

Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
Intramuros, Manila

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DEPARTMENT ORDER NO. 148-16  
Series of 2016

**IMPLEMENTING GUIDELINES OF JOBSTART PHILIPPINES PROGRAM  
UNDER THE EMPLOYMENT FACILITATION PROGRAM**

Pursuant to Sections 2(1) and 3(2), Title VII of Executive Order No. 292; Administrative Order No. 218, Series of 2013; Decent Work Common Agenda, ILO Convention 88 and the Philippine Labor and Employment Plan, 2011-2016 which sets a goal of inclusive growth through decent and productive work, the DOLE, in the interest of the service and its mandate to develop human resources and to promote full employment and equality of employment opportunities for all, issues this Guidelines for the implementation of the JobStart Philippines Program.

**PROGRAM DESCRIPTION**

The JobStart Philippines Program is an employment facilitation initiative of the DOLE with funding support from the Government of Canada and technical assistance from the Asian Development Bank (ADB). The program seeks to assist young Filipinos start their careers and find meaningful paid employment.

The JobStart Philippines Program aims to enhance the knowledge and skills acquired by jobseekers in formal education or technical training in order for them to become more responsive to the demands of the labor market. The program will also help develop the life skills of the youth, including those relevant to the values of professionalism and work appreciation, and provide trainees with conducive and safe work environment or venue where they can apply relevant theories and proper work ethics. The program is designed to improve the capacity of Public Employment Service Offices (PESOs) in providing full-cycle employment facilitation services.

**PROGRAM COVERAGE**

The program shall be implemented nationwide to benefit at-risk youth. For purposes of this program, at-risk youth are those who are:

- a. Filipino citizen;
- b. Eighteen (18) to twenty-four (24) years of age at the time of registration. Those who are seventeen (17) years old may also register provided that they will be eighteen (18) years old at the time of the technical training;
- c. At least high school graduate;
- d. Not employed, studying, nor undergoing training at the time of registration; and
- e. With less than one (1) year, or no work, experience.

## **PROGRAM COMPONENTS**

The JobStart Philippines Program offers a full-cycle employment facilitation service which includes the following: (1) Registration and client assessment; (2) Life Skills Training with one-on-one career guidance; (3) Job-matching; (4) Technical training; and (5) Referrals of beneficiaries either for internship, or for wage employment, in an establishment.

## **PROCEDURAL GUIDE FOR DOLE IMPLEMENTERS**

The implementers of the JobStart Philippines Program shall observe the following:

1. The Bureau of Local Employment (BLE) and DOLE-Regional Offices (ROs) shall enter into a Memorandum of Undertaking (MOU) with Local Government Units (LGUs) through their Public Employment Service Offices (PESOs).
2. The PESOs shall call for registration of establishments as JobStart partners and solicit available internship positions/job placements.
3. After registration of JobStart youth candidates, the JobStart trainees will take an online skills assessment and undergo Life Skills Training (LST) with one-on-one career guidance.
4. The PESOs shall undertake matching of beneficiaries to available internships/wage jobs and provide referrals. On the other hand, the establishments shall interview the referred beneficiaries and offer either confirmed internships or job placements.
5. JobStart trainees not selected by establishments shall be referred by the PESO to other DOLE youth employment programs and/or shall be provided with further job matching and employment coaching.
6. Establishments shall formulate and submit training plans for their trainees to the JobStart Unit.
7. JobStart trainees shall enter into training/internship or employment contracts with the establishment.
8. JobStart trainees who were not hired for employment shall undergo technical/vocational training for up to three (3) months with Technical Education and Skills Development Authority registered training providers, or in-house in a participating establishment or PESO, as recommended by establishments.
9. JobStart trainees shall receive an allowance for the duration of the LST and Technical Skills Training. They shall undertake internship with establishments for a maximum of three (3) months and shall receive from the establishments a stipend not less than 75 percent of the prevailing minimum wage in the locality. Attached is the Internship Guidelines which shall serve as the basis for the conduct of the Internship under JobStart.

## PROGRAM MANAGEMENT

### A. Department of Labor and Employment

#### *Bureau of Local Employment*

The DOLE, through the BLE, shall manage the JobStart Unit headed by the Chief, Labor Market Information, Research and Career Guidance Advocacy Division (LMIRCGAD) who shall be assisted by at least two (2) permanent BLE employees and two (2) project staff.

The JobStart Unit shall have the following functions:

1. Provide capacity building and technical assistance to the PESOs, DOLE ROs, and Field Offices (FOs);
2. Coordinate with the Government of Canada through the Embassy of Canada in Manila, the ADB, and other relevant stakeholders;
3. Coordinate with the TESDA to ensure that training plans prepared by establishments are compliant and aligned with its standards;
4. Develop JobStart Standard Operating Procedures (SOP);
5. Conduct workshops to orient the PESOs on JobStart SOP, Online Skills Assessment, LMI, Career Guidance and Employment Coaching (CGEC), LST, registration, and advocacy strategies;
6. Conduct training on program management for BLE, DOLE RO, FO, and PESO staff involved in JobStart;
7. Procure at least three (3) computer units (2 desktops and 1 laptop) to improve access of the PESO and its clients to the Phil-JobNet and to ensure computerized LMI storage, analysis, and dissemination.
8. Provide the PESO with vouchers to offer selected young adults with LST, one-on-one career coaching, and up to three (3) months of technical training and work experience with private sector establishments. The issuance of vouchers shall be done in accordance with the JobStart SOP.
9. Monitor the performance of the program; and
10. Submit quarterly update reports to the DOLE Secretary.

#### *DOLE RO/FO*

DOLE ROs/FOs shall have the following functions:

1. Provide technical assistance during the first three (3) months of the project to develop tools for capturing and disseminating Labor Market Information (LMI) about jobs, skills in demand, and wages and benefits.
2. Maintain the Skills Registry System (SRS) that contains the profiles of JobStart Trainees and establishments.
3. Carry out an organizational analysis of PESO staffing and facilities and make recommendations for improvements to operate a full-cycle

employment facilitation service to be incorporated in a Capacity Development Plan.

4. Handle grievances in their respective jurisdiction.

## **B. Local Government Units/Public Employment Service Offices**

The LGU/PESO shall have the following functions:

1. Provide a core PESO staff composed of the following:
  - a. One (1) manager;
  - b. Two (2) CGEC/career coaches;
  - c. One (1) life skills trainer/facilitator;
  - d. Two (2) placement or employment officers to engage with the TESDA and facilitate the signing of agreements with establishments; and
  - e. One (1) LMI officer to maintain SRS and conduct job matching.

The above PESO core staff shall be assigned on a full-time basis to the PESO for continuous delivery of its services and participation throughout the JobStart Program.

2. Provide additional officers where the volume of registrants for job placement requires added capacity.
3. Provide a convenient and well-located facility to receive jobseekers.
4. Dedicate a private space in the facility for one-on-one career guidance and job search assistance.
5. Provide continuous budget support for PESO, including internet connectivity, in the implementation of this program.
6. Assist the JobStart Unit to facilitate the development of a pool of pre-qualified establishments and training providers.
7. Manage partnership with participating establishments in their area.
8. Collect and review financial and administrative documents.
9. Handle grievances in their respective jurisdiction.

## **SOURCE OF FUNDS**

For FY 2015-2020, JobStart Philippines Program will be funded by a grant through a Technical Assistance (TA) from the Asian Development Bank and the Government of Canada. Management and disbursement of funds will be handled by a group of JobStart consultants under the JobStart Unit.

## **PROGRAM MONITORING AND REPORTING**

### **A. BLE and DOLE ROs shall:**

1. Provide assistance to the PESOs in assessing their service capacity using a standard tool to produce monthly monitoring reports.

2. Conduct regular visits to establishments and request them to submit monthly monitoring and evaluation reports or other information on the trainee's performance.
3. Set up a Grievance Committee that will have the responsibility of settling differences in case of any violation of the training agreement, or upon filing of a complaint by an aggrieved party according to the procedures detailed in the JobStart SOP.

**B. The PESO shall:**

1. Submit a monthly program monitoring report to the BLE, copy furnished the concerned DOLE RO and FO, and the office of the local chief executive using the attached reporting format.

**SEPARABILITY CLAUSE**

If any provision or portion of these implementing guidelines are declared void or unconstitutional, the remaining portions hereof shall continue to be valid and effective.

**EFFECTIVITY**

This Department Order shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

Done this 12 day of JANUARY 2016 at Manila, Philippines.

  
**ROSALINDA DIMAPILIS-BALDOZ**  
Secretary