

Administrative Order No. 67
Series of 2004

Subject

GUIDELINES FOR THE IMPLEMENTATION OF THE SHELTERED WORKSHOP FOR PERSONS WITH DISABILITIES AND OLDER PERSONS

I. RATIONALE:

The National Statistics Office (NSO) using a medium assun basis projected that by year 2005 the Philippine population would 84,000,000. Following the rule of thumb of the World Health Organiz (WHO) "that 10% of any given population are with Disabilities", it would that with our population of the projected population by 2005, 8,400 Filipinos would fall under the category of persons with disabilities (PV and of the 84 million total population the 60 years old and above repritude of the 84 million, both males and females with the latter as majority.

Seventy per cent of the 84,000,000 (or 4.2 million) PWDs and persons are in the rural areas and 2.8 million are in the urban areas (to on every 5 year analysis of NSO Census of population and housing). constitute a significant disadvantaged group and a vastly underule human resource base. Majority of the PWDs have few opportunities of included in the schemes of programs that provides services because are found in the urban areas. The elderly, on the other hand has, detheir predominantly rural background appears to be affected by industrialization and urbanization process taking place in the country, analysis, in terms of literacy shows that illiteracy among the elderly has decreasing and better educated people entering into elderly category that despite decline in economic activities among the Filipine elderly, a portion remain economically active even up to the older ages due to preeconomic needs as well as the continuing dominance of agricinativities.

Also, with the average life span of today's Filipino increasing to years for male and 70.38 years for female compared to 61-67 two degree ago it is expected to have high impact not only to older population but a PWDs.

The 2000 National Census indicates a total of 942,098 I population which is lower than 10% WHO estimates. The reason for the difference in the definition of disabilities in different countries.

REPUBLIKA NG PILIPINAS

KAGAWARAN NG KAGALINGANG PANLIPUNAN AT PAGPAPAUNLAD

PATASAN PAMBANSA COMPLEX, CONSTITUTION HILLS

QUEZON CITY

Philippine (as of 2000) only about 1.23% PWDs have been surveye NSO.

Of the 942,098 PWD a total of 281,500 (156,300 males, 116 females) are within the range of under 1 to 29 years of age with the range of 18-29 having the more number of persons with disabilities. It age ranges are young adults who are generally in college and will working.

Meantime, studies and reports on mental retardation indicate that of the mentally challenged individuals are educable. They can be trained enabled to become self-reliant and useful citizens. This is also true other physically and mentally disabled who likewise requires specialized in training.

The National Statistics Office report of the employment status of 15 years and over age group shows that, of the older persons ages 65 over, 77,200 males and 49,600 females are employed in the labor f 83,000 males and 67,000 females are categorized under labor force but in a business of their own (self-employed). Those not in the labor force 68,300 males and 1,256,000 females.

The foregoing facts have implications for both government and government orgànization in our country. It means resources and capa such as job opportunities, training and employment should be made avaito these sectors.

The sheltered workshop for PWDs and OPs is thus envisioned practical approach in helping persons with disabilities and older per acquire productive skills, develop positive habits for income generating gain employment and earn money and for older persons to continue wo and contributing to society.

II. LEGAL BASES:

The legal authority for the development and implementatio Rehabilitation Sheltered Workshop and its specific provision are as follow

1. 1987 Philippine Constitution

Article II Section 9, Declaration of Principles and State Policies was mandates that "The State should promote a just and dynamic, so order that will ensure prosperity and independence of the nation free the people from poverty through policies that provide adec

- social services, promote full employment, a raising standard of living and an improved quality of life for all."
- Also embodied in the Philippine Constitution are significant provision relevant to the needs of persons with disabilities which includes the following:
 - A comprehensive approach to health development which makes available essential goods, health and other social services to all people with priority given to the needs of the underprivileged including the disabled (Article VIII – Sec. 11 on Health).
 - The right to participate in all levels of social, political, economic decision making (several sections on Article III on Bills of Rights Article XIII-Sec. 13).
 - The provision for vocational skills training for the disabled, along with adult/seniors and out of school/youth (implied in state policies Article XI Section 9 and 13 and Article XII Sec. 1).
- 2. Republic Act No. 1179 passed in 1954 providing for the promotion of vocational training for the blind and other persons disabled by natural and/or accident causes resulting in jobs handicapped, and preparing them for jobs suitable to their disabilities and talent. It further provides under Section 7, item 7 of the Act, the establishment of the sheltered workshop as an outlet for the employment of persons with disabilities.
- 3. Republic Act No. 4546 of May 20, 1965 provides for the expansion and development of sheltered employment, and specialized training in specific skills to the trained PWDs. Services include on the job training, social and auxiliary, terminal employment and administrative services.
- 4. Republic Act No. 5416 otherwise known as the "Social Welfare Act of 1968" provides that vocational rehabilitation sheltered workshop shall be established in each of the one hundred nine (109) then congressional districts of the country. Section 3 of the act mandates the Government to provide a comprehensive program of social services designed to ameliorate the living conditions of distressed Filipino particularly those who are handicapped by powerty, youth, physical and mental disability, illness, and old age opportunity. The State shall endeavor to provide it by means of sheltered employment. In the placement of disabled persons in sheltered employment, it shall accord due regard to the individual qualities, vocational goals and inclinations to ensure good working atmosphere and effective production.

The law further provides for the accreditation of similar workshow will be established by private individuals or organization

- Presidential Proclamation No. 1 September 24, 1972 Reorganizing
 Branch of the National Government.
 - Section 14.1, item (d) letter of implementation no. 16 reorge the Department of Social Welfare which reiterated the function the Bureau of Rehabilitation. These includes among other development of selective employment programs such as she workshop operations with adequate revolving funds, a establish district sheltered workshop as a cooperative efforthe local government and non-governmental organizations.
 - Section 17.13 Item No. 4, chapter on Social Welfare Adminis Code also provides the same as of the above mentioned sec
- 6. Proclamation No. 1996 of August 21, 1980 by President Ferding Marcos proclaiming the Nationwide Observance of the Philip participation in the International Year of Disabled Persons (IYDP)
- 7. ILO Convention 159 of April 1990 concerning Vocational Rehabil and Employment of Disabled Persons under the convention Philippine government bind itself to the ILO agreement to excommitment to help the disabled lead meaningful and productive live
- 8. Republic Act No. 7277 of 1991, (also known as "Magna Car Disabled Person) An Act Providing for the Rehabilitation, Development and self Reliance of Disabled Persons and their integinto the mainstream of society and for other purposes.
 - Section 6, Chapter 1, Title II of this Act states that "If st employment for disabled persons cannot be found through employment as provided in the proceeding Section No. 5 on opportunities for employment, the State shall endeavor to proby means of sheltered employment. In the placement of dispersons in sheltered workshop, it shall accord due regard t individual qualities, vocational goals and inclinations to ensure working atmosphere and effective production.
- 9. Local Government Code or RA 7160 of 1991
 - Rule V on Basic Services and facilities Article 24 on Devolut which states that consistent with local autonomy and decentraliz the provision for the delivery of basic social services shall be dev

Action towards an inclusive barrier free and right based society Persons with Disabilities in Asia and the Pacific.

- 11. Proclamation No. 240 of August 2002 signed by President Gl Macapagal Arroyo declaring the period from the year 2003 to the 2012 as the Philippine Decade of Persons with Disabilities.
- 12. Republic Act No. 7432 of 1991, an act which maximizes the contribution of the Senior Citizens to community building and nation building which grants them benefits, special privileges and for other purposes.

III. DEFINITION OF TERMS:

The following terms are defined for the purpose of this guideline.

- 1. Dicability refers to a physical or mental impairment that substant limits one or more psychological, physiological or anatomical function an individual or activities of such individual.
- Persons with Disabilities (PWDs) refers to those suffering for restriction of different abilities, as a result of a mental, physical sensory impairment, in performing an activity in the manner or within range considered normal for human being. Among others are following PWDs.
 - Visually Impaired refers to a person whose vision ranges finability to perceive light to inability to count fingers at a distance meters in daylight with limitation to perform certain visual task such reading, writing and mobility.
 - * Hearing Impaired refers to a person who has hearing prob ranging from inability to hear to inability to hear clearly enough and the difference between certain sounds and words (can hear a I without hearing aid)
 - Speech Impaired refers to a person who has speech impedin ranging from inability to speak to ability to speak but not sufficie clear.
 - Orthopedically Handicapped refers to an individual who hat physical disability due to bones, joints, tendons and muscles defect
 - ⇒ Post-polio residue of polio myelitis.

from the national government to provinces, cities, municipalities, and barangays so that each LGU shall be responsible for a minimum set of services and facilities in accordance with national policies, guidelines and standards

- Article 25 of the same act letter b under Barangay provision of health and social welfare services through maintenance of health and day care centers.
- Same Article 25 under Municipality letter d #1 provision of social welfare services through programs and projects for the welfare of the youth and children, family and community, women, the elderly, and the disabled.
- Section 34 Chapter 4 on Role of People and Non-Governmental Organization which provides that local government units promote the establishment and operation of people and non-government organization to become active partners in the pursuit of local autonomy.
- Section 35, same Chapter which states that local government units to enter into joint ventures and other cooperatives arrangements with people's and non-governmental organization to engage in the delivery of certain basic services, capability building and livelihood projects and to develop local enterprises designed to improve productivity and income diversify agriculture, spur rural industrialization, promote ecological balance and enhance the economic and social well-being of the people.
- Section, 36, still of the same Chapter which mandates the local government unit through its local chief executive and with the concurrence of the Sanggunian concerned, provide assistance, financial or otherwise, to such people's and non-governmental organizations for economic, socially-criented, environmental, or cultural projects to be implemented within its territorial jurisdiction.
- 10. Proclamation No. 125 of 1993 declaring the nationwide observance in the Philippine of the Asia and Pacific Decade of Disabled Persons (1993-2002) which seeks for the full participation and equality of persons with disabilities. Proclamation No. 240 of August 2002 signed by President Gloria Macapagal-Arroyo declared the period from the year 2003 to the year 2012 as the Philippine Decade of Persons with Disabilities. In compliance with the Proclamation and as a member country of the UN-ESCAP, the National Council for the Welfare of Disabled Persons was tasked to take the lead in the National Plan of Action for 2003-2012

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- Fracture break in the bones or cartillages.
- Dislocation displacement of a part of the body from its us place involving the bones due to accident or surgical interventio
- Amputation loss of one or both upper or lower limbs of the be
- Potts disease a chronic disease, tuberculosis in nature cause crippling or contracture of the spine and characterized by a stabend that bump in the middle portion of the backbone (huback).
- Congenital disease deformities existing before, or acquired birth involving the bones and muscles and joint.
- ➤ Hemi-plegia paralysis of one side of the body.
- Paraplegia paralysis of both lower extremities.
- Cerebral Palsy paralysis due to brain damage characterized either muscle stiffness, poor balance, or slow, wringgly or sud quick movement of the feet, arms, hands and face muscle.
- Ostecmyelitis inflammation of the bones sometime accompanied by deformities.
- Ankylosis stiffness and permanent adhesion of joints.
- Arthritis a progressive disease of the joints resulting contracture deformities.
- Claw hand paralysis of the muscles of the hand in contracture
- ➤ Club foot a condition where one or both feet are deform usually where toes and feet are turned inward and some outward; others with heels down and toes upward; o accompanied by webbed toes or fingers and absence of toes fingers.
- Mentally Challenged (also known as mental retardation) refers person who have significantly sub-average intellectual function resulting to or associated with concurrent impairments in adaption, in coping with any demand of daily life manifested through their sensory motor, communication, self-help, socialization, acade and vocational skill.

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- Person with Autism refers to a person who has led developmental disability which typically appears during the first the years of a life resulting from a neurobiological disorder that affects the functioning of the brain and interferes with the normal development the areas of reasoning, social interaction and communication skills.
- Emotionally Disturbed refers to a person who displays behav that deviates from an arbitrary and relative social norm. It occurs w a frequency that is not agreeable to ones age and social norm developmental age.
- 3. Older Person (OP) refers to a person 60 years old and above, with without disability, physically and mentally fit who has skill and potential two referee participation.
- 4. **Impairment** refers to any loss, diminution or aberration psychological, physiological or anatomical structure or function.
- 5. Handicap refers to a disadvantage of an individual resulting from a impairment or a disability, that limits or prevents the function or activity that is considered normal given the age and sex of the individual.
- 6. Sheltered Workshop refers to a work-oriented rehabilitation facili operated by government or private agencies which productively employensically and mentally handicapped people and older persons I producing and selling goods for monetary returns/economic se sufficiency of the client.
- 7. Employment refers to any activity requiring the deliberate use physical and mental powers for livelihood purposes.
- 8. Sheltered Employment refers to the provision of opportunities is persons with disabilities and older persons who are unable to enter the wider field of employment, either temporarily or permanently, due is physical or intellectual handicap with the view of giving them a opportunity to learn and earn a living thus enabling them to acquire work capacity.
- 9. Open Competitive or Competitive Employment refers to employment in competitive industrial, commercial, private and public agencies on the same level with non-disabled.

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- 10. Self-Employment refers to employment whereby the person disability is engaged in a business on his own.
- 11. Project Worker refers to the person with disability and older | working in the sheltered workshop.
- 12. Vocadonal refers to the use of human potential labor and skills development of livelihood.
- 13. Rehabilitation refers to the process of restoring the high functio the mentally challenged to their optimal physical, social, emotion economic functioning.
- 14. Vocational Rehabilitation refers to that part of the continuor coordinated process of rehabilitation which involves the provision of adjustment services, vocational training and selective plandesigned to enable persons with disabilities to secure and retain employment and take his place in the social life of the communenjoy a fully satisfying life.
- 15. Rehabilitation Plan refers to the specific activities which the worker and the rehabilitation team formulate together with the clihis/her family to help them in the client's rehabilitation.
- 16. Rehabilitation Team refers to the multidisciplinary team who closely to plan, implement, monitor and evaluate the rehabilitation
- 17. Skills Training refers to a systematic and planned instructi specific craft or trade.
- 18. Job Counseling refers to the process of assisting the client to limitations for a particular job; develop his own capacity and to he work adjustment; to resolve personal and family problems performance; and to establish and maintain better relationship workers and staff of sheltered workshop.
- 19. Income Generating Activity refers to any activity, propportunity that yields an income with or without assistance agency.
- 20. Assessment refers to a process of determining the castrength, weakness of clients to make realistic rehabilitation goals
- 21. Marketing refers to the performance of business activities the flow of goods and services from producer to consumer and u

22. Manufacturing – refers to the process of turning a raw materials, into a finished product. The workshop is responsible for all phases of production, acquiring of raw materials, training and supervising workers as well as selling the finished product.

IV. PROJECT DESCRIPTION:

The sheltered workshop is a community-based facility designed to provide work training and productive employment for PWDs and OPs by producing and selling goods or services for income or profit. This is to enable them to realize their aspiration and become assets to their families and community.

Sheltered workshop can be managed separately or collaboratively by the DSWD Field Offices, local government units, non-government agencies of the government agencies, peoples organization, or a self-help group.

The project will serve both male and female PWDs and OPs with work potential and capable of achieving employment both in rural and urban areas. Lesser functioning PWDs and OPs shall also be served in the project. This is to vocationally and socially prepare them to be as independent as possible according to their level of functioning because this group are unlikely to secure and retain competitiveness and must remain as part of the work force at the sheltered workshop.

Capable OPs shall be given the opportunity to be employed/hired, on MOA basis, for skilled or higher level job.

Part of the project is the education and involvement of the parents. siblings, and community members to enable them to understand, and help in the rehabilitation of the PWD members of their family/community as well as to enable them assist in social marketing and in advocating for community support. Also included, is the development of expertise of project staff/workers to enable them to sustain/carry on and expand the program.

V. OBJECTIVES:

General:

To enable older persons and persons with disability to attain maximum social and economic development for life within the level of their mental and physical capacity impairment, through vocational skills training and employment in a sheltered workshop.

Specific:

- 1. To promote a venue for training development of the residual capaciand learning of positive attitude toward work of persons with disabiand older persons.
- 2. To provide employment for PWDs and Older Persons who can function under controlled environment because of the nature of disability.
- 3. To advocate community support through demonstration of the capabil of the older persons and persons with disability, specially of the men challenged persons for their economic development.
- 4. To provide opportunities to parents, siblings and community member actively participate in the rehabilitation of persons with disability and c persons, whichever is applicable.
- 5. To sustain/enhance the expertise of staff/workers in operationalizing sheltered workshop specifically designed to meet the needs of persuith disability and older persons.
- 6. To provide Older Persons the opportunity to continue working contributing to society while enjoying a reasonable quality of life.
- 7. To increase community awareness on issues that affects both the PV and Older Persons.
- 8. To lessen if not to curb the prevalence of mendicancy.

VI. TARGET BENEFICIARIES/PROJECT AREAS:

The PWDs and OPs shall be the target beneficiaries of the project.

The target areas of the project are those with high incidence of (and PWDs preferably where there is a SPED center for mentally challen persons and where there are existing LGUs or NGOs willing to cooperate.

The Sheltered Workshop must be accessible and strategically loca if possible, it should be within the area where the PWDs and OPs and t families reside.

The project will be pilot tested for 3 years in Regions IX and CAI year 2004. It will be expanded/implemented to other municipalities, cities barangays of other regions by the DSWD-CO and Field Offices after the test in coordination with the local government units (LGUs), non-government units (LGUs).

organizations NGOs or other government organization after said project been assessed to be addressing the needs of the target sectors.

VII. ELIGIBILITY REQUIREMENTS:

The following shall be the criteria in the selection of beneficiarie the project.

A. Persons with Disabilities

- 1. Must be of working age (15 and over);
- 2. Assessed to have work potential and capable of achie employment;
- 3. In good health (i.e. with no contagious diseases), physically fundergo the activities at the Sheltered Workshop as certified I medical officer; and
- 4. With an IQ of 50 and above (for mentally challenged persons);

B. Older Persons

- 1. A resident of the area
- 2. Physically and mentally fit
- 3. Assessed to have work potential and capable of achie employment

VIII. COMPONENTS OF THE PROJECT:

 Assessment – this involve a series of steps such as interviewing assessing all clients undertaken by the social worker in coordination family member to determine needs and problem areas of the client.

As a project staff, the social worker shall look into physical/medical, social, psychological, vocational, economic spiritual aspect of the case.

The social worker in the assessment phase gathers and an information about the client to be able to identify the problem as prepare the rehabilitation plan.

 Capability Building – this involves the strengthening/harnessing of knowledge, attitudes and skills of the community leaders, the project and other staff involved in the project to enable them to understand care and to handle persons with disabilities. Capability building will conducted regularly and as the need arises. It may be in the fort orientation, staff development, attendance to seminars, symposium el

The capability building activities are as follows:

- a. Organization and orientation of community leaders, volunteers family members to get their involvement and commitment to project.
- b. Training of MDO or MDA, Project Evaluation Officer or the equiva staff on understanding the dynamics of PWDs and OPs and on t care and management and specific livelihood skills for the proworkers.
- c. Training of social workers and other staff including Project Evalua Officer (PEO) on the care and management of PWDs and OPs.
- 3. Vocational Training this involves training of the project workers by MDO or MDA or equivalent staff in a particular trade, arts and craftenable them acquire skills, enhance self-esteem and chance employment and ultimately become productive. The training may include projects such as chalk/candle/paper making, commercial garder information and communication technology, and other livelihood activity appropriate to their disability needed in the locality. Project workers be given incentive for their work to keep them motivated. Later, products are sold, they will be given remuneration commensurate to the level of skills.

For non-working group of clients, life skills training shall also be give to vocationally prepare them.

- 4. Social Skills Training this involves training the PWDs and of persons along social skills to prepare them for integration in community. The social skills training will include among others perso hygiene, self-care, health and safety, communications, travels a working with others, understanding of work preparation and managem of saving.
- Education of parents, siblings and interested community members.
 this involves provision of opportunities to parents, siblings ε community leaders to be oriented/trained on the subject of PWDs ε

OPs, and their care and management specially of mentally challenge individuals. This will enable them to actively participate in the rehabilitation integration of the PWDs and OPs of the families/community.

- 6. **Provision of Social Services** this involves provision of social services directly at through referral to appropriate agencies, such as the following
 - Health/Medical Services provision of health/medical/dental service designed to help clients attain/maintain good health condition.
 - Auxiliary Social Services provision of integrated social service simed at helping PWDs and OPs to achieve effective work and social adjustment. This include groups/individual counselling, referrals to other agencies for services such as medical, spiritual, recreational and socio-cultural activities, among others.
 - of psychological services and Vocational Guidance Services provisio of psychological services to include assessment and diagnosis i order to effect appropriate classification of level or degree of severit of impairment/mental retardation and level of emotional an psychological fitness. Likewise, to help clients develop health attitude toward self, others, and the environment through structure learning experiences and group interaction. This include assessment of work skills, psychological testing and evaluation, counseling an psychotherapy such as play activity, therapy and behavior modification.
 - Vocational Services provision of vocational skills trainin appropriate to the life skills, capacities of PWDs and OPs.
 - Placement/Employment Services which include preparation of the clients employment plans, discussion/job counseling on all aspectaffecting project workers' employment such as chances of project worker in the job selected, employment trends, job opportunities.

This also shall include referral for employment services:

- Project workers who express interest and are prepared an qualified for open employment shall be assisted
- Self-Employment Assistance PWDs and OPs desiring t go on self- employment may be referred to agencies wit self-employment assistance, or to SEA Kaunlaran.

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 SEA Kaunlaran recipient shall undergo training on I Business Management for Knowledge and experilearning in the management of their business. Thi cover feasibility studying preparation and the diff components that are being considered in management of their business.

The SEA Kaunlaran beneficiaries shall undergo values formation and team building works. This is geared at the formation/strengthening of values and the team cohesiveness to ensure success of their projects.

The rates extended for individual and family enterprise of functioning persons with disabilities in SEA Kaunlaran shall be apwith the corresponding project proposal using the existing D format. This shall be utilized as supporting document in the provof such assistance. Funds shall be disbursed in the name of proponent and shall follow the existing disbursement scheme of Kaunlaran.

The SEA Kaunlaran scheme shall be applied in implementation, management and monitoring of the project rollback shall also be installed to maximize the resources outreach to more persons with disabilities and their families.

- 7. **Documentation** this involves program documentation to record praccomplishment, benefits, good practices and success stories in the field offices as basis for monitoring and evaluation.
- 8. *Monitoring/Evaluation* this involves quarterly monitoring by the confice and monthly by the field offices concerned. An annual evaluation or program audit shall be conducted to assess effectivity of service program modification/enrichment and replication. A quarehabilitation team meeting shall also be conducted to evaluate progress of clients.
- 9. **Research** this involves conduct of an evaluative research which be conducted by the Social Technology Bureau in coordination will Field Office at the end of the third year to determine the effectivene the project.

IX. PERSONNEL:

A. Formulation of Policies on Personnel

Policies on personnel shall be formulated by the DSWD, LGUNGO managing the workshop. Sample of which are as follows:

Maintenance of a manual on the personnel policies and prawriting which shall be made available to those concerned times and shall exclude among others; conditions and procof employment and promotion, working condition, work vacation/sick leaves, holidays, method of staff evaluation, range and employment, opportunities for continuing develor of staff and sanction for infraction for such act as taking advof the projects for personal interest.

D. Class

The Manpower Development Officer (MDO) or a Mar Development Aide (MDA) or any equivalent staff complement, as other staff from the DSWD Field Office, LGU, NGO partners shall man the pilot sheltered workshop until such time that it is earning capable of hiring and paying salaries of an initial staff for the Sheworkshop who are as follows:

- 1 sheltered workshop manager
- 1 production aide
- 1 bookkeeper
- 1 social worker

Other sheltered workshops run or managed by other governon-government agencies, peoples organization capable of hirin paying additional staff may include a salesman II, clerk II, utility v laborer, janitor, driver or any other staff deemed necessary by them

Sheltered Workshop lodged in area vocational rehabilitated facilities shall make use of the Center's staff and their correspondes and Responsibilities.

X. DE' MEATION OF RESPONSIBILITIES:

A. DSWD Central Office

- 1. Provide technical assistance to the pilot DSWD Field Offices operationalization of the project.

- 2. Allocate funds for pilot projects.
- 3. Conduct project orientation to intermediaries together with the Office.
- 4. Provide technical assistance and resource augmentation on progtraining, business and workshop management.
- 5. Consolidate and analyze reports submitted by the regions as basis fund augmentation and for technical assistance, monitoring evaluation.
- 6. Register/license/accredit sheltered workshops managed by privagencies in accordance with A.O. 140 and accredits DSWD and L managed Sheltered Workshop in accordance with the Standards by the Department as requisite for accreditation (Standards Burea).
- 7. Conduct research and documentation/packaging of the project.

B. DSWD Field Office

- 1. Conduct consultation with intermediaries to determine their interereadiness, commitment and capability to implement the project.
- 2. Facilitate preparation and signing of a Memorandum of Agreeme (MOA) with implementing agency, when necessary, in accordan with DSWD policies.
- 3. Assist in the orientation of intermediaries on the project.
- 4. Assist in identifying and hiring of a manpower development officer.
- 5. Monitor and provide technical assistance to intermediaries on projeimplementation.
- 6. Develop and maintain linkages with local officials, NOOs and GOs in the areas relative to the project implementation.
- 7. Assist in the evaluation, research and documentation of the project
- 8. Ensure judicious fund utilization and disbursement
- 9. Prepare and submit quarterly report on the project to the central office