NATIONAL ADMINISTRATIVE REGISTER · JULY 27, 1994

GUIDELINES IMPLEMENTING THE FOREIGN LANGUAGE TRAINING FOR FILIPINO OVERSEAS CONTRACT WORKERS

OWWA MEMORANDUM OF INSTRUCTION NO. 009 S. 1994, July 27, 1994

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In the interest of the service and in response to the Administration's policy of beefing up competitiveness of Filipino overseas contract workers by developing their skills and upgrading their qualities, the training in Foreign Language Courses is hereby launched subject to the following guidelines:

I

Objectives

The training in Foreign Language Courses is primarily aimed at developing basic/functional literacy in the mother language of the OCWs' prospective country of assignment.

II

Entitlement

Filipino overseas contract workers and prospective OCWs can avail of the training in language courses.

III

Admission Requirements

Applicants for foreign language courses shall submit the following for purposes of registration and acceptance:

- accomplished application form;
- original copy of valid passport/seaman book/OWWA ID or any proof of overseas employment; and
- 1" x 1" photo (1 copy)

IV

Courses

The language training shall initially offer courses but not limited to Arabic, Mandarin and English.

V

Training Venue

The language training shall be conducted in designated training rooms at the OWWA Development Center, Pasay City or at the OWWA Bldg., Intramuros, Manila.

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VI

Penalty Clause

Any OCW or prospective OCW who shall fail to finish a course without justifiable reason/cause shall be compelled to pay the entire training cost.

VII

Administration

The Manpower Development Benefits Department thru the Training Assistance Division shall develop, monitor and evaluate the Foreign Language Training.

On the other hand, the Field Services Office thru the Manpower Development Division of NCR shall implement the project. It shall also assist the Manpower Development Benefits Department in monitoring and evaluating the effectiveness of the training.

VIII

Budget

The language training shall be provided with the necessary budget as approved by the OWWA Board of Trustees.

IX

Effectivity

This MOI shall take effect immediately.

Adopted: 27 July 1994

(SGD.) DAVID P. CORPIN
Administrator

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