



Republic of the Philippines  
Department of Social Welfare and Development  
Batasan Pambansa Complex, Constitution Hills  
Quezon City

Telephone No. 931-8101 to 07

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Administrative Order No. \_\_\_\_\_  
Series of 2003

DEPT. OF SOCIAL WELFARE & DEVELOPMENT  
1000 10th ROAD, CONSTITUTION HILLS, Q.C.  
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**Subject : Social Workers as Technical Assistants to the  
Labor Attaché : Selection, Duties and Responsibilities and  
Tour of Duty**

**I. RATIONALE**

As per the Memorandum of Agreement signed by the Department of Social Welfare and Development (DSWD), Department of Labor and Employment (DOLE) and Department of Health (DOH) relative to the implementation of an Overseas Comprehensive Social Service Package (OCSSP) through the delivery of medical, legal and counseling services for Overseas Filipino Workers (OFWs) in identified countries with large concentration of OFWs, DSWD social workers were detailed to DOLE as administrative and technical staff to the Philippine Overseas Labor Offices (POLOs).

Under the agreement, the social worker's tour of duty is one year where she reports directly to and is under the supervision of the Labor Attaché as head of the POLO. Further, the social worker is part of the Team which is composed of the Labor Attaché, Assistant Labor Attaché, Welfare Officer, Assistant Welfare Officer, Medical Officer, Social Worker and the Center Coordinator and the Embassy Officials which include the Consul of Assistance to Nationals (ATN) and the Assistant of the Consul (Attaché) who all together implement the OCSSP under the one country approach for OFWs.

**II. SELECTION PROCESS**

**A. Creation of Inter-Unit/Bureau Task Force**

The social workers go through a first level of screening by the Department's Personnel Development Committee who looks into the educational background, work experience and required competencies for the job in their post.

Considering the duties and responsibilities of the social worker, there is a need to go through a second level in-depth screening to assess the social worker's emotional maturity and readiness to take on the job. Hence, the need for the creation of an Inter Unit/Bureau Task Force in the final selection of Social Workers for International Social Welfare Services for Overseas Filipinos and other Nationals. The primary goal of this inter-unit Task Force is to ensure the availability of a body particularly tasked to further screen on a

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more in-depth basis the eligibility/fitness of the candidate initially identified/shortlisted by the Personnel Development Committee.

Screening social workers for deployment should be done 2-3 months prior to departure for completion/processing of required documents including passports and visas, security clearances and medical certificates and immunizations.

## 1. Composition

The Task Force shall compose of the following:

- Chairperson - Assistant Secretary for Programs;
- Director, Social Technology or her representative SWOV;
- Director, Program Operations Bureau or her representative SWOV;
- Director, Social Welfare Institute and Development Bureau or her representative SWOV;
- Director, Human Resource Management and Development Service; and
- Personnel Development Committee as Secretariat.

## 2. Functions

The Task Force shall have the following functions:

- 1) Validate the capabilities and skills of the social workers who passed the first level of screening and also ensure that she and her family are emotionally ready and prepared for the overseas deployment; and
- 2) Prepare the final list of identified candidates for the Undersecretary of Policies and Program Group's endorsement for the Secretary's approval.

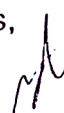
At the same time, the Task Force shall ensure transparency in accordance with policies and procedures in the selection of the social workers.

## B. Qualifications

The following qualifications shall be considered by the Task Force during the second level in depth screening:

### 1. Educational Training

Bachelor's degree in Social Work  
Duly registered Social Worker  
Preferably one who has earned credits in either International studies, Foreign Service and Humanitarian Affairs





3. Provide counseling and other services to OFWs;
4. Develop and implement alternative measures to alleviate stress;
5. Undertake periodic jail visitation, if allowed by the host country;
6. Participate in special projects/program for the OFW community;
7. Maintain a registry of wards in the FWRC; and
8. Submit monitoring to the Head of POLO, the performance/accomplishment reports and other reports that may be required.

#### IV. TOUR OF DUTY

Given the roles and responsibilities of the social worker as Technical Assistant to the Labor Attaché and considering the experiences of those social workers previously deployed in the different countries, the one year tour of duty has been increased to three years. Annually, the social worker will be back in the Philippines for a maximum of 2 weeks for debriefing and updating on policies and program relative to the implementation of the International Social Welfare Services for Overseas Filipinos and other Nationals. Transportation cost shall be borne by DOLE. However, in case DOLE cannot shoulder the expenses, the DSWD shall provide for same.

The following shall be the activities of the social worker for the three years Tour of Duty:

##### **Phase I - Environment Scanning and Adjustment Period**

1. Orientation on the structure, functions of the POLO and roles of social workers at post.
2. Understanding the referral system for international welfare services
3. Adjustment to the country's culture
4. Establish rapport with the POLO and Assistant to National Unit (ANU) staff
5. Establish rapport with the Filipino communities
6. Conduct rapid assessment on OFW situations
7. Assess OFW cases for case management
8. Team Building

##### **Phase II - Organizing and Capability Building**

1. Organize Filipino communities/support groups
2. Conduct capability building with OFW groups
3. Continue manage OFW cases; implement treatment plans and conduct evaluation
4. Establish networks with other OFW-focused organizations based abroad.
5. Design manuals and program for OFWs and their families, manual of operation of the FWRC
6. Honing of social workers skills in the management of cases, networking etc.
7. Strengthening the team.

**Phase III - Institutionalization of services, documentation of experiences and ensure sustainability**

1. Institutionalization of desk of social welfare services at Philippine Labor Office
  - a) Develop manuals in implementing social services at POLO.
  - b) Develop program for OFW and their families addressing the range of issues they encounter while abroad.
  - c) Conduct advocacy campaign on POLO programs for OFWs
  - d) Mobilize resources from other organizations based abroad.
2. Ensure sustainability
  - a) Train POLO staff on gender-sensitivity, counseling, and other intervention skills
  - b) Link organized OFWs with other organizations abroad and in the Philippines.
  - c) Summarize all OFW cases and endorsed to welfare offices.
3. Documentation
  - a) Program documentation
  - b) OFW cases

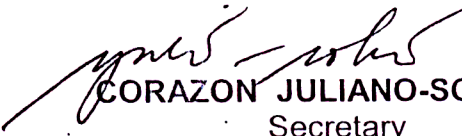
**V. SCHEDULE OF DEPARTURE FROM POST OF OUTGOING SOCIAL WORKER AND DEPLOYMENT OF REPLACEMENT**

To allow interfacing and ensure smooth turn-over of duties and responsibilities, the incoming social worker shall be deployed two (2) weeks prior to the departure of the outgoing social worker.

**VI. EFFECTIVITY**

This order shall take effect immediately and revokes/ rescinds all previous orders inconsistent herewith.

Issued in Quezon City, this 17th day of November 2003.

  
**CORAZON JULIANO-SOLIMAN**  
Secretary  
Department of Social Welfare and Development

