



Republic of the Philippines
Department of Social Welfare and Development
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Memorandum Circular No. 19
Series of 2005

Subject: GUIDELINES ON SERVICE OBLIGATION FOR FOREIGN ASSISTED PROJECTS' STAFF

I. Rationale

The Department of Social Welfare and Development implements overseas development assistance (ODA) projects or foreign assisted projects (FAPs) such as the Kapit-Bisig Laban sa Kahirapan-Comprehensive and Integrated Delivery of Social Services: Kapangyarihan at Kaunlaran sa Barangay Project (KC:KKB), Japan Social Development Fund (JSDF) and the Poder y Prosperidad del Comunidad Project (PODER).

In the past two years, the Department has observed the fast turn over of trained staff. This has affected the delivery of project outputs in terms of quality and timeliness, and has resulted to overloading of work for some staff. The project/s also incurred losses in terms of investment for staff training and had difficulty in filling-up the vacant positions given the specialized requirements of the project/s.

It is hereby resolved that guidelines on return of service shall be made and executed.

II. Objectives

- a. Ensure that FAPs maintains a pool of employees with the requisite expertise, skills and capabilities to deliver the requirements of the Project;
- b. Stem the turn over of staff who have availed of specific training on the FAPs;

III. Coverage

This guideline shall cover all staff of ODA Projects/FAPs such as but not limited to the KC:KKB, JSDF and PODER with an existing Contract of Service/Memorandum of Agreement starting January 2005.

Specifically:

- a. Staff who have signed a contract or MOA with the Department for the KC:KKB, JSDF and PODER for the first time this year and have undergone training sponsored/organized by the FAP.
- b. Staff who have renewed their contracts and have attended training sponsored/organized by the FAP during the second semester of 2004 and in 2005.

IV. Definition of Terms

- a. Service Obligation – refers to the performance of work commanded or “paid” for by Project staff for training attended.
- b. Training – refers to workshops/seminars sponsored by the Project that enhances one’s knowledge, skills, etc.
- c. Cost of Training – refers to the total expenses incurred for training conducted.
- d. Termination – refers to the act of ending or concluding a service contract by any party.

V. General Guidelines

- a. Applicants to positions in FAPs must be oriented on the policy of service obligation.
- b. Project staff who complete their existing contract of service will be considered to have met the service obligation for the training attended.
- c. Project staff whose contract is terminated by the DSWD for whatever reason, will be considered to have met the service obligation for the training attended.
- d. Project staff who attend a training shall be expected to render a service obligation of three months if the training is less than 5 days, and six months if training is at least 5 days, in addition to the completion of specific outputs required during the training if any (e.g. re-entry plan, echo seminar, action plan/s)
- e. Project staff who wish to terminate their contract prior to termination of the service obligation required shall pay the DSWD/Project the cost of the training (CoT) computed as follows:

$$\text{CoT} = (\text{training fee}^*) + (\text{daily rate of employee}) \times (\text{no. of training days})$$

* computed based on total expenses incurred to conduct said training divided by the number of actual participants/trainees.