

GUIDELINES ON ACCREDITATION OF PRE-DEPARTURE ORIENTATION PROGRAM, OF NGOS FOR DISADVANTAGED OVERSEAS CONTRACT WORKERS

POEA MEMORANDUM CIRCULAR NO. 82 S. 1992, October 29, 1992

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Pursuant to Sections 3 (c and d), 5 and 6, Rule III, Book VIII of the Rules and Regulations Governing Overseas Employment, as Amended and POEA Governing Board Resolution No. 01, Series of 1992, the Administration hereby issues the following guidelines on accreditation of pre-departure orientation (PDO) program of non-governmental organizations (NGOs) for disadvantaged overseas contract workers (OCWs):

SECTION 1. Definition of terms — For purposes of these Guidelines, the following terms are defined as follows:

- 1.1. Non-governmental organizations — organizations or associations of the private sector, duly registered with the Securities and Exchange Commission or proper government agency, with special concern and interest for overseas contract workers, but not directly nor indirectly involved in recruitment.
- 1.2. Disadvantaged overseas contract workers — refer to overseas contract workers (OCWs) considered vulnerable by reasons of sex, nature of work and/or jobsite.

SECTION 2. Who are Qualified for Accreditation of PDO Program for Disadvantaged OCWs — Accreditation of PDO program for disadvantaged OCWs shall be limited to the following:

- 2.1. Non-governmental organizations organized and operating under existing laws of the Philippines not directly nor indirectly involved in recruitment;
- 2.2. People's organizations or associations of workers organized created or formed, in accordance with existing laws of the Philippines; and
- 2.3. Religious institutions legally existing, engaged in rendering assistance to overseas contract workers in distress at the jobsite or areas where government aid cannot be availed of for financial reasons or lack of representatives.

SECTION 3. Requirements for Accreditation - Applicants for accreditation shall submit the following:

3.1. General requirements:

3.1.1

letter of intent stating the applicant's capabilities/capacities and specific field of expertise;

3.1.2

syllabus on value formation and coping mechanisms; and services of NGOs:

3.1.3

description of the PDOS venue, list and description of facilities and equipment:

3.1.4

country profile/s:

3.1.5

bio-data of trainor/s and attendance to the Training Program for PDOS Trainors conducted by POEA: and

3.1.6

specimen signatures of the PDOS trainor/s and authorized signatories.

3.2. Specific/documentary requirements

3.2.1

NGOs — authenticated copy of the Certificate of Registration of the Articles of Incorporation, issued by the Securities and Exchange Commission (SEC);

3.2.2

People's Organizations — authenticated copy of the Certificate of Registration issued by the proper government agency;

3.2.3

Religious Institutions — documentary proof of the Institutions' legal existence; and/or

3.2.4

Testimonials of the applicant's activities, programs and/or projects designed to render assistance to OCWs, such as awards, citations, plaques, certificates, newspaper/magazine clippings, publications pamphlets, brochures, etc.

SECTION 4. PDOS Venue, Facilities and Equipment — The PDOS venue includes the site where the seminar will be conducted, its facilities and equipment in the conduct of PDOS, as well as sanitation facilities. The description conform with the following specifications:

4.1. The PDOS room should be large enough to accommodate all the expected maximum number of participants, allowing them freedom of movement. It must be private and free from noise, well lighted and ventilated; and provided with facilities and equipment to afford ease and comfort and an atmosphere conducive to learning. There should be adequate sanitation facilities for the participants: and

4.2. The description of the venue shall include the following data:

4.2.1.

location/address and actual size in square meters including the floor plan of the place where the seminar will be conducted;

4.2.2.

list and number of the facilities and equipment in the conduct of PDOS such as chairs/desks, white/black boards, world map/s, charts, electrical outlets, electric bulbs/incandescent lamps, T.V. set, beta recorder machine, overhead projector, slides, etc.; and

4.2.3.

available sanitation facilities.

SECTION 5. Memorandum of Agreement — Upon compliance with the foregoing requirements, the applicant shall enter into a Memorandum of Agreement (MOA)/Covenant of Partnership with the Administration, terms and conditions of which shall be agreed upon by both parties.

SECTION 6. Provision for the Maintenance and Upkeep of the Pre-Departure Orientation (PDO) Program — In order to help in the maintenance and upkeep of the respective PDO program of NGOs, People's Organizations and Religious Institutions, the POEA shall establish a system of payment for the PDOS attendance of disadvantaged OCWs, in accordance with Section 4, Rule III, Book VIII of the POEA Rules, as amended.

The PDOS attendance fee shall be strictly for the purpose as above stated and shall in no case exceed the amount of FIFTY PESOS (P 50.00) per OCW.

SECTION 7. Review of the Terms and Conditions — The terms and conditions of the memorandum of agreement/covenant of partnership shall be subject to review by the parties, to improve the implementation of the PDO program for disadvantaged OCWs.

SECTION 8. Duration of the Memorandum of Agreement/Covenant of Partnership — The memorandum of agreement/covenant of partnership shall commence on the date of its signing effective for a period of one year, renewable for the same period, upon mutual agreement of the parties.

SECTION 9. Effectivity of this Memorandum Circular — This Memorandum Circular shall take effect fifteen (15) days from publication in a newspaper of general circulation.

Adopted: 29 Oct. 1992

(SGD.) FELICISIMO O. JOSON

Administrator

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