RE: UNDERSTUDY TRAINING PROGRAM

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In Order To Ensure Close Supervision Of The Understudy Training Program (Utp) Which Is A Component Of The Alien Employment Permit System And To Effect The Transfer Of Technology And Turn-Over Of Responsibilities From Expatriate Workers To Filipino Understudies In Accordance With Section 9 Department Order No. 5, Series Of 1989, The Following Operational Guidelines Are Hereby Issued For The Information And Guidance Of All Concerned:

- Processing And Evaluation Of Utps — The Regional Office Shall Take Into Consideration The Expertise, Duties And Responsibilities Of The Alien Worker Vis-A-Vis The Qualifications Of Understudies So That Transfer Of Technology Can Be Effected. Interview Of Understudies Prior To Utp Approval Shall Be Undertaken Whenever Deemed Necessary.

- Duration Of Utp — The Duration Of The Utp Shall Conform With The Understudy Training Program Standards Approved By The Secretary Of Labor And Employment Such As Those For Positions In The Hotel And Restaurant And Garment And Textile Industries. For Positions In Industries Where There Are No Existing Standards, The Regional Offices Shall Strictly Adhere To The Two (2) Or Three (3) Years Duration Specified In Section 6 Of Department Order No. 5. In No Case Shall The Utp Exceed The Maximum Of 5 Years, As Provided For In Department Order No. 7, Series Of 1990.

- Monitoring The Utp — The Regional Office Shall Regularly Monitor The Progress Of The Utp Through The Semi-Annual Progress Reports To Be Accomplished And Submitted By The Alien Workers And Understudies. At The Time Of The Renewal Of Alien Employment Permit, The Regional Office Shall Directly, Assess The Progress Of The Utp Through The Interview Of Understudies.

- Compliance With Utp Terminal Report — The Regional Office Shall Require The Employer To Submit A Utp Terminal Report Within Fifteen (15) Days After The Completion Of The Understudy Training Program. The Report Shall Indicate The Status Of The Understudies, As Provided For In Section 9 Of Department Order No. 5.

All Regional Office Are Hereby Instructed To Furnish A Copy Each Of Approved Utps, Semi-Annual Progress Reports, Terminal Reports, And Monthly Monitoring Forms To The Bureau Of Local Employment Which Shall Supervise The Implementation Of The Understudy Training Program And Shall Submit Annual Reports On Program Implementation To The Office Of The Secretary.

For Strict Compliance.

Adopted: 10 Oct. 1990

(Sgd.) Nieves R. Confesor

Acting Secretary

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