

GUIDELINES IN THE IMPLEMENTATION OF THE KABATAAN INFORMATION TECHNOLOGY OPPORTUNITIES PROJECT

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The DOLE joins the National Youth Service Program of President Gloria Macapagal Arroyo pursuant to Executive Order No. 788 dated March 30, 2009 “Promoting A Youth National Service”, initiating “a new era of volunteerism and community spirit”, through the Kabataan Information Technology Opportunities (Kabataan ITo) Project, of which the following guidelines are hereby issued.

I. CONCEPT AND OBJECTIVES

Kabataan ITo is an earning and learning project through which the IT-literate unemployed youth shall be tapped in improving IT literacy among the out-of-school youth and other disadvantaged youth through free mentoring sessions and in bringing the government closer to the people through free, supervised internet access to online government programs and services.

Specifically, the project will provide:

- employment opportunities for information technology/computer-literate youth by serving as mentors;
- learning opportunities for youth who are interested to acquire basic and practical IT-related knowledge and skills and to experience hands-on IT appreciation and familiarization; and
- access to various programs and services of the government for poor students, out-of-school youth, disadvantaged OFWs, occupationally disabled workers and informal sector workers and their dependents through information and communication technologies.

By end of December 2009, the project would have:

- a. Mobilized at least 3,500 computer-literate youths across 16 regions of the country as volunteer IT mentors receiving a modest stipend of PhP25 per hour of service.
- b. Provided assistance to at least 25,000 out-of-school youths and other disadvantaged sectors through lessons on basic and practical computer operations and supervised online access to government programs and services

II. BENEFICIARIES/CRITERIA FOR SELECTION

a. Youth Mentors

1. Unemployed or underemployed youths aged 18 to 24 years old
2. Can perform electronic communication using computer technology
3. Graduates or graduating students of high school or vocational technical or college course
4. Willing to render volunteer community service as mentors with a modest stipend

b. Participants in IT appreciation and familiarization sessions

1. Out-of-school youths and other disadvantaged youths willing to attend hands-on sessions;

2. Disadvantaged sectors and their dependents regardless of age, such as:

- a. Overseas Filipino Workers (OFW)
- b. Occupationally Disabled Workers (ODW)
- c. Victims of work-connected contingencies
- d. Persons with disabilities (PWD)

3. Indigenous peoples (IP)

4. Workers in the informal economy

c. Requesting Clients - These are the Non-IT literate persons, regardless of age wishing to have online access to government programs and services who may walk-in during the mentoring hour.

III. MECHANICS

a. The Kabataan ITo project will be implemented in NCR, CAR, Regions 1, 2, 3, 4A, 4B, 5, 6, 7, 8, 9, 10, 11, 12 and Caraga, with a target of 3,500 part-time youth mentors engaged for a short period within July to December 2009.

b. The DOLE RO shall determine the number of youth mentors and their mentoring hours for its Field and Satellite Offices based on the estimates below:

Region

of Field & Satellite Offices

Estimated Target # of Mentors per Region

NCR 6 455

CAR 7 70

I 4 175

II 5 21

III 6 420

IV - A 5 385

IV - B 5 70

V 6 140

VI 5 210

VII 5 350

VIII 7 105

IX 5 210

X 6 245

XI 5 140

XII 5 210

Caraga 4 105

Total

86 3,500

c. The Regional Offices shall ensure that there is at least one (1) internet-connected computer for the Kabataan ITo in each of their Field and Satellite Offices.

d. The DOLE Attached Agencies and other concerned offices are authorized to participate and provide assistance in Kabataan ITo implementation for the benefit of their respective clients.

IV. YOUTH SERVICE AND REQUIREMENTS

a. The youth mentor is expected to impart practical IT knowledge and skills

b. He or She shall observe proper office decorum.

c. He or She shall keep a logbook of accomplishments on mentoring work and assistance to requesting clients as proof of entitlement to stipend.

V. ROLES AND RESPONSIBILITIES

a. The Bureau of Workers with Special Concerns shall:

1. Provide overall direction and management of project
2. Develop and disseminate simple instructional tools, such as Youth mentor's Guide and Checklist of Topics for the short appreciation and familiarization sessions
3. Develop information materials appropriate for target beneficiaries
4. Monitor and evaluate project implementation

b. The DOLE Regional and Field Offices shall:

1. Implement and supervise Kabataan ITo project
2. Coordinate and network with stakeholders including the local government units, working youth organizations and other possible partners
3. Conduct advocacy and awareness raising among the disadvantaged sectors through partner organizations
4. Identify, screen, register, orient, schedule and monitor progress of youth mentors and participants
5. Pay stipends to mentors
6. Issue Certificate of Recognition to youth mentors at the end of his or her service and Certificate of Completion to participants who would be able to finish the prescribed short modules
7. Prepare a roster of youth mentors and participants, upon project completion, for possible referral to wage and self-employment opportunities, thus ensuring continuity of intervention, and for other purposes

VI. PARTNERSHIP AND NETWORKING

At the national level, the DOLE is partnering with the National Youth Commission which shall conduct nationwide advocacy of the project as well as assist in the monitoring of the status of project implementation.

Local government units and other government agencies, as part of their compliance with EO 788, as well as the private sector may voluntarily adopt the project concept in coordination with the DOLE Field Offices. They may provide space and computers for the mentoring service and online access to government programs and services. They may also allocate funds in support of the project.

VII. MONITORING, REPORTING AND EVALUATION

The DOLE Regional Office shall submit a monthly report of project accomplishment.

The BWSC shall conduct a mid-term and terminal review to assess project performance.

For information and immediate compliance.

Adopted: 12 Aug. 2009

(SGD.) MARIANITO D. ROQUE

Secretary

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