

# The DBSM 84 Batch Support System

**Mission:** The DBSM84 Batch Support System, based on the ideals of our Alma Mater, seeks to enhance the well-being of each and every member through effective linkages and programs created to address the needs of its members.

**Vision:** The DBSM84 Batch Support System sees itself as a catalyst for social change where its members are the servant-leaders of society living a fulfilling life while serving one another.

**Goal:** To link those in need with those who can assist address the need.

**Objective:** To create an effective system of linkages and the necessary organization to carry out its objective.

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## 1.1 Why the Batch Support System?

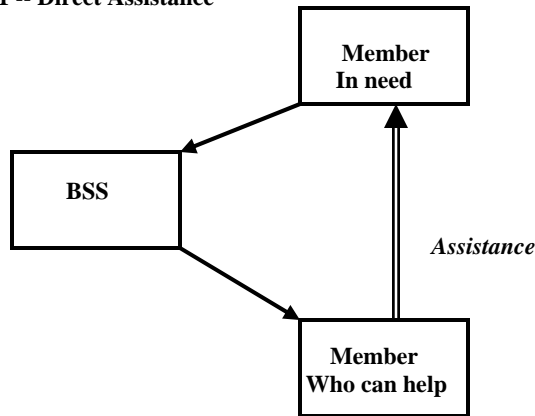
Each and every person has needs, now or in the future. Some needs can readily be addressed by the person concerned without any assistance from other people. Other needs cannot. This is where the Batch Support System comes in.

## 1.2 The DBSM84 Batch Support System Plan of Action:

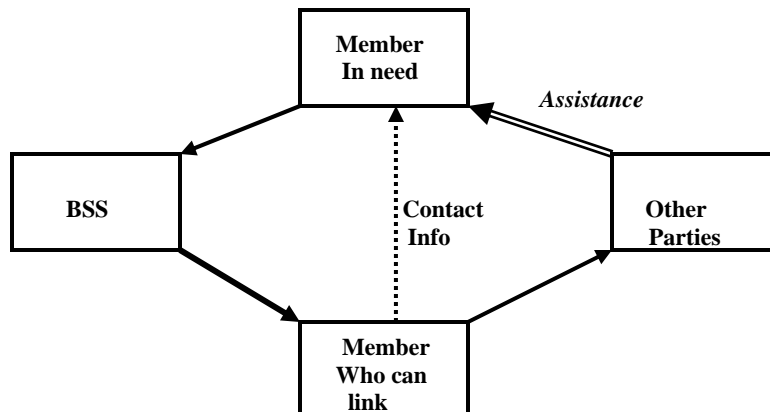
The DBSM84 Batch Support System has been envisioned to ensure and enhance the well-being of its members. Primarily, the BSS shall create and implement a system of linkages to connect those members who require assistance to those members who can either provide the assistance (direct assistance – Fig. 1.2.1) or the necessary linkages to address those requirements (indirect assistance – Fig 1.2.2).

The basic premise is for a certain member who has certain requirements to solicit from the database, through the **Custodian of the Database**, the members (and later on, organizations) who would be in the best position to assist him or to link him with other persons who can assist him.

**Fig. 1.2.1 -- Direct Assistance**



**Fig. 1.2.2 -- Indirect Assistance**



### **1.3 Requirements for The Implementation of the BSS:**

#### **1.3.1. The DBSM84 Council**

The success of the BSS is contingent upon an implementing arm, that is, a body to carry out its goals and objectives. As such, the DBSM84 hereby creates an **interim body** to initially organize the creation of the BSS. This body shall be known as the **DBSM84 Council**. It shall be composed of a **President**, a **Vice-President for Internal Affairs**, **Vice-President for External Affairs**, a **Secretary** and a **Treasurer**. Should the need for other officers or committees later on be required, such would be created by the Council. The Primary Duties and Responsibilities of the Council are detailed in *Sec. 5.1.1*. On its 19<sup>th</sup> Homecoming Celebrations on December 29, 2003, the DBSM84 Council shall be elected by the General Membership present. Guidelines for the elections of the officers are detailed in *Sec. 5.1.2*.

#### **1.3.2 The DBSM84 Data Base (Internal)**

The DBSM84 Council is hereby tasked to create an efficient and effective data base of all its members and therein specify what type(s) of assistance each member can provide. To make this system work, each and every member must submit a filled-up questionnaire, therein containing his personal contact information, educational data and field(s) of expertise, professional data which includes membership in clubs and organizations, a list of his other skills, talents and abilities and other pertinent information that could be utilized by the Council to determine a member's areas of assistance. The information given shall be treated with the strictest of confidence. Details on **The Questionnaire** are contained in *Sec 5.1.3*. All members of DBSM84 shall fill-up The Questionnaire and submit the same to the Secretary of the Council within thirty (30) days from receipt thereof. All DBSM84 members residing abroad may submit their items on-line directly to the Moderator of the E-Group or the Secretary of the Council.

All these information shall be collated and a workable database created for effective and easy access. The **Council Secretary** is hereby tasked to create and head a committee (**Internal Affairs Committee**) for the purpose of collating and sorting the information, and assign a bona-fide member(s) to create, design and implement the Internal Database. Upon completion of the Database, the Secretary shall endorse the database to the council and the **VP Internal** is hereby tasked to act as the **Custodian of the Internal Database**. The **Secretary of the Council** shall act as the **Deputy Custodian**. All requests for assistance involving the Internal Database shall be coursed through the **Custodian of the Database**.

#### **1.3.3 The DBSM84 Database (External)**

The DBSM84 Council is hereby tasked to create an efficient and effective data base of all pertinent and relevant persons, companies, or organizations that the Council feels might cater to the needs and requirements of the General Membership, now and in the future. **This is likewise a possible avenue for external sources of funding for the BSS**. The **VP External** is hereby tasked to be the **Custodian of the External Database**. The **Treasurer of the Council** shall act as **Deputy Custodian**. The VP Internal shall **closely coordinate** with the VP External all requests for assistance, so that in the event that the possible assistance can be had through the links contained in the External Database, the VP External may so act accordingly.

Moreover, the Secondary purpose of the External Database is to facilitate the implementation of the **DBSM84 Outreach Program** (See *Sec. 2.1.4*). As such, the **VP External** is hereby tasked to create and head a committee (**External Affairs Committee**) to carry out the projects assigned to it. Likewise, **Organizational Linkages** (See *Sec. 2.1.5*) shall be developed through the External Database.

#### **1.3.4 Funding Requirements**

Basically, the requirements for the initial operations of the BSS has been estimated be a little under P60,000 in its first year of operations (fiscal year 2004 beginning 01 January 2004 and ending 31 December 2004). See *Sec. 2.2* for details. The scheduled projects of the BSS are outlined in *Sec. 2.1*.

Thus, the DBSM84 Council is hereby tasked, immediately upon its election, to create, design and implement an efficient and cost-effective method for raising funds. The Treasurer is hereby tasked to spearhead this effort and a Committee (the **Finance Committee**) is hereby created and shall recommend to the Council whatever programs and projects it shall come up with and determine as viable.

## **2.0 The DBSM84 Batch Support System: Projects and Funding Requirements**

In order for the projects of the BSS to be financially viable, a schedule of implementation of the projects is hereby endorsed. Moreover, should funds be immediately made **available**, and the funding level deemed **sustainable**, the DBSM84 Council may so decide to **accelerate the implementation** of the other projects. Otherwise, the projects may accordingly be downgraded or postponed. The following projects are hereby endorsed for approval by the General Membership.

### **2.1 The Programs and Projects of DBSM84 BSS**

#### **2.1.1 Employment Linkages.**

*Target Date of Implementation: 1<sup>st</sup> Quarter of Year 1 of the BSS ( Jan – March 2004).* This program shall be the direct recipient of the two active databases of DBSM84. Members who have job openings in their respective areas, companies, organizations are strongly encouraged to submit the job openings to the Custodian of the Database. Likewise, members desiring new employment may consult the Custodian of the Database for job openings.

#### **2.1.2 Information and Services Linkages**

*Target Date of Implementation: 1<sup>st</sup> Quarter of Year 1 of the BSS (Jan. – March 2004).* This program is designed to link those who need information or services, such as technical information or advice, research information, contact information, legal services, medical/dental services, or perhaps business consultancy services requirements, requests for business contacts, markets, or customers, or whatever it is (provided it is within the confines of the law), to those who can provide or help provide the same. The BSS shall likewise link the member in need to other persons or organizations as it may deem fit and necessary.

#### **2.1.3 Emergency Medical Assistance Program (EMAP)**

*Target Date of Implementation: 2<sup>nd</sup> Quarter of Year 1 of the BSS (April – June 2004).*

The **EMAP** is designed to assist members who, or whose immediate family member, face a medical emergency. The maximum amount availed shall however be pegged and a limited number of recipients considered due to funding considerations. Likewise, a repayment scheme shall be developed to ensure that the integrity of the funds can not be compromised.

#### **2.1.4 DBSM84 Outreach Program (DOP)**

*Target Date of Implementation: 3<sup>rd</sup> Quarter of Year 1 of the BSS (June – Aug. 2004).*

The **DOP** is meant to actively involve members in worthwhile socio-civic programs. The DOP is meant to compliment the External Sourcing of Funds (see Sec. 3.2.1). As an example, the BSS can do outreach projects in areas where *prospective donors* hold office and whose constituents will directly benefit from the project. Likewise, the DOP will give the DBSM84 members a chance to closely inter-act with each other. Thus, this becomes the testing ground for the creation of the Foundation. The VP External shall head the DOP and is hereby tasked to formulate relevant, affordable and logistically permissible programs.

#### **2.1.5 DBSM84 Organizational Linkages (DOL)**

*Target Date of Implementation: 3<sup>rd</sup> Quarter of Year 1 of the BSS (June – Aug. 2004).*

Under the leadership of the VP External, the BSS shall establish links with persons, clubs, organizations, foundations, institutions, companies or government entities (whose pertinent information are contained in the DBSM84 External Database) in order to achieve its goals and objectives. As mentioned previously, these entities may become avenues or channels for **External Sources of funding**. Moreover, the BSS shall support these organizations in whatever way it can. Initially, the BSS may link up with the Altiora Quaero Foundation, Inc., the Don Bosco Alumni Association and its other Chapters and perhaps local government entities.

#### **2.1.6 Livelihood Financial Assistance Program (LFAP)**

*Target Date of Implementation: Year 2 of the BSS (2005).*

This program is designed to financially assist (*partial monetary assistance*) those members who wish to embark on entrepreneurial or livelihood projects. The maximum amount that can be availed of shall however be set and a repayment scheme developed. The number of recipients shall likewise be set. All applications for the LFAP shall be evaluated by the Finance Committee, endorsed by the Treasurer and approved by the President of the Council.

#### **2.1.7 Member Education Assistance Program (MEAP)**

*Target Date of Implementation: Year 3 of the BSS (2006).*

This is a “Study now, pay somehow” program. All members of DBSM84 who desire to **complete their college education or pursue technical, vocational, or skills upgrading education** and who financially and academically qualify (based on certain criteria hereinafter set forth by the Internal Affairs Committee and approved by the Council) may avail of this program. Due to funding considerations, the maximum amount of assistance shall be pegged, the

number of recipients limited and a repayment scheme developed. The Finance Committee shall evaluate all applications for the MEAP.

### **2.1.8 Incorporation of the DBSM84 Foundation, Inc. (The Foundation)**

*Target Date of Implementation: Year 4 of the BSS (2007).*

Should the BSS succeed in achieving its goals and the members of DBSM84 so decide, the DBSM84 Foundation, Inc. shall be created. All the projects and programs of the BSS shall be continued by the Foundation and all its funds shall accrue to the same. All members of DBSM84 are automatically considered as members of the Foundation.

### **2.1.9 Member Dependent Scholarship Program (MDSP)**

*Target Date of Implementation: Year 5 of the BSS or Year 2 of the Foundation (2007).*

This is a "Study Now, Pay Later" program. All members of DBSM84 whose children desire to pursue college education or technical, vocational, or skills upgrading education, who financially qualify, and whose children academically qualify, may avail of this program. This, however, is a partial assistance program. The maximum amount of assistance shall be pegged and the number of recipients limited. Likewise, a repayment scheme shall be developed and implemented.

### **2.1.10 Other Programs and Projects**

*Target Date of Implementation: Year 6 of the BSS or Year 3 of the Foundation (2008).*

All other projects and programs of the BSS (or the Foundation) shall be phased-in on year 6 of the BSS or year 3 of the Foundation. The Board of Trustees of the Foundation, together with its Executive Committee, shall draw up new, effective and relevant policies to fully implement the programs of the Foundation and ensure the realization of its primary mission and vision. For an outline of other future projects until Year 15, please refer to Sec. 3.4.

## **2.2 Projected Financial Requirements**

The figures contained herein were based on possible prevailing averages that were deemed reasonable. These figures will in no way constrain the DBSM84 Council from setting its own financial parameters when and as they so decide. All figures are in Philippine Pesos. Income projections, cash flow projections are not included here. The Finance Committee is hereby tasked to create the same.

### **2.2.1 Year One of the BSS (January 1, 2004 – December 31, 2004)**

<b>Operations</b>	2,000/month	12 months	<b>24,000.00</b>
<b>EMAP</b>	2,500/recipient	10 recipients	<b>25,000.00</b>
<b>DOP</b>	2,000/project	1 project	<b>2,000.00</b>
<b>Contingency</b>	Approx. 10% of Subtotal		<b>5,000.00</b>

**Grand Total** **56,000.00**

### **2.2.2 Year Two of the BSS (January 1, 2005 – December 31, 2005)**

<b>Operations</b>	2,000/month	12 months	<b>24,000.00</b>
<b>EMAP</b>	2,500/recipient	10 recipients	<b>25,000.00</b>
<b>LFAP</b>	5,000/recipient	2 recipients	<b>10,000.00</b>
<b>DOP</b>	2,000/project	2 projects	<b>4,000.00</b>
<b>Contingency</b>	Approx. 8% of Subtotal		<b>5,000.00</b>

**Grand Total** **68,000.00**

### **2.2.3 Year Three of the BSS (January 1, 2006 – December 31, 2006)**

<b>Operations</b>	2,000/month	12 months	<b>24,000.00</b>
<b>EMAP</b>	3,000/recipient	12 recipients	<b>36,000.00</b>
<b>LFAP</b>	5,000/recipient	3 recipients	<b>15,000.00</b>
<b>MEAP</b>	5,000/scholar	3 scholars	<b>15,000.00</b>
<b>DOP</b>	2,000/project	3 projects	<b>6,000.00</b>
<b>Contingency</b>	Approx. 6% of Subtotal		<b>6,000.00</b>

**Grand Total** **102,000.00**

**2.2.4 Year Four of the BSS / Year 1 of the Foundation  
(January 1, 2007 – December 31, 2007)**

<b>Operations</b>	4,000/month	12 months	<b>48,000.00</b>
<b>EMAP</b>	3,000/recipient	15 recipients	<b>45,000.00</b>
<b>LFAP</b>	5,000/recipient	4 recipients	<b>20,000.00</b>
<b>MEAP</b>	5,000/scholar	5 scholars	<b>25,000.00</b>
<b>DOP</b>	2,000/project	4 projects	<b>8,000.00</b>
<b>Contingency</b>	Approx. 5% of Subtotal		<b>7,000.00</b>
<b>Grand Total</b>			<b>153,000.00</b>

**2.2.5 Year Five of the BSS / Year 2 of the Foundation  
(January 1, 2008 – December 31, 2008)**

<b>Operations</b>	4,000/month	12 months	<b>48,000.00</b>
<b>EMAP</b>	3,500/recipient	15 recipients	<b>52,500.00</b>
<b>LFAP</b>	5,000/recipient	5 recipients	<b>25,000.00</b>
<b>MEAP</b>	5,000/scholar	5 scholars	<b>25,000.00</b>
<b>MDSP</b>	5,000/scholar	3 scholars	<b>15,000.00</b>
<b>DOP</b>	3,000/project	4 projects	<b>12,000.00</b>
<b>Contingency</b>	Approx. 5% of Subtotal		<b>8,000.00</b>
<b>Grand Total</b>			<b>185,500.00</b>

**2.2.5 Year Six of the BSS / Year 3 of the Foundation  
(January 1, 2009 – December 31, 2009)**

<b>Operations</b>	5,000/month	12 months	<b>60,000.00</b>
<b>EMAP</b>	3,500/recipient	15 recipients	<b>52,500.00</b>
<b>LFAP</b>	5,000/recipient	5 recipients	<b>25,000.00</b>
<b>MEAP</b>	5,000/scholar	5 scholars	<b>25,000.00</b>
<b>MDSP</b>	5,000/scholar	5 scholars	<b>25,000.00</b>
<b>DOP</b>	3,000/project	4 projects	<b>12,000.00</b>
<b>Contingency</b>	Approx. 5% of Subtotal		<b>10,000.00</b>
<b>Grand Total</b>			<b>209,500.00</b>

**2.3 Endnotes.** The success of the Batch Support System is founded on the active participation of its members. Members who require assistance are strongly encouraged to utilize the BSS so that they can be linked to the right persons or organizations who can assist them address their requirements. Members who can provide assistance when their assistance is requested are strongly encouraged to provide the same. This is best way of ensuring the success of the BSS.