* shall be pooled through an *AYOWAN PROGRAM VOLUNTEERSHIP FORM* that will be accomplished by the prospective volunteer. The Form will be available at SDO/GO and the offices of the deans, department heads, Basic Education program coordinators for information dissemination to their respective staff.
2. The accomplished forms will be transmitted to the *ayowan* focal person (FP) who will come up with the list of *ayowan volunteers* every semester.
3. The FP will share the list of volunteers to SDO/GO as reference.

² CHED Memorandum Order No. 9, s. 2013.

4. Processes

4.1. Referral for the delivery of *ayowan* services

This *ayowan* program is in partnership with the Student Development Office/Guidance Office.

- a. A pupil or student who needs the services in the *ayowan* program shall be referred by the teacher/instructor or dean/coordinator to SDO.
- b. The SDO shall conduct an intake interview, prepare an intake report, and coordinate with the *ayowan* focal person (FP) for the identification of the *ayowan* volunteer service provider (VSP).
- c. The SDO or FP shall transmit the accomplished General Intake Sheet and Referral Form (GISR Form) to the identified VSP.
- d. The VSP may utilize the official call slip, in coordination with SDO, in calling the referred student to him/her.
- e. The FP shall maintain a summary record of referrals to VSPs.
- f. The FP shall follow through the progress and terminal results of the *ayowan* service provided to the pupil/student by the VSP.
- g. At the termination of the service, the VSP shall indicate his/her Terminal Report on page 2 of the GISR Form and transmit it to the FP or SDO as part of the student's record.
- h. The FP, in collaboration with SDO, shall provide reports/feedback to the President about the progress of the Program on a monthly basis.

4.2. Transmittal of reports to Community Extension Coordinator (CEC)

The FP shall furnish the CEC with reports pertaining to the services provided by *ayowan* volunteers as part of the school's community extension program. This will be done at the end of the semester.

4.3. Transmittal of list of *ayowan* volunteers to HRD

The FP shall furnish HRD with an updated list of *ayowan* service providers every semester.

V. DUTIES OF AYOWAN VOLUNTEERS

1. To accomplish the *Ayowan Program Volunteership Form* (see attached).
2. To maintain confidentiality of information from students or guardian/parent or any student and guardian/parent profiles that have come to his/her knowledge through the *ayowan* program.
3. To strive to know feedback or result of the service that he/she performed for the students or guardian/parents catered to in the *ayowan* program and to do prompt actions in order to promote the intent of the program.
4. To give feedback to the dean, program coordinator, the SDO, or to the *ayowan* focal person for any appropriate or further action.
5. To participate in assessing the success of *ayowan* program and in planning discussions to further improve the program.

VI. VENUE

1. Tutorial venues shall be provided in the department.
2. Dialogue with students or guardians/parents shall be at the department's office where confidentiality and privacy are provided or at the Guidance Office counseling room.

Any dialogue with the student or guardian/parent in the conduct of *ayowan* services program by the volunteers shall be done in-campus at the appropriate venues above-mentioned. In no case shall a dialogue be done out-campus except during a home visit, if ever done.

NOTE: While the rendition of service in this program is on a voluntary basis, the Administration, on its discretion, may provide commendation or merits to volunteers in order to reinforce acts of service for the common good.

Approved on April 19, 2023
during a meeting called by the
President.

Launched on April 26, 2023 at
9:00 a.m. at CCDC Gym.

Documentation by:

Abigail T. Bersamin
Focal Person

Updated as of 31 July 2023

AYOWAN PROGRAM VOLUNTEERSHIP FORM

Date: _____

Name of Volunteer: _____

Department: _____ Contact No. _____

Service/s to render:
(Pls. tick what applies to you)

- ☐ **Reading and comprehension tutorial**
This service shall cater to students who manifest reading difficulties and can be improved through tutorial sessions after assessment by teachers concerned.
- ☐ **Math tutorial**
This tutorial shall cater to students who lack mathematical competencies in their respective grade/year levels and teaching of perceived pre-requisite mathematical competencies is the intervention.
- ☐ **Academic counseling services**
This service shall provide time with students to unlock their understanding of the academic engagements they are in, confirm their positive courses of action, elaborate to them the principles for academic success, and guide them on their study habits and everyday experiences in school.
- ☐ **Talk therapy sessions**
This service shall provide a listening time for students who need someone to talk to and to feel assured that they are understood; thus, helping the student to gain emotional relief.
- ☐ **Facilitated guardian/parent and student sessions**
This service shall cater to both guardian/parent and student in order to provide possibilities of resolving issues that may be detrimental to the academic progress of the student.
- ☐ **Guardian/parent academic information services**
This service shall provide information to the guardian/parent on the realities of schooling for them to have better appreciation of the support that can be extended to their child/ward for a more promising scholastic and behavioral performance.
- ☐ **Other forms of services**
Any other services that are supportive of the intent of *ayowan program* can be provided, such as spiritual support, monitoring and follow-up; appropriate actions on feedback; and the like.
Please specify: _____

- Duties of *Ayowan Volunteers*:
1. To accomplish the *Ayowan Program Volunteership Form* (This Form).
 2. To maintain confidentiality of information from students or guardian/parent or any student and guardian/parent profiles that have come to his/her knowledge through the *ayowan program*.
 3. To strive to know feedback or progress of the service that he/she is providing and to do prompt actions in order to promote the intent of the program.
 4. To give a terminal report as to the results of the services that he/she provided.
 5. To participate in assessing the success of *ayowan program* and in discussions to further improve the program.

Signature above printed name

