



Memorandum Circular No. 09  
Series of 2008

SUBJECT: **Guidelines on the Reintegration Program for Deportees and Returning Undocumented Overseas Filipino Workers**

## I. RATIONALE

Working overseas has become a phenomenon in the Philippines. Based on the June 2007 report of the Department of Foreign Affairs, there are about 7.1 million overseas Filipino workers (OFWs) all over the world. The remittances of these OFWs have helped boost the Philippine economy such that OFWs have been regarded as modern-day Filipino heroes.

Behind this however, there are social costs and critical issues affecting these OFWs that need to be addressed by the government. Of the 7.1 million OFWs, about 443,768 are undocumented based on the report of the DFA. Many of them return home after experiencing abuse or when the foreign country's government discovers their presence there without legal documents. In 2007, the Office of the Social Welfare Attaché in Malaysia served 11,388 Filipino deportees. Cases served were undocumented Filipino nationals who were accused of immigration law violation, trafficked victims and victims of illegal recruitment.

Both the deportees and returning undocumented OFWs are faced with many challenges which prevent their successful reintegration to their families and communities. The Social Technology Bureau conducted a consultation-workshop with twenty (20) returning OFWs and service providers on December 13-14, 2007 and conducted a study on the situation of 852 deportees in Regions IX and ARMM from November 26 to December 7, 2007. The findings are that deportees and returning OFWs find their financial situation worse than when they left the country and that they have difficulty getting a job. Many of them have gone back or opted to return to Malaysia even at the risk of being arrested and jailed again. They said that in Malaysia, they can meet their daily basic needs. Sometimes, they can even save some amount for other expenditures.

Reintegration to the community is difficult. During the national consultation, participants who used to be undocumented OFWs admitted that they found it hard to overcome the negative experiences they went through in other countries. Sometimes they blame themselves for all the violations committed against them. At times, they feel angry at their circumstance that led to their going out of the country and the people around them. The deportees on the other hand admitted that because they were jailed in Malaysia, they think that people in their community look down on them.

Lack of appropriate and adequate assistance from the government and other stakeholders is also an issue among the deportees and returning undocumented OFWs. The deportees in Basilan, Tawi-Tawi and Zamboanga shared that they received transportation assistance and food. As soon as they are back home, the assistance ended. Although they appreciate such assistance, they said it is not enough to help them recover from their harrowing experience and reintegration into their community.

For these reasons, a Reintegration Program for Deportees and Returning Undocumented OFWs has been formulated for which this Guidelines is hereby provided.

## **II. LEGAL BASES**

This program is based on the following international and regional legal instruments:

### **A. International Instruments**

- *International Convention on the Protection of the Rights of all Migrant Workers and Members of their Families*

This Convention is applicable to all migrant workers and members of their families without distinction of any kind such as sex, race, colour, language, religion or conviction, political or other opinion, national, ethnic or social origin, nationality, age, economic position, property, marital status, birth or other status. The present Convention shall apply during the entire migration process of migrant workers and members of their families, which comprises preparation for migration, departure, transit and the entire period of stay and remunerated activity in the State of employment as well as return to the State of origin or the State of habitual residence.

- *Convention on the Elimination and Discrimination against Women (CEDAW).*

It is the first and only international treaty that comprehensively addresses women's rights not only within civil and political spheres but also within economic, social, cultural and family life. It guarantees women's rights to be free from all forms of violence whether physical, mental or economic as well as all forms of trafficking and exploitation and prostitution.

- *Convention on the Rights of Children*

This recognizes the human rights of children and provides measures to ensure the child's rights to survival, development, protection and participation. In Article 35, State Parties are to take appropriate measures to prevent the abduction of, the sale of, or trafficking of children for any purpose or in any form.

### ***B. Regional Instruments***

- *Bangkok Declaration on Irregular Migration*

It states that migration, particularly irregular migration, should be addressed in a comprehensive and balanced manner, considering its causes, manifestations and effects, both positive and negative, in the countries of origin, transit and destination. The orderly management of migration and addressing of irregular migration and trafficking will require the concerted efforts of countries concerned, whether bilaterally, regionally or otherwise, based on sound principles of equality, mutual understanding and respect.

- *Cebu Declaration on the Protection and Promotion of the Rights of Migrant Workers.*

It calls for stronger protection and improved conditions for migrant workers in the region, and assigned "obligations" on both the "sending" and "receiving" states. The so-called "receiving" or employing states are expected to ensure workers' access to information, education and social welfare services, as well as ample representation in the host country's justice system.

### ***C. National Laws***

- *1987 Philippine Constitution*

Article II, Section 12 provides that the state recognizes the sanctity of family life and shall protect and strengthen the family as a basic autonomous social institution; and Article XV, Section 1: the state recognizes the Filipino family as the foundation of the nation. Accordingly, it shall strengthen its solidarity and actively promote its total development.

- *Republic Act 8042* or the Migrant Workers and Overseas Filipinos Act of 1995

It focuses on the illegal acts of recruitment and the protection of migrant workers through the one-country team approach in the Philippine Embassies/Consulates, the creation of the Office of the Undersecretary for Migrant Workers Affairs (OUMWA) and availability of Assistance to Nationals (ATN) funds for displaced, abused and exploited migrant workers managed by the Department of Foreign Affairs (DFA). R.A. 8042 considers children as the indirect beneficiaries of OWWA benefits and services of their OFW parents who are OWWA members.

- *Republic Act 9208 or the Anti-Trafficking in Person Act of 2003*

It defines trafficking and policies to eliminate trafficking as well as to protect the victims. It also provides penalties for violators of the provisions of the law.

### **III. PROJECT GOAL/OBJECTIVES**

#### **General Objectives:**

The program aims to provide comprehensive integration services to deportees and returning undocumented overseas Filipino workers to alleviate their situation and to prevent occurrence of the same in the future.

#### **Specific Objectives:**

1. To provide skills training and livelihood opportunities to the deportees and returning undocumented OFWs.
2. To provide guidance and counseling to deportees and returning undocumented OFWs.
3. To provide social services to help deportees and returning undocumented OFWs reintegrate smoothly to their respective families and communities.
4. To provide appropriate support services to the families of deportees and returning undocumented OFWs.

### **IV. COVERAGE AND TARGET BENEFICIARIES**

In general, the target beneficiaries of this project are deportees and returning undocumented OFWs. Specific to livelihood and scholarship program, target beneficiaries are those whose incomes fall below the 2006 National Statistics Coordination Board (NSCB) food threshold. For urban areas, these are families with five members that earn less than P 4,558.00 per month or P 150.00 per day. For rural areas, families with five members that earn less than P 4,057.00 per month or P 133.00 per day.

This program shall be adopted by all DSWD Field Offices particularly those with high numbers of undocumented OFWs/deportees. However, for its 1 ½ years of pilot testing, the Program shall be implemented in region IX, with a 2,222 target beneficiaries for the first year, and 3,438 in the second year.

## **V. PROGRAM DESCRIPTION**

This program is a package of services that will buffer the adverse effects of repatriation, deportation and unemployment upon return to the Philippines.

The intervention will maximize the use of existing programs and services of the DSWD, other government agencies, non-government organizations and the private sector. The proposed integrated programs or services will facilitate the protection against re-trafficking and eventual reintegration of the OFW to his/her family and community.

## **VI. DEFINITION OF TERMS**

1. *Overseas Filipino Worker* - refers to a person who is to be engaged, is engaged or has been engaged in a remunerated activity in a state where he/she is not a citizen or permanent resident (to be used interchangeably with the term “migrant workers”).
2. *Deportee* – one who has been expelled from a place/country or was ordered to return to the country of origin due to unlawful presence in other country.
3. *Social Welfare Attaché* – A social worker posted by the Philippine Government in a foreign country primarily to attend to the needs and welfare of migrant Filipinos through the delivery of core social welfare services and creation of linkages with the host country’s Social Welfare and Development Office and other offices.
4. *Trafficking in Person* – refers to the recruitment, transportation, transfer or harboring, or receipt of persons with or without the victim’s consent or knowledge, within or across national borders by means of threat or other forms of coercion, abduction, fraud, deception, abuse of power or position, taking advantage of the vulnerability of the person. This also pertains to the giving or receiving of payments or benefits in exchange of a person’s consent for the purpose of prostitution or other forms of sexual exploitation, forced labor or servitude, slavery, or the removal or sale of organs.
5. *Undocumented Filipino Workers* – those who do not have legal status to stay in a foreign country (e.g. invalid visa, residence or work permits or are overstaying in a foreign country). Also referred to as irregular migrant worker.
6. *Repatriation* – return to the country of birth, citizenship, or origin.
7. *Poverty Threshold* - minimum level of income deemed necessary to achieve an adequate standard of living.
8. *Food Threshold* - refers to the minimum cost of the food items that satisfy nutritional requirements for economically necessary and socially desirable physical activities, or the basic food requirements which meet 100% adequacy of the Recommended Dietary Allowance (RDA) for energy (2,000 calories) and 80% adequacy of other nutrients, as recommended by the food and Nutrition Research Institute (FNRI).

## **VII. PROGRAM COMPONENT**

Based on the assessment of needs (Annex A), appropriate interventions shall be identified and provided to the clients, as follows:

### **1. Temporary Shelter**

Clients needing temporary shelter shall be referred to DSWD licensed and/or run residential institutions for temporary shelter.

*They include but are not limited to:*

- Those whose return to their places of origin are still being processed; and
- Those who are not yet ready to return to their families, or whose families are not yet ready to receive them due to emotional problems, threats to their lives, or other serious problems.

At the shelter, the deported/repatriated OFWs shall be provided with basic needs like food, clothing and other personal necessities. Other services such as medical intervention and referral for legal assistance will also be given depending on need. For example, clients who are incapable of living independently due physical disabilities shall be referred to caring institutions for further provision of a stable, controlled and secure residence as well as provision of food/clothes and structured/supervised activities. However, those with mental illnesses shall be referred immediately to DOH facilities catering for this kind of clientele for regular medical and psychiatric care and medication. The clients may stay in the temporary shelter for up to six (6) months.

The client must adhere to the shelter's policies and rules introduced during the orientation. Appropriate disciplinary actions shall be imposed by the shelter for failure to adhere to these polices and rules, as follows:

- |                  |   |  |
|------------------|---|--|
| • First Offense  | - | First written warning on the possible negative consequence of the violation/s, and reminder on shelter policies and rules to be adhered.   |
| • Second Offense | - | Second written warning and demanding for written apology indicating a promise to follow policies, as well as understanding that failure to do so will automatically mean discharge from the shelter. |
| • Third Offense  | - | Discharge from the shelter   |

## **2. Assistance Fund**

This includes Assistance to Individuals in Crisis Situations (AICS) and Transition Allowance.

- *AICS:* Clients not provided temporary shelter needing immediate financial support shall be provided with up to P 5,000.00 depending on the assessed need.

*These include but are not limited to:*

- Clients needing immediate financial support for their return to their hometown/province for fare, food and other traveling needs. They shall be provided with bus ticket or cash allowance for food and other traveling needs.
- Clients needing financial assistance to pay for medical services and medicine for maintenance or recuperation. Assistance shall be paid directly to the doctor/hospital.
- *Transition Allowance:* Clients outside the shelter still seeking employment or those who have already found one but have not received any salary yet shall be provided with an allowance of P700/week for not more than 1 ½ months for food and other very basic needs, transportation, and documentary requirements.

*These include but are not limited to:*

- Beneficiary seeking employment or and skills training.

Fund releases shall be on a weekly basis depending on the assessment of the social worker and client's compliance to the following provisions:

- a. Weekly and timely reporting of the client to the worker to give details on the status of his/her search for employment. Failure to report should be supported by valid reasons like sickness, travel to the province due to urgent concern, death in the family, etc., failure to provide valid reason will mean discontinuance of assistance;
- b. Weekly submission of job searching activity documentation using Annex D.
- c. Office/Community Service Certificate using Annex I
- d. Once employed, a certification from the hiring office (printed on office stationery with logo if applicable) shall be submitted indicating the date of release of the client's first salary.

Weekly releases of financial assistance shall be recorded in a logbook indicating the following entries: a) Name of the client; b) Contact Number; c) Address; d) Date of Release; e) Dates Covered; f) Amount; g) Signature; and h) Remarks

Beneficiaries of transition allowance shall render community service during the duration of the job seeking activities and scholarship assistance for at least 4 hours per week, based on an agreed schedule.

### **3. Employment/Livelihood Assistance**

- *Livelihood Assistance.* Capital assistance not exceeding P15,000.00 shall be provided to clients who want to venture into a business. This assistance shall only be granted to clients who have undergone skills training and would like to engage in a business that is feasible. The PDO II of SEA Unit shall assess the clients' entrepreneurial knowledge and skills as well as the target business' feasibility or marketability.

Before the clients are granted capital assistance, they shall first undergo sessions with individuals in the locality who, on the basis of their evident success in their chosen business, shall provide them with guidance and counseling on business management.

The amount shall be repaid by clients utilizing the SEA-K scheme so that other needy clients may also get the chance to enjoy such assistance.

*Criteria to Become a Beneficiary:*

- Should be at least 18 years of age
  - Wants to venture into a business enterprise individually or in a group but lacks capital
  - Has skills matching the intended type of livelihood project
  - Whose intended business is assessed to be feasible
- *Agri-Non Cash Entrepreneurship (AGRI-CARE).* This is in coordination with the Department of Agriculture (DA). This includes training in agricultural activity and provision of animals/tools/seeds or other agricultural inputs, and training on marine-based livelihood like fishing, seaweed farming as well as provision of materials/equipment. A maximum of the equivalent of P 15,000 of non-cash or in-kind assistance for individual project shall be provided to the client. SEA-K repayment scheme shall be adopted for this type of assistance.
  - *Skills Training.* If AGRI-CARE is not relevant to the situation of clients who also want to engage in small-scale business, other skills training shall be provided. This shall be coordinated with the Technical Education and Skills Development Authority (TESDA). The trainings shall focus on the development of skills that are marketable especially in the client's community. To ensure this, a registry of training schools and course being offered shall be maintained by the worker.

A maximum amount of Three Thousand Pesos (P3,000.00) shall be released directly to the training school. A weekly submission of the Training Activity Status Report (Annex B) shall be done by the client. Transition allowance shall also be provided to them.

*Criteria to Become a Beneficiary:*

- Should be at least 18 years of age
- Needs non-cash or in-kind assistance for individual agricultural project
- Has ready land/area for farming
- Has skills matching the proposed type of farming activity

Beneficiaries of skills training shall render community service during the duration of the training for at least 4 hours per week, based on an agreed schedule.

- *Job Placement.* Clients should be exposed to employment opportunities. As such, the DSWD shall establish a strong working relationship with commercial/business establishments. It shall also regularly secure a list of jobs available in the community and advocate for the clients under the program to be given priority in employment.

The concerned program staff should always have a list/directory of commercial establishments (Annex E), which will be updated regularly through internet browsing and coordination with commercial/business establishments.

This specific component of the program shall include job/employment advice and employment support in the form of the following:

- Resume and cover letter preparation
- Filling out of application forms
- On the Job-Training placement
- Securing required documents like police clearance
- Mock/practice interviews
- Internet job registration and referral to companies or job placement agencies who are in need of workers/employees matching their skills/qualifications
- Entry of resume to the Job Network member internet subscription for clients who are college degree holder
- Giving feedback on any interview that may be arranged for the client

*Criteria to Become a Beneficiary:*

- Should be at least 18 years old;
- Physically fit to work; and
- Able to read, write and do simple arithmetic.

#### **4. Scholarship Assistance**

The grant, which is in coordination with TESDA, CHED, DepED and other partners, shall be provided to deportees and returning undocumented OFWs who are interested and willing to further their education in high-demand fields.

- **Formal vocational and academic courses** (two year-course e.g. ICT courses). Specific amount of educational assistance shall be based on the financial requirement of the course.

*Criteria to Become a Beneficiary:*

- High school graduate
- Willing to take vocational courses

- **Alternative Education System (AES).** Clients who wish to avail of AES shall be linked to the Bureau of Alternative Education System of DepED and other agencies providing such service.

*Criteria to Become a Beneficiary:*

- No age limit, may be availed as long as client is willing to continue schooling under this scheme

A maximum amount of P10,000.00 for vocational training and P 5,000.00 for AES per semester for a maximum of 4 semesters shall be provided to cover the tuition fee and other needs like transportation, uniforms and food of beneficiaries. These amounts shall be released before the start of each semester after clients complied with the submission of the following requirements, and upon assessment of the worker.

- For initial release:
  - Copy of the school card or certification from the former school that the client had been enrolled during the last semester/school year;
  - Certificate of good moral character;
  - Barangay Certificate; and
  - Authenticated Birth Certificate.

Within five working days after the enrollment the client shall present the original copy of school registration form and payment's official receipt, and submit photocopies of the same to the social worker.

- For Succeeding releases:
  - Photo copy of school card or certification from the school that the client had been enrolled in their school during the last semester;
  - Photo copy of School Payment Receipts; and
  - Scholarship Status Reports (three reports) using Annex C
  - Office/Community Service Certificate (Annex I)

The Scholarship Status Reports shall be accomplished and submitted monthly to facilitate monitoring.

Beneficiaries of scholarship assistance shall render community service during the duration of the scholarship for at least 4 hours per week, based on an agreed schedule.

## **5. PhilHealth Insurance**

If a deportee or a returning undocumented OFW does not have health insurance and his/her income falls below the 2007 annual per capita poverty threshold of P14,866 per NSCB data, he/she shall be enrolled to the Philhealth Indigent (Sponsored) Program. The insurance premium for the first year shall be borne by the program. The premium for the succeeding year shall be advocated for LGU funding.

### *Criteria to Become a Beneficiary:*

- Clients without health insurance
- Clients with income that fall below the NSCB prescribed annual per capita poverty threshold.

## **6. Psychosocial Intervention**

This refers to a combination of social work interventions including but not limited to the following:

- a. **Counseling Services:** refers to the provision of individual, group or family counseling services to deportees and returning OFWs. Intensive therapeutic counseling to extreme cases of abuse/maltreatment suffered by overseas Filipinos shall likewise be provided. This may include giving Critical Incidence Stress Debriefing (CISD)
- b. **Toll Free Hotline:** refers to the setting up of 24 hour toll free telephone hotlines to answer queries of OFWs who are in distress.
- c. **Family Life Enrichment Services:** refer to family activities, and dialogues, among others. These activities may include family camp, family day celebration, renewal of marriage vows and family life education sessions such

as father's workshop/consultations, mother classes and group sessions for couples.

- d. **Family Service:** refers to a series of counseling activities involving members of the family with focus on their role adjustments and performance towards coping with social, psychological and interpersonal problems in the family. These include family consultations, family conferencing and therapeutic sessions, as well as individual and group counseling for members of the family.

*Criteria to Become a Beneficiary:*

- Client who experienced extreme abuse/ maltreatment; and
- Client needing support to cope with the social, psychological and interpersonal problems in the family and community.

## VIII. IMPLEMENTATION MECHANICS

### A. Collaboration and Networking.

The program implementer at the regional office shall cultivate productive relationship with concerned agencies for sharing of services or obtaining resources for the project by undertaking the following activities:

I. Identification of possible partner agencies and their services that could be tapped for the project

Using Annex F, an inventory of agricultural training course and other services that could be tapped from DA in relation to Agri-Care implementation can be made. Coordination with TESDA, DepED and CHED for scholarship and vocational training services shall be done through agency visits. The same thing shall be done for business establishments to determine job-openings and corresponding job requirements/ qualifications to facilitate job referral.

2. Organization and planning of IAC and establishing network

Results of the inventory of services offered by DA, TESDA, DepED and CHED, as well as job openings shall be validated through meetings/ consultations. The DA, TESDA, DepED and CHED shall be organized into an inter-agency committee which will be monitored to ensure participation and implementation. Inter-agency memoranda of agreement shall be forged specifying the required participation from each member agency.

Continuous coordination with business establishments shall be done to regularly update the registry of job opportunities and facilitate job referral.

## **B. Provision of Services to Needy Returning OFWs and Deportees**

### *1. Identification of Client:*

An intake form shall be accomplished by the social worker (Annex A). Based on the assessment of intake form, the client and corresponding services shall be identified.

### *2. Delivery of Services for OFWs and Deportees*

Once the appropriate intervention has been identified, the social worker shall orient the client about the particular service and the required client participation. After all these have been done, the social worker shall work on program implementation in coordination with concerned agencies.

Beneficiaries of employment as well as scholarship grantees shall render community service during the duration of the livelihood training and scholarship for at least 4 hours per week, based on an agreed schedule. They shall be linked with the officials of the barangay where they reside, or with the C/MSWDO. Types of office and community services include but not limited to the following:

- a. Clerical, janitorial and other office maintenance jobs;
- b. Clean and green project of the barangay; and
- c. Other barangay initiated community projects.

An Office/Community Service Certificate (Annex I), signed by the barangay captain or C/MSWDO/LGU official serving as supervisor shall be secured by the client.

## **C. Monitoring, Evaluation and Reporting**

The status of employment, training/scholarship assistance and job-searching activities as well as office/community volunteer service of the client shall be monitored through assessment of the following, which shall be validated through home/agency visits and phone calls when deemed necessary:

1. Training activity status report (Annex B);
2. Scholarship monthly status report (Annex C);
3. Job searching activity documentation (Annex D); and
4. Office/Community Volunteer Service Certificate (Annex I).

To facilitate monitoring, an individual case folder shall be maintained by the social worker for those who availed of employment and scholarship assistance. A quarterly report using Annex H shall be prepared by the worker and submitted to Social Technology Bureau every 15<sup>th</sup> day of the preceding month for national consolidation.

A terminal evaluation activity shall be done by the STB at the end of 1 ½ years of pilot-testing to determine possible enhancement of the program guidelines, and ensure effective and efficient implementation.

#### **D. Advocacy**

In order to lessen, if not eradicate illegal migration, there is a need to encourage Regional Development Councils (RDCs) and concerned LGUs to intensify awareness raising activities on the following: a) immigration laws and policies of Malaysia; b) fate of many deportees over time; and c) efforts of the government to facilitate legalization of travel documents through the “One-Stop-Shop” particularly on its roles, processes adopted, in legalizing travel documents, assistance provided to deportees, and applicants’ role in the legalization process.

#### **E. Data Banking**

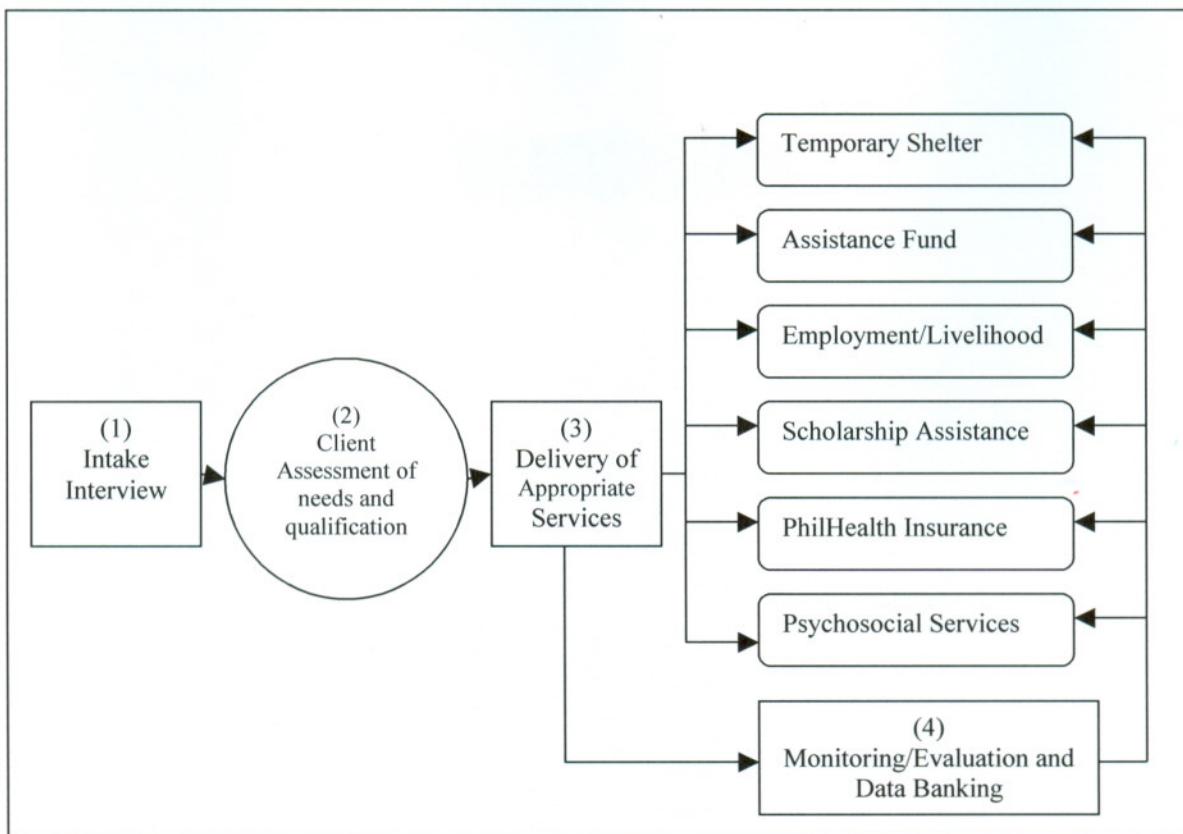
The program implementer at the regional level shall maintain an updated data bank of the following, to facilitate referral and monitoring:

1. List/directory of business establishment (Annex E)
2. Training schools offering short – term vocational/training courses (Annex F); and
3. Profile of clients served by the program (Annex G).

#### **D. Funding.**

Necessary fund for the pilot testing of the project shall be sub-allotted to the concerned field office. Funding for the succeeding years (regular implementation) shall be included in the annual budget of concerned regional offices.

## IX. INTERVENTION PROCESS FLOW



1. The social worker in-charge shall administer the intake interview of the clients (Annex A).
2. Based on the result of the interview, needs of the clients shall be assessed, as well as their qualification for the specific service.
3. Once appropriate interventions for clients have been identified, delivery of the appropriate services shall follow.
4. To ensure efficient and effective delivery of services, monitoring and evaluation shall be conducted. Each client shall be included in the data bank of project beneficiaries.

## X. INSTITUTIONAL ARRANGEMENTS

### A. Department of Social Welfare and Development

#### 1. *Social Technology Bureau (STB)*

- a. Provide technical assistance and funding support to concerned regional office during the pilot-testing of the program.
- b. Monitor and evaluate overall program implementation.

- c. Submit quarterly report to the Undersecretary of Policy and Plans Group and the Secretary on the implementation of the project, before the end of the month succeeding the quarter.
- d. Orient concerned regional offices and regional inter-agency committees about the program.

**2. *DSWD Field Offices***

*Field Office Management*

- a. Take charge in the organization and conduct of inter – agency meeting.
- b. Monitor and provide technical assistance to the program implementer.
- c. Advocate/encourage Regional Development Councils (RDCs), concerned LGUs, and other regional and local bodies/structures having concerns on deportees and undocumented OFWs to intensify awareness raising activities on the following: a) immigration laws and policies of different countries especially in countries with high cases of deportation/illegal migration; b) fate of many deportees/OFWs over time to discourage people from migrating illegally; and c) efforts of the government to facilitate legalization of travel documents through the “One-Stop-Shop” particularly on its roles, processes adopted in legalizing travel documents, assistance provided to deportees, and applicants’ role in the legalization process.
- d. Ensure the functionality of One-Stop-Shop in their respective areas.

*Program Implementer*

- a. Take charge of direct implementation of the program in partnership with concerned agencies.
- b. Coordinate with NGAs, NGOs and other organizations for the provision of services not within the scope of the DSWD e.g. legal services and employment opportunities.
- c. Maintain a databank on the list of employers and job vacancy, schools with short - term training courses and the list of training they could offer to the clients, and profile of clients served by the program as well as their employment skills.
- d. Assess the clients’ needs, and provide need-based intervention in coordination with concerned agencies.
- e. Assist the client in the creation and designing of resume that would attract employer’s attention and post it through the internet (e.g Phil\_jobNet, jobstreet.com and others).
- f. Monitor status of the client’s job applications and provide feedback to the client.

**B. Local Government Units**

- 1. Intensify awareness raising activities on the following: a) immigration laws and policies of different countries especially in countries with high cases of deportation/illegal migration; b) fate of many deportees over time to discourage people from migrating illegally; and c) efforts of the government to facilitate legalization of travel documents through the “One-Stop-Shop” particularly on its roles, processes adopted in legalizing travel documents, assistance provided to deportees, and applicants’ role in the legalization process.

2. To advocate to other local bodies/structures (provincial, municipal and barangay) having concerns on deportees and undocumented OFWs.
3. Provide other support services to clients based on the assessed needs.
4. Provide community/ office service to livelihood training/assistance beneficiaries and scholarship grantees.
5. Assist in inventory of job openings in the locality.
6. Shoulder the clients' PhilHealth insurance premium for the succeeding years.

**C. TESDA and Other Training Agencies/Schools**

1. Provide list of trainings.
2. Provide livelihood and/ or skills training.

**D. DepED through the Bureau of Alternative Learning System (BALS)**

1. Test and assess the youth scholars and provide refresher or review courses prior to the accreditation exams.

**E. Department of Health (DOH) and Other Health Organizations/Entities**

1. Provide temporary shelter and medical and psychiatric care and medication to clients with mental defects.

**F. Commission on Higher Education (CHED)**

1. Facilitate inclusion of the client to Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP) of CHED

**G. Department of Agriculture**

1. Provide training on agriculture to clients.
2. Provide seedlings and other farming equipment/paraphernalia.

**H. Business sector/Companies/Agencies Offering Job Opportunities**

1. Provide list of job vacancies.
2. Absorb the newly skilled clients through on-the-job apprenticeship and hiring of eligible client.
3. Report client's employment status to DSWD.

**X. EFFECTIVITY**

This Order shall take effect immediately.

Issued in Quezon City, this 17<sup>th</sup> day of June 2008.

  
**DR. ESPERANZA I. CABRAL**  
Secretary

DSWD - OSEC



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