Administrative Order No. 07
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 assumption basis projected that by year 2005 the Philippine population would be 84,000,000. Following the rule of thumb of the World Health Organization (WHO) “that 10% of any given population are with Disabilities”, it would mean that with our population of the projected population by 2005, 8,400,000 Filipinos would fall under the category of persons with disabilities (PWDs), and of the 84 million total population the 60 years old and above represent 4% or 3.3 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 (on every 5 year analysis of NSO Census of population and housing), constitute a significant disadvantaged group and a vastly underutilized human resource base. Majority of the PWDs have few opportunities of being included in the schemes of programs that provides services because they are found in the urban areas. The elderly, on the other hand has, due to their predominantly rural background appears to be affected by industrialization and urbanization process taking place in the country. An analysis, in terms of literacy shows that illiteracy among the elderly has been decreasing and better educated people entering into elderly category. That despite decline in economic activities among the Filipino elderly, a significant portion remain economically active even up to the older ages due to personal economic needs as well as the continuing dominance of agricultural activities.

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

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

Of the 942,093 PWD a total of 281,500 (156,300 males, 115,200 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. These age ranges are young adults who are generally in college and will be entering the workforce.

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

The National Statistics Office report of the employment status of 16 years and over age group shows that, of the older persons ages 65 and over, 77,200 males and 49,600 females are employed in the labor force. 83,000 males and 67,000 females are categorized under labor force but are in a business of their own (self-employed). Those not in the labor force are 68,300 males and 1,256,000 females.

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

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

II. LEGAL BASES:

The legal authority for the development and implementation of the Rehabilitation Sheltered Workshop and its specific provision are as follows:

1. 1987 Philippine Constitution

   Article II Section 9, Declaration of Principles and State Policies mandates that "The State should promote a just and dynamic, orderly, and free the people from poverty through policies that provide adequate..."
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 provisions 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 poverty, 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 workshops that will be established by private individuals or organizations.

5. Presidential Proclamation No. 1 September 24, 1972 Reorganizing a Branch of the National Government.

- Section 14, subsection (d) of the proclamation no. 16 reorganized the Department of Social Welfare which reiterated the functions of the Bureau of Rehabilitation. These includes among others the development of selective employment programs such as sheltered workshop operations with adequate revolving funds, the establishment of district sheltered workshops as a cooperative effort of the local government and non-governmental organizations.

- Section 17.13 Item No. 4, chapter on Social Welfare Administration. The Code also provides the same as of the above mentioned sections.


7. ILO Convention 159 of April 1990 concerning Vocational Rehabilitation and Employment of Disabled Persons under the convention, the Philippine government bind itself to the ILO agreement to extend commitment to help the disabled lead meaningful and productive lives.


- Section 6, Chapter 1, Title II of this Act states that "If suitable employment for disabled persons cannot be found through normal employment as provided in the proceeding Section No. 5 on opportunities for employment, the State shall endeavor to provide the same by means of sheltered employment. In the placement of disabled persons in sheltered workshop, it shall accord due regard to the individual qualities, vocational goals and inclinations to ensure a working atmosphere and effective production.

9. Local Government Code or RA 7160 of 1991

- Rule V on Basic Services and facilities Article 24 on Devolution which states that consistent with local autonomy and decentralization, the provision for the delivery of basic social services shall be devolved.
presenting the seven priority areas of the Biwako Millennium Framework.

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 contribu

tion 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. Disability – refers to a physical or mental impairment that substan-

tially limits one or more psychological, physiological or anatomical function

an individual or activities of such individual.

2. Persons with Disabilities (PWDs) – refers to those suffering a

restriction of different abilities, as a result of a mental, physical, sensory impairment, in performing an activity in the manner or within a

range considered normal for human being. Among others are the following PWDs.

- Visually Impaired – refers to a person whose vision ranges from

inability to perceive light to inability to count fingers at a distance of meters in daylight with limitation to perform certain visual task such as

reading, writing and mobility.

- Hearing Impaired – refers to a person who has hearing prob-

lems ranging from inability to hear to inability to hear clearly enough and the difference between certain sounds and words (can hear all

without hearing aid).

- Speech Impaired – refers to a person who has speech impediments ranging from inability to speak to ability to speak but not sufficien-

clear.

- Orthopedically Handicapped – refers to an individual who has

a 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-oriented, 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*
Fracture - break in the bones or cartilages.

Dislocation - displacement of a part of the body from its usual place involving the bones due to accident or surgical intervention.

Amputation - loss of one or both upper or lower limbs of the body.

Pott's disease - a chronic disease, tuberculosis in nature causing crippling or contracture of the spine and characterized by a sickle shaped bump in the middle portion of the backbone (hunchback).

Congenital disease - deformities existing before, or acquired involving the bones and muscles and joints.

Hemi-plegia - paralysis of one side of the body.

Paraplegia - paralysis of both lower extremities.

Cerebral Palsy - paralysis due to brain damage characterized by either muscle stiffness, poor balance, or slow, wriggly or sudden movement of the feet, arms, hands and face muscles.

Osteomyelitis - inflammation of the bones sometimes accompanied by deformities.

Ankylosis - stiffness and permanent adhesion of joints.

Arthritis - a progressive disease of the joints resulting in contracture deformities.

Claw hand - paralysis of the muscles of the hand in contracture.

Club foot - a condition where one or both feet are deformed usually where toes and feet are turned inward and sometimes outward; others with heels down and toes upward; or accompanied by webbed toes or fingers and absence of toes and fingers.

Mentally Challenged - (also known as mental retardation) refers to a person who have significantly sub-average intellectual functioning resulting to or associated with concurrent impairments in adaptive behavior, in coping with any demand of daily life manifested through their sensory motor, communication, self-help, socialization, academic and vocational skill.
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- **Person with Autism** – refers to a person who has a developmental disability which typically appears during the first three years of a life resulting from a neurobiological disorder that affects the functioning of the brain and interferes with the normal development of the areas of reasoning, social interaction and communication skills.

- **Emotionally Disturbed** – refers to a person who displays behavior that deviates from an arbitrary and relative social norm. It occurs with a frequency that is not agreeable to one's age and social normative developmental age.

3. **Older Person (OP)** – refers to a person 60 years old and above, with or without disability, physically and mentally fit who has skill and potential for workforce participation.

4. **Impairment** – refers to any loss, diminution or aberration of 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 facility operated by government or private agencies which productively employs physically and mentally handicapped people, and older persons producing and selling goods for monetary returns/economic sufficiency of the client.

7. **Employment** – refers to any activity requiring the deliberate use of physical and mental powers for livelihood purposes.

8. **Sheltered Employment** – refers to the provision of opportunities for persons with disabilities and older persons who are unable to enter the wider field of employment, either temporarily or permanently, due to physical or intellectual handicap with the view of giving them an 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.
10. **Self-Employment** – refers to employment whereby the person with 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. **Vocational** – refers to the use of human potential labor and skills development of livelihood.

13. **Rehabilitation** – refers to the process of restoring the high functioning of the mentally challenged to their optimal physical, social, emotional, and economic functioning.

14. **Vocational Rehabilitation** – refers to that part of the continuous coordinated process of rehabilitation which involves the provision of adjustment services, vocational training and selective placement designed to enable persons with disabilities to secure and retain employment and take his place in the social life of the community and enjoy a fully satisfying life.

15. **Rehabilitation Plan** – refers to the specific activities which the worker and the rehabilitation team formulate together with the client and his/her family to help them in the client’s rehabilitation.

16. **Rehabilitation Team** – refers to the multidisciplinary team who closely plan, implement, monitor and evaluate the rehabilitation activities.

17. **Skills Training** – refers to a systematic and planned instruction of specific craft or trade.

18. **Job Counseling** – refers to the process of assisting the client to overcome limitations for a particular job; develop his own capacity and to handle work adjustment; to resolve personal and family problems; to improve performance; and to establish and maintain better relationships with workers and staff of sheltered workshop.

19. **Income Generating Activity** – refers to any activity, private or public opportunity that yields an income with or without assistance of an agency.

20. **Assessment** – refers to a process of determining the client’s strength, weakness of clients to make realistic rehabilitation goals.

21. **Marketing** – refers to the performance of business activities that involve the flow of goods and services from producer to consumer and ultimately to the end user.
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 or other 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 capacity and learning of positive attitude toward work of persons with disabilities and 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 capability 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 members actively participate in the rehabilitation of persons with disability and older persons, whichever is applicable.

5. To sustain/enhance the expertise of staff/workers in operationalizing sheltered workshop specifically designed to meet the needs of persons with 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 affect both the PWDs 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 PWDs preferably where there is a SPED center for mentally challenged persons and where there are existing LGUs or NGOs willing to cooperate.

The Sheltered Workshop must be accessible and strategically located. If possible, it should be within the area where the PWDs and OPs and their 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 pilot test in coordination with the local government units (LGUs), non-governmental organizations (NGOs), and other stakeholders.
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 beneficiaries the project.

A. Persons with Disabilities

1. Must be of working age *(15 and over)*;

2. Assessed to have work potential and capable of achieving employment;

3. In good health (i.e. with no contagious diseases), physically fit and have work potential and capable of achieving employment;

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 achieving employment

VIII. **COMPONENTS OF THE PROJECT:**

1. **Assessment** – this involve a series of steps such as interviewing assessing all clients undertaken by the social worker in coordination with the 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, and 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 and prepare the rehabilitation plan.
2. **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 be conducted regularly and as the need arises. It may be in the form of orientation, staff development, attendance to seminars, symposium etc.

The capability building activities are as follows:

a. Organization and orientation of community leaders, volunteers and family members to get their involvement and commitment to the project.

b. Training of MDO or MDA, Project Evaluation Officer or the equivalent staff on understanding the dynamics of PWDs and OPs and on the care and management and specific livelihood skills for the project workers.

c. Training of social workers and other staff including Project Evaluation 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 craft to enable them acquire skills, enhance self-esteem and chance of employment and ultimately become productive. The training may include projects such as chalk/candle/paper making, commercial gardening, information and communication technology, and other livelihood activities appropriate to their disability needed in the locality. Project workers will 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 given to vocationally prepare them.

4. **Social Skills Training** – this involves training the PWDs and other persons along social skills to prepare them for integration in the community. The social skills training will include among others personal hygiene, self-care, health and safety, communications, travels and working with others, understanding of work preparation and management of saving.

5. **Education of parents, siblings and interested community members** – this involves provision of opportunities to parents, siblings and community leaders to be oriented/trained on the subject of PWDs and
OPs, and their care and management specially of mentally challenged 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 or through referral to appropriate agencies, such as the following:

- **Health/Medical Services** – provision of health/medical/dental services designed to help clients attain/maintain good health condition.

- **Auxiliary Social Services** – provision of integrated social service aimed at helping PWDs and OPs to achieve effective work and social adjustment. This includes groups/individual counselling, referrals to other agencies for services such as medical, spiritual, recreational and socio-cultural activities, among others.

- **Psychological Services and Vocational Guidance Services** – provision of psychological services to include assessment and diagnosis in order to effect appropriate classification of level or degree of severity of impairment/mental retardation and level of emotional and psychological fitness. Likewise, to help clients develop health attitude toward self, others, and the environment through structured learning experiences and group interaction. This includes assessment of work skills, psychological testing and evaluation, counseling and psychotherapy such as play activity, therapy and behavior modification.

- **Vocational Services** – provision of vocational skills training 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 aspects affecting 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 and qualified for open employment shall be assisted

- **Self-Employment Assistance** – PWDs and OPs desiring to go on self-employment may be referred to agencies with self-employment assistance, or to SEA Kaunlaran.
• SEA Kaunlaran recipient shall undergo training on Business Management for Knowledge and experience learning in the management of their business. This will cover feasibility studying preparation and the different components that are being considered in management of their business.

The SEA Kaunlaran beneficiaries shall undergo values formation and team building work: 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 applied with the corresponding project proposal using the existing D format. This shall be utilized as supporting document in the proof of 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 progress, accomplishment, 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 central office and monthly by the field offices concerned. An annual evaluation or program audit shall be conducted to assess effectiveness of service program modification/enrichment and replication. A quarterly rehabilitation team meeting shall also be conducted to evaluate progress of clients.

9. Research – this involves conduct of an evaluative research which shall be conducted by the Social Technology Bureau in coordination with Field Office at the end of the third year to determine the effectiveness of the project.
IX. PERSONNEL:

A. Formulation of Policies on Personnel

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

- Maintenance of a manual on the personnel policies and procedures, writing which shall be made available to those concerned, and shall exclude among others; conditions and procedures of employment and promotion, working condition, vacation/sick leaves, holidays, method of staff evaluation, range and employment, opportunities for continuing development of staff and sanction for infraction for such acts as taking advantage of the projects for personal interest.

B. STAFF

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

1. sheltered workshop manager
2. production aide
3. bookkeeper
4. social worker

Other sheltered workshops run or managed by other government or non-government agencies, peoples organization capable of hiring and paying additional staff may include a salesman II, clerk II, utility worker, 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 corresponding roles and responsibilities.

X. DEFINITION 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 program, training, business and workshop management.

5. Consolidate and analyze reports submitted by the regions as basis for fund augmentation and for technical assistance, monitoring, and evaluation.

6. Register/license/accredit sheltered workshops managed by private agencies 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 Bureau).

7. Conduct research and documentation/packaging of the project.

B. DSWD Field Office

1. Conduct consultation with intermediaries to determine their interest, readiness, commitment and capability to implement the project.

2. Facilitate preparation and signing of a Memorandum of Agreement (MOA) with implementing agency, when necessary, in accordance 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 project implementation.

6. Develop and maintain linkages with local officials, NGOs 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.