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ADMINISTRATIVE ORDER NO. 63
Series of 2003

AMENDMENT TO GUIDELINES ON THE IMPLEMENTATION OF THE
STUDENT TRAINING PROGRAM

I. RATIONALE

The passage of Republic Act 9163, otherwise known as the National Service Training Program (NSTP) Act of 2001, opened another venue for tertiary students all over the country to render personal, military and civil service. As required by this Act, male and female students enrolled in baccalaureate degree course or at least two year technical-vocational course starting school year 2002-2003, are required to choose from any of the three (3) NSTP components, namely, Reserved Officer Training Corp (ROTC), Literacy Training Service (LTS) and the Civic Welfare Training Service (CWTS). The DSWD is a stakeholder in the CWTS component considering that social welfare and development concerns form part of the CWTS.

In like manner, the influx of would-be-caregivers seeking formal and structured training program in DSWD has been increasing for the past years. The number of caregiver-trainees who "volunteer" as caregivers in DSWD centers and institutions so that their learning experience would be accredited when they apply for care-giving jobs abroad has been rising, as experienced by Field Offices not only in NCR but also in other regions.

Likewise, foreign students and 3rd Country participants are coming to the Department, either for fieldwork placement, or for study tour, observation, and orientation about DSWD's mission, programs, services and other special projects.

Cognizant of these emerging situations and its commitment to respond to social welfare and development concerns, the DSWD hereby amends Department Order No. 20 s. 1998 entitled "Guidelines on the Implementation of the Student Training Program", to include the NSTP-CWTS Training Program, the Care-Giver Training Program and Foreign Students/3rd Country Participants Orientation Program.

II. LEGAL BASES

1. Executive Order No.123 of 1986 and Administrative Code of 1987, which direct the DSWD to formulate substantive content and assist in the orientation and training on the Department's programs, services, strategies, procedures, methods and guidelines. (for Caregiver Training Program)
2. Executive Order No. 15 issued on 20 August 1998 mandates the Department, under Powers and Functions section, to promote, coordinate, establish, operate and maintain support institutional facilities, projects and services and social laboratories and learning centers for the benefits of its constituents and in furtherance of social welfare and development.

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3. Administrative Order No. 170 s. of 2002 Fees for Services Rendered
4. Republic Act 9163 -An Act Establishing the National Service Training Program for Tertiary Level Students, Amending for the Purpose of R.A. No.7077 and P .D. No.1706, and Its Implementing Rules and Regulations. (for NSTP-Civic Welfare Training Service Program)

III. GENERAL OBJECTIVE

For the NSTP-Civic Welfare Training Service (CWTS), the program aims to provide tertiary level students with meaningful learning opportunities along social welfare and development in DSWD centers/institutions and in other community-based programs and services. It will also provide the students the experience and opportunity to appreciate government service delivery function in the social welfare service sector of the bureaucracy.

For the Caregiver Training Program, the aim is to promote quality care to clients through provision of capability building opportunities for caregiver-trainees, and provide them planned learning opportunities to develop competencies in caregiving.

For the Foreign Students and 3rd Country Participants, the aim is to provide orientation and structured learning/exchange/sharing opportunity for them to know the social welfare context and experience in the Philippine setting, the DSWD being the authority in social welfare and development concerns.

IV. DEFINITION OF TERMS

I. NSTP –CWTS

- 1.1 National Service Training Program - a program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service to the people, patriotism and nationalism. (RA 9163)
- 1.2 Civic Welfare Training Service - a component of the NSTP whose Program of activities are contributory to the general welfare and betterment of life for the members of the community, or the enhancement of its facilities, specially those devoted to improving health, education, environment, entrepreneurship, safety, recreation and morals of the citizenry. (RA 9163)
- 1.3 NSTP-CWTS Focal Person/Coordinator - staff of DSWD who shall be directly in-charge of coordinating this program with the concerned centers/institution, community-based projects where the students will be placed out for CWTS curriculum.

2. Caregiver On -The -Job Training Program

- 2.1 Care-giving refers to the program of activities of caregiver-trainees designed to promote the well being and enhance the capacity of the client for satisfactory social functioning.
- 2.2 Caregiver trainees - refers to individuals providing care to clients in compliance with the requirements of the care-giving course of training centers accredited by Technical and Education and Skills Development Authority (TESDA) for the purpose.
- 2.3 Caregiver Training Center - refers to private training centers accredited by TESDA engaged in the conduct of training course for caregivers.
- 2.4 Training of Caregivers - refers to the assignment of a caregiver trainee to a DSWD center or institution for the actual application of concepts and knowledge gained from the caregiver-training center.
- 2.5 Agency Field Instructor - refers to the staff of DSWD Central and or Field Office duly designated by the Director/Field Director to directly supervise caregiver-trainees or students assigned to them.
- 2.6 School Supervisor – duly designated school representative responsible in indorsing, monitoring of students' performance while on OJT and conduct of trialogue upon completion of the placement practicum
- 2.7 Training Center Instructor - refers to the staff of a private training center assigned to oversee the on-the-job training of caregiver-trainees in DSWD centers and institutions.

3. Foreign Students and Other 3rd Country Participants

- 3.1. Foreign Students – refers to social work students who are interested to undertake their fieldwork or practicum in the Philippines, or who are on study tour and observation visit in the country.
- 3.2 3rd Country Participants – refers to foreign visitors from the Third World countries and/or those under the Technical Assistance for Developing Countries (TCDC) who have been sent as exchange visitor/s with particular interest about the country's social welfare programs and services.

V. TARGET GROUPS

1. For the NSTP-CWTS Training Program - tertiary level students who will opt to render their CWTs requirement at the DSWD centers/institutions or in community-based projects like the CIDSS/KALAHl, subject to the absorptive capacity of said center/institution or project area.

2. For the Caregiver Training Program - caregiver-trainees with on-the-job training requirement subject to the absorptive capacity of the center/institution and project area.
3. For the caregiver who are placed for on-the-job training, he/she shall have the following qualifications:
 - 3.1. 18 years old and above
 - 3.2 at least high school graduate
 - 3.3 in good health condition
 - 3.4 no pending criminal, civil or administrative case
 - 3.5 no record of abusive behavior

VI. PROGRAM COMPONENT

1. The training program shall contain a generic orientation module about the DSWD to include the following: DSWD Vision, Mission, Goal; Roles and Functions; Programs and Services; Organizational Structure and Policies and Procedures; Civil Service Rules; School/ Agency and Student Expectations. The above orientation shall be conducted by the Focal Person/Coordinator of the Student Training Program, while another orientation specific to the place/area of assignment either for CWTS or Care-giving OJT will be done by the designated Supervisor of students on placement.
2. Field Placement for CWTS or OJT training of students and trainees should meet the number of hours required by the school or the training center as the case may be. The field placement will provide the students and/or trainees opportunities to render civic welfare services or on-the-job training as required in them, in any of the given DSWD centers/institutions, or community- based project.
3. Placement of foreign students for Social Work and other relevant field. The placement will provide opportunities to experience actual handling of cases under the supervision of school where he is affiliated.

VII. GENERAL POLICIES

1. Acceptance of student/s and trainee/s for placement shall be at the discretion of the DSWD. For all CWTS students on field placement to DSWD, a Contract of Placement shall be executed between the schools accredited by Commission Higher Education (CHED) and the concerned Field Office. The same instrument shall be used for the On-the-Job Training (OJT) of caregiver-trainee but only TESDA accredited care-giving training centers will be allowed to place trainees in DSWD.
2. DSWD assumes no liability or responsibility for any untoward event that may arise while students and trainees are on field placement with the Department.



The students and school concerned or training center, however, shall assume responsibility for damages or any untoward incident incurred by students and trainees in the course of their placement training.

3. The DSWD has the right to suspend or revoke for cause the contract of placement. Grounds for revocation, after due consultation with the school or training center supervisor, are any of the following: habitual absences without valid cause, frequent tardiness, releasing confidential information, misconduct, and other prejudicial acts against the clients or the center/institution.
4. Affiliation fee shall be charged for every student or trainee.
 - 4.1 For the NSTP-CWTS students, the affiliating school/college or university shall be charged P50.00 per semester for students of State-run colleges and universities, and P100.00 per semester/trimester for students of private colleges and universities. No other fees or collection shall be charged from CWTS students during the course of their training program.
 - 4.2 For the Caregiver On the Job Training, P500.00 per trainee for six months or less duration, and P1,000.00 for training duration exceeding six months.
 - 4.3 For Foreign Students undertaking fieldwork placement, US100.00 shall be paid exclusive of actual of board and lodging fees in case staying at DSWD dormitories.
 - 4.4 For social work students and other courses for practicum placement in DSWD, P500.00 per semester shall be collected.
5. Affiliation fee shall be paid to the respective Field Offices where the Center and Institution is based under a Trust Account. The collected affiliation fees shall be divided on the following manners through a project proposal:
 - 5.1 Thirty percent (30%) to be given as honorarium/incentive to the accredited Agency Field Instructor;
 - 5.2 Fifty percent (50%) to be proportionately given to all staff of the Center including the NSTP Focal Person or Regional Training Coordinator in the region, provided that all leaves/absences shall be deducted from the amount due the staff;
 - 5.3 Twenty percent (20%) for the supplies of the Center.
6. All students and trainees accepted for placement by DSWD shall undergo performance evaluation. The CWTS Focal Person/ NSTP Coordinator in consultation with the school or Training Center Instructor will jointly formulate areas for evaluating performance of placed-out students and trainees. The concerned DSWD Field Office will issue a Certificate of

Completion of Training to attest that requirements for the training program has been satisfactorily met by the student/s / trainee/s.

VIII. PROCEDURES FOR PLACEMENT


1. The school or training organization/center shall request in writing to the DSWD Field Office for the placement of students/trainees. The request shall include the profile of the students/trainees, placement objectives, and tentative schedule of placement and number of hours required per semester/placement.
2. For foreign students, he or she should be duly endorsed by the school where he is affiliated.
3. The DSWD focal person/coordinator shall validate the request and recommend areas for placement, subject to the absorptive capacity of the center/institution or project site.


IX. EFFECTIVITY

This order takes effect immediately and revokes all previous orders contrary thereto.

Issued in Quezon City, this 24 th day of JUNE 2003.


CORAZON JULIANO-SOLIMAN
Secretary
Department of Social Welfare and Development


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