TESDA CIRCULAR

Subject: Guidelines in the Conduct of Reintegration Program for Returning Overseas Filipino Workers (OFW)		Number 58 series of 2016 Page 1 of 6 pages
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As part of President Rodrigo Duterte's 10-point Socio Economic Agenda i.e. invest in human capital development, including health and education systems, and match skills and training and TESDA's 17 Point Agenda to facilitate reintegration of our Overseas Filipino Workers (OFWs), the following guidelines are hereby being issued:

I. BACKGROUND

The increasing number of OFWs deployed in the last 5 years estimated at 2.3 million in over 100 countries revealed that 83% are concentrated in the Middle East (POEA data). It is reported however, that thousands of these OFWs may be out of jobs due to the ongoing oil crisis in the year 2016. In addition, stricter immigration policies, criminalization and deportation of undocumented OFWs, will significantly increase the number of returning OFWs without any means to support their families.

This reintegration program runs parallel to the National Reintegration Program of the National Reintegration Center for OFWs (NRCO) under the Department of Labor and Employment (DOLE) and the Overseas Workers Welfare Administration (OWWA) which provides project/enterprise development loans, counseling, wage employment referrals, skills training and assistance to distressed OFWs.

II. OBJECTIVE

This reintegration program intends to provide FREE skills training (either for wage or self-employment) and FREE assessment and certification to returning OFWs and their immediate family members. More specifically, this program aims to achieve the following goals:

1. Determine the skills training needs of returning OFWs and/or their immediate family members necessary for local employment or to start their own business;

2. Provide free skills training and free assessment and certification that matches employment needs, both local or abroad;

3. Provide assistance in job referrals and employment;

4. Tap the expertise of returning OFWs, for the implementation of TESDA programs and projects (i.e. as trainers, assessors, or experts); and

5. Facilitate the reintegration of returning OFWs into the mainstream of Philippine society.

III. DEFINITION OF TERMS

1. Returning Overseas Filipino Workers (OFWs) - Filipinos working abroad and who are returning to the Philippines due to expiration of work contracts, retirement or deportation.

2. Immediate Family Members – for purposes of this Circular, the following shall be considered as the OFW's immediate family members:

   If single – parents, brothers, and sisters;
   If married – spouse and children.

3. Reintegration Program – program package provided to returning OFWs to enhance their technical skill and/or develop entrepreneurial ability to participate in economic activities.

4. Repatriation - is the process of returning a person - voluntarily or forcibly - to his or her place of *origin* or citizenship.

5. Skills Needs – Identified competency gaps required to perform a job.

IV. COVERAGE

These guidelines shall cover all returning OFW and his/her immediate family member who wish to avail of program intervention under the Reintegration Program. The programs include skills training; assessment and certification; and jobs referral and employment assistance. They can avail all the program interventions or any of the three depending on their needs.

V. REQUIREMENTS

To qualify under these guidelines, the following should be presented to TESDA ROs/POs/DOs by the returning OFW and/or his/her immediate family member:

1. Returning OFWs:

   a. Referral or endorsement from the OWWA if name is not in TESDA's database of returning OFWs; and/or
   b. Passport of the returning OFW.

2. Immediate family member of the OFW:

   a. Photocopy of the passport of the returning OFW;
   b. Letter of authorization from the returning OFW; and
   c. Proof of relationship between the OFW and his/her immediate family members (e.g. marriage certificate or birth certificate)

VI. AVAILMENT OF SKILLS TRAINING

1. The returning OFW ***may*** avail of the free skills training with ***one (1)*** of his/her immediate family members.

2. Both the returning OFW and his/her family member may avail multiple scholarship programs but not simultaneously. Availment of more than one (1) scholarship program may not necessarily be related or value-adding to the first (1st) scholarship program availed of.

3. Upon availment, the returning OFW and his/her immediate family member will be made to sign a commitment of undertaking that they will attend and finish the skills training program. In case the OFW or his/her immediate family member fails to finish the program without justifiable reasons, he/she will bear the cost of the said training.

VII. GENERAL GUIDELINES

A. IDENTIFICATION OF SKILLS NEEDS

1. Responsibilities of the TESDA Central Office (CO)

a. Establish and maintain a single database of returning OFWs containing the following information:
   - Contact particulars
   - Result of TNA
   - TESDA services availed
   - Result of assessment and certification

b. Coordinate with TESDA ROPODO concerning updates in the database of OFWs.

2. Responsibilities of the TESDA Regional Offices (ROs):

a. The TESDA ROs shall coordinate with the OWWA/DOLE Regional Offices for the list of the returning OFWs;
b. The list acquired by the TESDA ROs shall be forwarded to the appropriate TESDA Provincial/District Office (PO/DO) having jurisdiction on the domicile of the returning OFW; and
c. Coordinate with TESDA COPODO concerning updates in the database of OFWs.

3. Responsibilities of the TESDA Provincial/District Offices (PO/DOs):

a. The TESDA PO/DO shall communicate with the OFW contained in the list given by the RO;
b. For those OFWs who have been subjected to TNA, the TESDA PO/DO shall validate the results of their TNA through an interview;
c. For those OFWs who have not been subjected to TNA, the TESDA PO/DO shall conduct the needs analysis using TESDA's Youth Profiling for Starring Career (YP4SC) instrument, or through an interview;
d. For walk-in returning OFWs who are NOT in the official database, the TESDA POs/DOs shall facilitate a request to the Membership Processing Office of the Regional OWWA to validate the identity of the concerned OFWs. The validation may be done through electronic mail. The PO/DO shall inform and forward the profile of the said OFW to the RO; and
e. The POs/DOs shall post the reintegration program in their bulletin boards emphasizing the requirements for the availment.

B. SKILLS TRAINING

a. The TESDA PO/DO shall refer the OFW to the appropriate TESDA Technology Institutions (TTIs) or Technical Vocational Institutions (TVIs) with registered programs for skills training; and
b. The TESDA PO/DO shall provide the returning OFW or his/her immediate family member a scholarship based on the existing scholarship guidelines.

C. ASSESSMENT AND CERTIFICATION

1. The Regional and Provincial/District Directors shall ensure that the qualifications applied for by the OFW have readily available accredited assessment centers and assessors within the Region/Province/District;
2. In line with the TESDA policy on assessment and certification program, competency assessment shall be mandatory for qualifications with Training Regulations (TR) with Competency Assessment Tools (CATs);
3. Provision of free assessment and certification to the OFW may be provided through the Competency Assessment and Certification for Workers (CACW); and
4. Assistance for assessment and certification will also be provided to those OFWs who only need certification.

D. JOB REFERRAL AND EMPLOYMENT ASSISTANCE

1. The TESDA POs/DOs will refer and endorse the returning OFW or his/her immediate family member graduate to the Public Employment Service Office (PESO) of the Local Government Units (LGUs) for job referral; and
2. The TESDA PO/DO shall conduct job induction program to the graduates of the skills training program.

E. MONITORING

1. A single database of all returning OFWs shall be developed and maintained at the Central Office. The said database shall be made accessible and regularly updated by all ROs/POs/DOs.

2. The TESDA PO/DO shall also maintain a database of the names of the immediate family members of the OFWs who were given assistance.

3. For this purpose, TESDA COROPODO shall designate an official focal staff who will monitor the program and maintain the database for the returning OFWs. The Central Office, through the Office of the Deputy Director General for Partnerships and Linkages shall be the office authorized to release reports upon request of other concerned government agencies/organizations.

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F. FUNDING

Funds for the implementation of this program shall be charged to the Training for Work Scholarship Program (TWSP) funds. Allocated funds may be augmented from other sources. Disbursement shall be subjected to existing government accounting rules and auditing regulations.

VIII. EFFECTIVITY

These guidelines shall take effect immediately. Wide dissemination and strict implementation of this Circular by all concerned is hereby enjoined.

GUILING "GENE" A. MAMONDIONG
Director General /Secretary