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LEGAL SERVICE
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December 5, 2003

Administrative Order No. 87
Series of 2003

Subject : Amendment to A.O. 81 otherwise known as
Social Workers as Technical Assistants to the
Labor Attaché: Selection, Duties and
Responsibilities and Tour of Duty

I. RATIONALE:

The deployment of social workers as Technical Assistants to the Labor Attaché at selected diplomatic posts abroad is one of the four (4) schemes employed by the Department in implementing the International Social Welfare Services for Overseas Filipinos and other Nationals (ISWSFN) Program.

As per communication from the Department of Labor and Employment dated November 14, 2003, the implementation of the ISWSFN program is bounded with policies and procedures employed by the partner agencies including the Civil Service Rulings. Based on the Civil Service Rule, a government employee who is a seconded staff abroad, shall only be deployed for a maximum period of two (2) years otherwise, his/her post in the home office will be declared vacant.

Hence, these amendments on Administrative Order #81.

II. AMENDMENTS:

The provision on the Tour of Duty of social workers under Item # IV and Schedule of Departure under Item # V of the Administrative Order #81 is hereby amended and shall read as follows:

IV. TOUR OF DUTY

The social workers shall be deployed for a minimum period of one (1) year subject to extension for another one (1) year, depending on the availability of funds. Should there be an extension of contract with DOLE, the same social workers will stay/work on post. The social workers shall be provided with two (2) weeks home leave after a year of service for debriefing and updating of the ISWSFN program, however, this is subject to availability of funds.

[Signature]

The following shall be the activities of social workers for the two-year period:

Environment Scanning and Team Building

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

Organizing , Case Management & Networking

1. Organize Filipino communities/support groups
2. Continue manage OFW cases; implement treatment plans and conduct evaluation
3. Establish networks with other OFW-focused organizations based abroad
4. Prepare summary report of cases managed for one year.

Capability Building, Institutionalization and Documentation

1. Conduct capability building with OFW groups and POLO staff
2. Design manuals and program for OFWs and their families, manual of operation of the FWRC
3. Institutionalization of desk of social welfare services at Philippine Labor Office
4. Documentation of the program implementation and summarize all OFW cases and endorsed to welfare officers.

V. MODES OF INTERFACING OF THE OUTGOING AND INCOMING SOCIAL WORKERS

To ensure smooth turn over of duties and responsibilities, there shall be two (2) modes of interfacing of the two batches of social workers in which either one of these modes shall be used depending on the availability of funds.



A. Interfacing of social workers in the Philippines

To allow interfacing, the outgoing social workers shall report to the DSWD Central Office immediately after their arrival in the country to attend the post debriefing session and participate in the Pre-departure Orientation Seminar (PDOS) for the incoming social workers. During the PDOS, the two batches of social workers shall have an opportunity to share and exchange information, issues and concerns relative to their assignments. Likewise it shall also be a venue for turn over of duties and responsibilities.

The incoming social workers shall be deployed at most two weeks after the PDOS.

B. Interfacing of social workers at Posts

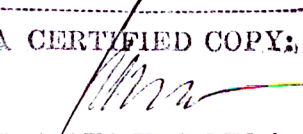
To prevent disruption of services and to ensure continuous management of OFW cases, the incoming social workers shall be deployed two weeks before the outgoing social workers' contract ends subject to availability of funds.

II. EFFECTIVITY

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

Issued in Quezon City, this 10th day of December 2003.


CORAZON JULIANO-SOLIMAN
Secretary
Department of Social Welfare and Development

A CERTIFIED COPY:

RENATO F. GILERA
Records Officer III