AMENDING THE POLICY ON IMPLEMENTING RULES AND REGULATION OF THE SKILLS-FOR-EMPLOYMENT SCHOLARSHIP PROGRAM (SESP)

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In the interest of the service and in pursuance of the paradigm shift in technical-vocational training of the government which has been geared towards the development of highly skilled and more employable workers thru career enhancing courses and, in furtherance of the Secretariat's policy to provide OWWA members and their dependents technical-vocational training for overall economic gain, the following amendments to the Skills-for-Employment Scholarship Program (SESP) shall be implemented:

GENERAL GUIDELINES

- SESP shall cover training in Technical-Vocational (Tech-Voc) programs/courses not exceeding one (1) year duration;

- Applicants, however, may be allowed to enroll in two (2) year Tech-Voc programs/ courses of their choice provided that OWWA's financial exposure shall only be limited to the maximum allowable amount set forth in this MOI;

- Only identified Tech-Voc programs/courses indicated under the Course Offerings of this MOI, which are in-demand and deemed in short supply by the government, shall be offered to applicants;

- The applicants' personal preferences and manifestation of strong desire to learn and be trained in a specific skills shall be taken into consideration in assessing their choice Tech-Voc programs/courses;

- Only Tech-Voc institutions/schools known for quality education, with complete (training) facilities and programs/courses registered with TESDA, DOST, MTC and/ or other government institutions, shall be considered for the program;

- Applicants shall be given free-hand to choose their preferred institution/school from the OWWA list;

- Drop-outs can no longer re-avail of the program, most especially if OWWA has already disbursed fund for the purpose; and

- One (1) OWWA membership contribution is applicable to one (1) SESP benefit; succeeding availment needs three (3) additional membership contributions.

FINANCIAL ASSISTANCE

SESP scholars are entitled to the actual cost of tuition/training fees but in no case shall it exceed the maximum allowable amount of Php14,500/course, regardless of the duration of training programs taken. In addition, scholars are limited, under this program, to enroll in only one (1) course or packaged course.

If the tuition/training fee, however, is more than the allowable financial assistance, the scholar shall personally

shoulder the difference.
PAYMENT OF TUITION/TRAINING FEES

All tuition/training fees shall be paid directly to the concerned institutions/schools. Release and payment of which shall only be done upon receipt of Confirmation Slips of Enrollment from said institutions/schools.

COURSE OFFERINGS

Initially, only the following Tech-Voc disciplines which are in-demand, and deemed in short-supply by the government shall be offered:

- Health, Social and Community Services

» Caregiver
» Medical Transcriptionist Course

» Other related courses

- Machine/Lather Operator- All Technicians/Mechanic/Electrical/Electronics Courses- Information Technology (IT)

» Software/Computer Programmer
» PC Operation
» PC Technician

- Tourism and Hotel Management

» Housekeeping
» Food and Beverage Service
» Commercial Cooking
» Baking/Pastry Production
» Front Office Service
» Bartending

- Agriculture and Fisheries

» Agriculture Crops Production
» Horticulture
» Fish Capture
» Animal Production
» Aqua Culture

- Animation, Graphics Design and related courses- Furniture and Carpentry- Construction- Welding- Any applicable Aviation Course- Any applicable Maritime Course

TRAINING INSTITUTION/SCHOOL SELECTION

In order to assure quality output, Regional Welfare Offices (RWOs) shall identify and prepare list of selected/recommended Tech-Voc institutions/schools in their respective geographical jurisdictions which have established, among others, the reputation as a fine training center with: a) good education/training standards; b) complete facilities; c) government registered/accredited programs/courses; and/or d) a specialized field of Tech-Voc disciplines.

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For ease of monitoring the scholar's progress and for the efficient administration of the program, the SESP venues should be located:

- In the Capital City/Municipality of each province only except for NCR which could be in all Cities and Municipalities; and/or

- In selected institutions/schools outside of the Capital which are known for their specialized, quality Tech-Voc programs/courses.

ELIGIBILITY REQUIREMENTS

To be eligible to the SESP, the applicants must:

- Be an active OWWA member or a dependent/beneficiary of an active OWWA member;

- Beneficiary/Dependent as used herein shall be limited to:

» Spouse and children of married OFWs
» Brother or sister of unmarried OFWs

- Be at least an elementary graduate; and

- Be a Filipino citizen.

In addition, applicants should pass or meet the entry/qualification requirements of the concerned institutions/schools before they could avail of the program.

DOCUMENTARY REQUIREMENTS

Applicants to the program must submit the following:

- Accomplish Application Form (2 sets);

- 2 x 2 ID pictures (2 pcs.);

- School Diploma/Report Card/Transcript of Records/Official Copy of Grades;

- Proof of OWWA contribution/membership: O.R/E-Card, etc.;

- If the applicant is a member's beneficiary/dependent, he/she should submit proof of relationship, such as:

» Marriage Certificate (if spouse) duly certified by NSO/Local Civil Registrar (LCR);
» Birth Certificate duly certified by the local NSO/LCR of both the applicant and the OWWA member (if son, daughter, brother or sister); and
» Certificate of No Marriage issued by the NSO (if single OFW).

PROCESS FLOW

Processing of SESP application shall be governed by the following steps:

- Concerned RWOs screen applicants, accept and evaluate application form and supporting document submitted;

- If documents are found in order, RWOs refer applicants to concerned Tech-Voc institution/school assessment/registration/enrollment;

- Institution/schools assess/admit OWWA referred scholars and issue Confirmation Slip of Enrollment for

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submission to RWO;

- RWOs prepare payment of tuition/training fees and pay directly to the school;

- In case of succeeding payment of fees, a Certificate of Current Enrollment shall accompany the school's bill before payments could be administered; and

- The institution/schools in coordination with PESOs shall provide employment referral/ placement services to the SESP graduates.

CENTRALIZED MONITORING OF THE PROGRAM

In the absence of an operational centralized database networking system and to avoid double availment of the program, the Membership Processing Center (MPC), shall serve as the clearing house in the availment of the scholarship under SESP. Verification by RWOs shall be done thru electronic mail. The MPC shall issue an electronic copy of Certification of Availment/No-Availment to all concerned RWOs.

The Management Information System (MIS), after the installation of the necessary system, shall automatically take over said functions.

The Planning and Program Development Division (PPDD) of the Policy and Program Development Office (PPDO), in coordination with ROCS, shall monitor the program.

REPEALING CLAUSE

All Secretariat's issuances or parts thereof inconsistent with the foregoing provisions are deemed repealed, amended or modified accordingly.

EFFECTIVITY

This MOI takes effect immediately. Adopted: 16 Nov. 2006

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