GUIDELINES AND PROCEDURES IN THE IMPLEMENTATION OF THE OWWA-MICROSOFT TULAY PROJECT

OWWA MEMORANDUM, August 13, 2009

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Date Filed: 23 September 2009

In the interest of the service, and to ensure the smooth and efficient implementation of the OWWA-Microsoft Tulay Project, the attached guidelines are hereby issued.

For immediate compliance.

Adopted: 13 Aug. 2009

(SGD.) CARMELITA S. DIMZON, DPA
Administrator

Attachment

Guidelines and Procedures in the Implementation of the OWWA-Microsoft Tulay Project

1.0 PROJECT DESCRIPTION

The OWWA-Microsoft Tulay Project is a joint undertaking between the OWWA and the Microsoft Corporation designed to provide OFWs and their families access to both technology and information technology training through the Community Training and Learning Centers (CTLCs). It aims to enable OFWs and their families to find better career opportunities that can improve their economic condition, and to enrich their family relations through cost-efficient, cost-effective, real-time interactions using information and communication technology.

2.0 OBJECTIVES

2.1 To provide IT skills trainings through customized modules that would train OFWs and their families at the CTLCs in basic computer fundamentals, internet and email fundamentals, digital media, presentation and database fundamentals which would broaden career opportunities for OFWs and their dependents.

2.2 To facilitate communication within families through access to affordable, efficient, and instant interactive communications technology that would bridge family separation and enhance family solidarity.

3.0 BENEFICIARIES OF THE PROJECT

Overseas Filipino Workers and their families/dependents are the beneficiaries of the program in the following order of priority:

3.1 OFWs who are active members of OWWA;

3.2 Dependents/beneficiaries of OFWs who are active members of OWWA;

3.3 Former OFWs or former members of OWWA and their dependents/beneficiaries; and

3.4 Next-of-kin of OFWs up to the first degree of consanguinity.

4.0 PROJECT VENUE

The OWWA-Microsoft Tulay Project shall establish CTLCs both locally and overseas. Local CTLCs shall be established in the premises of the OWWA Regional Offices, while CTLCs in the overseas posts shall be located in venues identified by the overseas welfare office.

5.0 PROJECT COURSES AND SERVICES

The Project shall offer computer courses listed in Annex A[*]. Aside from these courses, the Project shall make computer units available for communication of OFW families through the internet.

6.0 PROJECT PARTNERS

The Tulay Project shall be implemented in partnership with Microsoft through its Philippine office. For its expansion phase, a non-government organization shall be identified as partner to manage the start-up operations of the CTLCs up to a one year period through a direct grant from Microsoft Corporation.

7.0 AREAS OF RESPONSIBILITY

The role of each project partner shall be defined as follows:

7.1 Microsoft Philippines

7.1.1 Provide the software and modules/curricula for use at the CTLCs.

7.1.2 Provide grant directly to the NGO partner, in cash and in kind to include computer units, for the management of the CTLC operations for the first year.

7.1.3 Disseminate information on the project.

7.1.4 Monitor and evaluate the implementation of the project.

7.2 OWWA

7.2.1 Provide the space for the CTLCs, including furniture and fixtures and other necessary utilities such as light and water, internet connection, and airconditioning units.

7.2.2 Provide administrative and logistical support to the NGO partner, through the regional welfare offices (RWOs) and overseas posts, in the first year of operations of the CTLCs.

7.2.3 Disseminate information on the project and provide orientation to clients and stakeholders.

7.2.4 Assume direct management of the project starting on its second year of implementation, to include payment of instructors' honoraria, maintenance costs and other operating expenses.

7.2.5 Monitor and evaluate the implementation of the project, including the performance of the Tulay instructors.

7.2.6 Prepare periodic reports on the status of the project.

7.3 Non-Government Organization

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7.3.1 Manage the first year of CTLC operations in coordination with OWWA.

7.3.2 Pay for the instructors' honoraria and maintain the computer equipment for one (1) year in accordance with the provisions of the approved grant from Microsoft.

7.3.3 Enhance the training program using the Microsoft Unlimited Potential curriculum incorporating such tools as blogging, the use of various social networking tools and other complementary courses.

7.3.4 Provide training for the instructors in consultation with OWWA.

7.3.5 Submit reports to OWWA, including database of graduates, for the first year of operations of the CTLCs.

8.0 PROJECT MANAGEMENT

The project shall be under the over-all implementation of the Office of the Administrator who shall appoint the project manager and shall be co-managed by the Regional Operations Coordination Service (ROCS) and the Overseas Operations Coordination Service (OOCS) for the regional and overseas implementation, respectively.

9.0 FUND MANAGEMENT

Project funds coming from OWWA shall be transferred to the Regional Welfare Offices and Overseas Posts for the CTLC operations beginning on the second year for the maintenance of the CTLCs and payment of instructors. Management of the project funds shall follow existing OWWA policies and procedures.

10.0 PROCEDURAL REQUIREMENTS

The RWOs and OWWA Overseas Posts shall observe the following procedures in the operation of the CTLCs:

10.1 Applicant fills out the application form available in all CTLCs and in the OWWA website (Annex B[*]).

10.2 RWO/Overseas Post determines if applicant is qualified to avail of the project.

10.3 RWO/Overseas Post conducts an orientation to qualified applicants about the Tulay project rules and regulations, including other OWWA programs and services.

10.4 RWO/Overseas Post conducts trainings based on the Microsoft Tulay curricula.

10.5 RWO/Overseas Post awards certificate of completion to graduates using the prescribed form (Annex C-1[*] and C-2[*]).

10.6 RWO/Overseas Post submit a monthly accomplishment report to the Project Manager (Annex D[*]).

10.7 RWO/Overseas Post shall submit a year-end report within the first (ten) days of January following the year covered by the report (Annex E[**]).

11.0 EFFECTIVITY

This Guidelines shall take effect immediately.

(SGD.) CARMELITA S. DIMZON
Administrator

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[*] Text Available at Office of the National Administrative Register, U.P. Law Complex, Diliman, Quezon City .

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