

**Guidelines in the Implementation of the
"Unlad Kabuhayan Program Laban sa Kahirapan"
(DOLE Worktrep Program)**

In the interest of the service and in support of the Macapagal-Arroyo Administration's thrust to alleviate poverty through microentrepreneurial activity, the 'Unlad Kabuhayan Program Laban sa Kahirapan', briefly known as Unlad Kabuhayan Program, shall be implemented nationwide.

To ensure the effective and efficient implementation of the Program, the following set of guidelines is hereby issued to program implementors.

**PART I
THE PROGRAM**

A. Description

The Unlad Kabuhayan Program is intended to bring about improved socio-economic well-being of the workers in the informal sector, termed as IS Worktreps, who constitute about half of the poor. It aims to make the livelihood of the poor IS-Worktreps grow into a viable and sustainable business.

The Program will provide four (4) major services that will help the IS-Worktreps' businesses grow into micro-enterprises consisting of training, business advisory, social protection and networking services.

With the DOLE support and in partnership with other agencies of the government and private sector, the Program will be implemented by the Local Government Units (LGUs) which have direct link to the IS-Worktreps in their respective communities. Also, the LGUs are in the best position to create the local enabling business environment for the livelihood of the IS-Worktreps.

B. Objectives

The overall objective is to make the livelihood of the IS-Worktreps to grow into viable and sustainable businesses or micro-enterprises.

The specific objectives are:

1. To enable the IS-Worktreps manage their business more efficiently, thus competitive.

2. To make the IS-Worktreps more productive by preventing loss of working days and income due to illnesses and accidents and overcoming similar effects of natural calamities.
3. To empower the IS-Worktreps obtain due recognition and support from government and stakeholders from the private sectors.

C. Eligible Beneficiaries

The Program targets the IS-Worktreps, the self-employed workers in the informal sector who operate subsistence livelihood or businesses without any paid employee. In particular, the IS-Worktreps are:

1. ambulant vendors or peddlers in the sidewalk, markets and buses;
2. alternative transport service workers like drivers and operators of pedicabs, tricycles and other means of transport;
3. home-based and home service workers such as weavers, carpenters, plumbers, laundry workers and others;
4. scrap collector workers who recycle scraps into useful products;
5. landless farmers;
6. marginal fishery workers, and
7. others that may be deemed necessary to be covered by the DOLE and LGUs.

D. Expected Outcomes

After a given period of continuing assistance to IS-Worktreps, the Worktrep Program shall have generated the following impacts:

1. One-year period
 - increase in income due to improved productivity
2. Two-year period
 - higher increase in income due to higher production
 - expansion of livelihood assets
3. Three-to-five year period
 - income above poverty threshold
 - livelihood expanded into microenterprises
 - community enterprises established through IS-Worktreps' business alliances
 - employment generated

E. Program Services

The Program has four (4) major services that the implementors shall provide to help the IS-Worktreps' businesses grow into microenterprises:

1. The Worktrep Training Services refers to the provision of a five-in-one training that covers production and business management skills, productivity, occupational safety and health and human relations and confidence building.
2. The Worktrep Business Advisory Services pertains to the provision of assistance to facilitate IS-Worktreps' access to market, credit and technology.
3. The Worktrep Social Protection Services refers to the provision of assistance that facilitate IS-Worktreps' access to government's social protection schemes such as SSS and PhilHealth and other alternative modes of social protection.
4. The Worktrep Networking Services refers to the provision of assistance that will enable the IS-Worktreps build business alliances and obtain representation in government and private sectors' decision-making bodies/undertakings.

F. Program Implementors

In partnership with DOLE, the Local Government Units will be the program implementors because they can cater better to IS-Worktreps' needs due to their direct link to them.

The DOLE shall provide the LGUs with the following assistance:

1. Advocacy/orientation of the LGUs in the adoption of the Worktrep Program;
2. Provision of capability-building for the LGUs in the implementation of the Worktrep Program in the form of trainings; and
3. Facilitation of Inter-Agency Convergence of Support Services at the LGU level by soliciting commitment of support of various relevant agencies.

PART II

OPERATIONAL GUIDELINES

THE DOLE-ROs SHALL UNDERTAKE/FACILITATE THE FOLLOWING ACTIVITIES:

A. Targeting and Prioritization of Municipalities/Cities

- Although all municipalities/cities are covered, the DOLE-ROs shall target at least two (2) municipalities/cities per province every year.
- The DOLE-ROs shall prioritize the municipalities/cities according to the following criteria:
 - High population of IS-Worktreps
 - LGUs pro-poor orientation (with existing programs/projects for the IS-Worktreps)
 - High level of local economic development
 - Favorable peace and order situation
 - Adequate physical infrastructures like electricity, roads, water and communication
 - Proximity to the province's major commercial centers
 - High poverty incidence and un/underemployment rate

B. Orientation and Advocacy to LGUs for the Adoption of the Worktrep Program

- The LGUs shall be oriented on the purpose, benefits and process of the Worktrep Program and obtain their appreciation, ownership and commitment to implement the Program.
- The LGUs shall pass a resolution endorsing the Worktrep Program Implementation and allocating resources for the purpose.
- A Memorandum of Undertaking shall be executed between the LGUs and DOLE-ROs specifying, among others:
 - Plan of Action for the Worktreps Program Operationalization including LGUs Capability Building
 - Designation and Staffing of Worktrep Program Unit
 - Duties and Responsibilities of the LGUs and DOLE-ROs
 - Resource Allocation

C. LGUs Action Planning

The purpose of this activity is to ensure that the LGUs services will be relevant to the major needs and issues and aspiration of the IS-Worktreps.

In order to mobilize the participation of the IS-Worktreps in the Program, they shall be involved, through their existing organizations or representation, in the LGUs planning for the Worktrep Program Operationalization.

With the collaboration of the leaders of the existing organizations of the IS Worktreps, the following activities shall be undertaken:

1. Preliminary Planning Activities

The following activities shall be undertaken to generate the necessary information that will guide the planning process:

a. IS-Worktreps Survey and Profiling

- The information about the IS-Worktreps to be gathered are: occupation, location, population, sex, age, income, organizations, , major needs and issues and aspiration.

b. Community Asset Mapping

- The information to be gathered are: inventory of associations, individual skills and capacities, assets of local institutions, physical assets and natural resources

c. Consultation with IS-Worktreps

- The various existing organizations of the IS-Worktreps shall be convened and consulted, through their respective representatives, to identify their common priority needs and issues and aspiration and using the results of IS-Worktreps Survey and Profiling and Community Asset Mapping.

2. LGUs Action Planning

- Based on the results of the Preliminary Planning Activities, the LGUs shall formulate their Action Plan which shall include mobilization of the resources of other local institutions and associations.
- For providing the enabling business environment for the IS-Worktreps' businesses, the LGUs may plan to undertake the following strategic action:
 - Streamlining of business registration, licenses or permits for operation of the IS-Worktreps' enterprises;
 - Representation of IS-Worktreps in local development councils;

- Establishment of one-stop shop providing business counseling and support services like *market and raw materials information, technology, credit and production promotions* through inter-agency convergence of support services; and
- Designation of market areas for IS-Worktreps' products/services.

D. LGUs Capability Building

- The LGUs shall designate local individuals (LGUs staff and/or community volunteers) who will be trained to provide the Worktrep Program's four (4) major services and run the operation of the LGUs Worktrep Program Unit.
- The DOLE-ROs shall train the staff of the LGUs Worktrep Program Unit in the administration of the following services:
 - Under the Worktrep Training Services, the staff shall be capable of delivering the five (5) modules of the Worktrep Training:
 - *Production Skills Training*
 - *Business Management Training*
 - *Productivity Enhancement Training*
 - *Occupational Safety and Health Training*
 - *Human Relations and Confidence Building*
 - Under the Worktrep Business Advisory Services, the staff shall be equipped with adequate information/data bases that will facilitate IS-Worktreps' access to market, credit and technology and the skills to manage them for dissemination to IS-Worktreps and facilitate their access to business development resources.
 - Under the Worktrep Social Protection Services, the staff shall be equipped with skills in the following undertaking:
 - *Facilitation of access of IS-Worktreps to formal government and social protection schemes such as SSS and PhilHealth; and*
 - *Advocacy on alternative social protection schemes which promote non-conventional social protection schemes for IS-Worktreps*
 - Under the Worktrep Networking Services, the staff shall be equipped with consultancy skills and knowledge on the Building of IS-Worktreps Business Alliances (association, cooperative, partnership or corporation)

E. Establishment of Inter-Agency Convergence of Support Services

- The DOLE-ROs shall solicit the participation of relevant support agencies both government and private sectors and commitment of their respective services.
- Among the support agencies, the DOLE-ROs shall ensure the participation and delivery of services of the following agencies:

<u>Agencies</u>	<u>Services</u>
TESDA	Production Skills
NWPC	Productivity
OSHC	Occupational Safety and Health
BLR	Human Relations
DTI	Business Development/Marketing
DOST	Technology
SSS/PhilHealth	Social Protection
PCFC/MFIs	Credit

The services of other agencies may be tapped.

- The DOLE-ROs shall facilitate the formation of Inter-Agency Network among the participating support agencies with a concrete program of action (convergence plan) intended to provide continuing assistance to the LGUs.
- A Memorandum of Agreement shall be entered into to formalize these partnership specifying among others:
 - the convergence plan
 - the appropriate organizational structure and procedures in the delivery of various services
 - the scheme for intervention phasing and continuous monitoring, evaluation and redesigning of the convergence plan
- The services of the Inter-Agency Network shall be centered on a one-stop shop for business development services to be run by the LGUs.
- The DOLE-ROs shall train the LGUs on leading and sustaining the Inter-Agency Network

F. Continuous Provision of Technical Assistance to LGUs

The DOLE-ROs shall provide continuous technical assistance until the LGUs are fully capable in:

- Delivery of the Worktrep Program's four (4) major services
- Sustaining the Inter-Agency Network's participation in the one-stop shop for business development services

PART III

INTEGRATION OF OTHER DOLE LIVELIHOOD PROGRAMS

The DOLE's Promotion of Rural Employment through Self-Employment and Entrepreneurship Development (PRESEED), Women Workers Employment and Entrepreneurship Development (WEED) Programs, Workers Microfinance Program (WMP) and Social Protection Program and the livelihood component of the DOLE-Adjustment Measures Program (DOLE-AMP) that covers the displaced self-employed workers in the informal sector, Tulong Alalay sa Taong may Kapansanan (TULAY) and Working Youth Center (WYC) shall be implemented in accordance with the framework of the Worktrep Program and its implementing guidelines in 2007. In 2008, all these programs shall be integrated.

The strategy of community enterprise development of the Poverty Free Zone Program to generate employment in the community shall be integrated into the Worktrep Program. The business alliances of the IS-Worktreps shall be guided towards IS-Worktreps-initiated community enterprises.

All the Department's issuances pertaining to the Implementing Guidelines of the aforesaid programs are amended accordingly.

PART IV

PROGRAM MANAGEMENT AND IMPLEMENTATION

A. DOLE Organizational Structure

1. The Bureau of Rural Workers (BRW) shall be responsible for the overall management and supervision of the Program. Among others, it shall update, through its Cluster Head, the Secretary on the progress of the Program implementation.
2. Specifically, the BRW shall undertake the following activities:
 - a. Collect, consolidate and analyze and recommend on the progress report from the DOLE-ROs;
 - b. Provide technical assistance to DOLE-ROs pertinent to problems, issues and concerns arising from their respective program implementation;

- c. Render recommendations for the more efficient and effective implementation of the Program;
 - d. Facilitate the conduct of semestral and annual planning and evaluation of the Program implementation; and
 - e. Conduct an impact evaluation of the whole Program after three (3) years of operation.
- 3. All the Bureaus, Service Offices and Attached Agencies of the Department shall provide support to the DOLE-ROs for the smooth implementation of the Program.
- 4. The DOLE-Regional Director shall be responsible for the implementation of the Program in his or her respective region. The DOLE Provincial Officers shall act as Program Managers. He or she shall be adequately authorized to mobilize relevant DOLE-RO units for the delivery of necessary services to the target communities and as maybe required in the Program implementation. He or she shall have the following duties and responsibilities:
 - a. Assist the DOLE-Regional Director to manage the implementation of the Program in the region;
 - b. Supervise and coordinate all activities in each of the targeted municipalities/cities;
 - c. Liaise with all DOLE units and other agencies and institutions for the sourcing, organization and delivery of all resources (human and physical) adequate and necessary in the full implementation of all the Inter-Agency Convergence Plans;
 - d. Ensure the consistency of approach and adherence to the Program Guidelines and Inter-Agency Convergence Plans;
 - e. Supervise the preparation and submission of both semestral and annual plans for the Program implementation; and
 - f. Ensure the submission of monthly program progress reports to the Bureau of Rural Workers.

B. DOLE-ROs Output Performance Indicators

The measures of DOLE-ROs performance in the implementation of the Worktrep Program are as follows:

1. Number of LGUs staff/community volunteers trained in the delivery of:

- a. *Worktrep Training*
 - Production Skills Training : _____
 - Business Management Training : _____
 - Productivity Enhancement Training : _____
 - Occupational Safety and Health (OSH) Training : _____
 - Human Relations and Confidence Building (HR/CB) Training : _____
- b. *Worktrep Business Advisory Services* : _____
- c. *Worktrep Social Protection Services* : _____
- d. *Worktrep Networking Services* : _____
- e. *Leading and Sustaining Inter-Agency Network of Support Services* : _____

2. Number of IS-Worktreps provided, through the LGUs, with the following services:

- a. Production Skills Training : _____
- b. Business Management Training : _____
- c. Productivity Enhancement Training : _____
- d. OSH Training : _____
- e. HR/CB Training : _____
- f. Access to Market : _____
- g. Access to Financial Support : _____
- h. Access to technology (Equipment/Tools) : _____
- i. Access to Social Protection : _____

3. Number of Support Agencies networked

- a. *Government* : _____
- b. *Private Sector*
 - NGOs : _____
 - POs : _____
 - Business Sector : _____
 - Others : _____

DOLE-ROs annual work and financial planning shall be directed towards the generation of the aforesaid performance outputs in pursuit of the Worktrep Program's expected outcomes.

PART V FUNDING

The services and assistance to be provided shall be covered by the DOLE regional programs in every regional office and therefore, funded under the General Appropriation Act.

Other funding source(s) may be tapped as approved by the undersigned.

Program funds shall be coursed through duly Accredited Co-Partners in accordance with DO 36-02.

The BRW shall endeavor to make representation with local and international donors, organizations and institutions for their participation, involvement and contributions in the Program.

Approved:



ARTURO D. BRION
Secretary



Dept. of Labor & Employment
Office of the Secretary



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