GUIDELINES IN THE PLACEMENT OF CADETS/APPRENTICES UNDER THE JOB CORPS PROGRAM

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Pursuant to Article 72 of the Labor Code, as amended and the Memorandum of Agreement signed between and among the Job Corps, the Department of Labor and Employment, and the Maritime Sector including the Manning Agencies, Schools and Training Institutions, the following shall be the implementing guidelines of the placement of cadets or apprentices on board domestic and international ocean-going vessels:
SECTION I. Coverage. —
1. The following shall be covered:

1.1 Cadets or apprentices whose training is part of the curriculum or required for graduation or board examination, who are currently enrolled in schools and colleges which have been complied with the National and Standards of Training Certification and Watchkeeping (STCW) '95 standards.

1.2 Manning Agencies desiring to recruit and place apprentices under the Job Corps Program accredited and licensed by the Philippine Overseas Employment Administration (POEA).

1.3 Maritime Schools/Institutions offering maritime education programs accredited by the Commission on Higher Education (CHED) and have complied with National and STCW '95 requirements.

SECTION II. Qualifications for Cadets/Apprentices. —

1. The students for cadetship/apprenticeship shall:

1.1 Have successfully completed the academic requirements;

1.2 Be physically fit for the occupation in which he desires to be trained;

1.3 Possess vocational aptitude and capacity for the particular occupation as established through appropriate tests;

1.4 Possess the ability to comprehend and follow oral and written instructions; and

1.5 Have parental/marital consent as deemed necessary.
SECTION III. Job Corps Validation Committee. —

A National Job Corps Validation Committee shall perform oversight functions in the implementation of this program particularly in the provision of general criteria and direction on the screening of applicants for placement and in the monitoring and evaluation of all the participating agencies as well as cadets trained, composed of the following:

Chairperson DOLE Secretary Patricia A. Sto. Tomas

Vice Chairperson CHED Chairman Ester Garcia

Member Representative, Manning Agency

SECTION IV. Procedures/Roles and Responsibilities. —

1. Roles and Responsibilities

The specific roles and responsibilities of the parties involved in the implementation are the following:

1.1 THE MARITIME SCHOOLS SHALL:

a. Pre-qualify or shall select cadets or apprentices for cadetship/apprenticeship training;

b. Submit to CHED Regional Offices the pre-qualified/selected cadets/apprentices for validation;

c. Assign a full-time and academically qualified Shipboard Training Officer;

d. Provide cadets/apprentices International Shipping Federation (ISF)-CHED Training Record Book; and

e. Provide DOLE Job Corps Program Director and Program Manager for Overseas Program with a list of students certified to have completed the cadetship/apprenticeship with documentary records/proofs.

1.2 COMMISSION ON HIGHER EDUCATION (CHED)

a. Certify that the cadets/apprentices pre-qualified/selected by the Maritime Schools meet the requirements for Shipboard Training; and

b. Issue certificate of academic completion.

1.3 DEPARTMENT OF LABOR AND EMPLOYMENT THROUGH:

The Job Corps' Program Director and Program Manager for Overseas Training shall:

a. Conduct the validation and orientation of pre-qualified students for the Cadetship Training Program;

b. Ensure that the terms and conditions stipulated in the Training Agreement are all complied with;

c. Monitor the progress of the Cadet's training on board the vessel;

d. Maintain a list of Manning Agencies and Maritime Schools participating in the Cadetship Training Program; and

e. Maintain a database of Maritime School graduates.

The DOLE Regional Offices shall:

a. Accept duly validated CHED Regional Office' list of student cadets/apprentices together with the application submitted by the Maritime Schools; and

b. Endorse all validated applications to the Job Corps Program Director and Program Manager for Overseas Training.

1.4 MANNING AGENCIES/SHIPOWNERS

a. Provide a favorable work experience or on-the-job training to the student trainees in accordance with the agree training plan and schedule of activities;

b. Assign a qualified Training Supervisor responsible for all phases of work including the evaluation of performance of cadets/apprentices; and

c. Inform the school and the parents of the students about the address, telephone number and other classified information relevant to the training prior to the departure and immediately inform the schools of any changes of

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information.

1.5 CADETS/APPRENTICES

a. Enroll for one-year shipboard training in the school;

b. Secure complete travel documents, such as passport, transcripts of grades duly sealed and signed by the registrar and certificate of completion of academic requirements fully certified/authenticated by CHED Regional Office;

c. Comply at all time with the rules and regulations of the manning agency and/or shipowner;

d. Complete the agreed duration of the cadetship/apprenticeship; and

e. He must be a Filipino citizen
SECTION V. Duration of the Training. —

The Cadetship/Apprenticeship Training should not be less than one (1) year and in conformity with the National and STCW '95 requirements.
SECTION VI. Monitoring and Evaluation. —

1. The monitoring and evaluation of the performance of the student cadets/apprentices shall be done jointly by the Supervisor of the Manning Agency and/or Shipowner and the Shipboard Training Officer of the Maritime School.

2. The Supervisor of the Manning Agency and/or Shipowner and the Shipboard Training Officer of the Maritime School shall prepare a report to be submitted to the Job Corps Program Manager for Overseas Program for proper documentation and reporting;

3. At the end of the training period, the Supervisor of the Manning Agency and/or its Shipowner shall provide the students with the following documents:

a. Fully accomplished International Shipping Federation — CHED Training Record Book

b. Certificate of Completion, if any

c. Duly accomplished evaluation sheet, if any

d. Other pertinent reports, information, and/or documents which may be required.

4. The students in turn shall submit the documents mentioned in No. 3 (letters a to d) designated Shipboard Training Officer;

5. A student whose contract was terminated due to resignation, or other cause shall be given credit on the days or months rendered on board the ship.

6. The DOLE shall monitor the compliance of the Manning Agencies and/or its Shipowner involve in the implementation of the Cadetship/Apprenticeship Training Agreement.

7. The Maritime Schools shall report those students who participated in the Program and have been conferred a degree in BSMT or BS MarE as well as passed the PRC Licensure Examination, to the DOLE Job Corps Program Manager for Overseas Program for inclusion in the manpower pool of the POEA. These graduated students may be referred/deployed to foreign principals as regular employee.
SECTION VII. Miscellaneous and Transitory Provisions. —

1. Repealing Clause — All guidelines, rules, regulations and agreements inconsistent herewith are hereby repealed

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or modified accordingly.

2. Effectivity — These guidelines shall take effect fifteen (15) days after its publication in two (2) newspapers of general circulation.

Adopted: 25 April 2002

(SGD.) PATRICIA A. STO. TOMAS
Secretary

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