

# Catalogue of Skills and Livelihood Training Programmes and Other Support Services



Copyright © International Labour Organization 2009  
First published 2009

Publications of the International Labour Office enjoy copyright under Protocol 2 of the Universal Copyright Convention. Nevertheless, short excerpts from them may be reproduced without authorization, on condition that the source is indicated. For rights of reproduction or translation, application should be made to ILO Publications (Rights and Permissions), International Labour Office, CH-1211 Geneva 22, Switzerland, or by email: [pubdroit@ilo.org](mailto:pubdroit@ilo.org). The International Labour Office welcomes such applications.

Libraries, institutions and other users registered in the United Kingdom with the Copyright Licensing Agency, 90 Tottenham Court Road, London W1T 4LP [Fax: (+44) (0)20 7631 5500; email: [cla@cla.co.uk](mailto:cla@cla.co.uk)], in the United States with the Copyright Clearance Center, 222 Rosewood Drive, Danvers, MA 01923 [Fax: (+1) (978) 750 4470; email: [info@copyright.com](mailto:info@copyright.com)] or in other countries with associated Reproduction Rights Organizations, may make photocopies in accordance with the licences issued to them for this purpose.

---

## **ILO Cataloguing in Publication Data**

Catalogue of skills and livelihood training programmes and other support services /  
International Labour Office. - Geneva: ILO, 2009

1 v.

ISBN: 978-92-2-122290-3

International Labour Office

directory / trafficking in persons / social integration / training / training course / social service  
/ counselling / legal aid / Philippines

02.02.1

---

The designations employed in ILO publications, which are in conformity with United Nations practice, and the presentation of material therein do not imply the expression of any opinion whatsoever on the part of the International Labour Office concerning the legal status of any country, area or territory or of its authorities, or concerning the delimitation of its frontiers.

The responsibility for opinions expressed in signed articles, studies and other contributions rests solely with their authors, and publication does not constitute an endorsement by the International Labour Office of the opinions expressed in them.

Reference to names of firms and commercial products and processes does not imply their endorsement by the International Labour Office, and any failure to mention a particular firm, commercial product or process is not a sign of disapproval.

ILO publications can be obtained through major booksellers or ILO local offices in many countries, or direct from ILO Publications, International Labour Office, CH-1211 Geneva 22, Switzerland. Catalogues or lists of new publications are available free of charge from the above address, or by email: [pubvente@ilo.org](mailto:pubvente@ilo.org).

Visit our website: [www.ilo.org/publns](http://www.ilo.org/publns) or [www.ilo.org/asia](http://www.ilo.org/asia).

Printed in the Philippines



# **Catalogue of Skills and Livelihood Training Programmes and Other Support Services**

# Acknowledgments

This **Catalogue on Skills and Livelihood Training Programmes and Other Support Services** was developed and funded under the project entitled, “Economic and Social Empowerment of Returned Victims of Trafficking in Thailand and the Philippines,” which is funded by the UN Trust Fund for Human Security (HSF) and being implemented by the International Labour Organization (ILO).

The catalogue was written and put together by an External Collaborator, Dr. Divina M. Edralin, a Full Professor at the Business Management Department of the College of Business and Economics, De La Salle University, Manila. Dr. Edralin expresses her heartfelt gratitude to many organizations and people for their valuable contributions to the completion of this catalogue: Mr. Jeden Tolentino for his research assistance, in particular for collecting some of the data from the different institutions and agencies, encoding the data, and layouting the catalogue based on Dr. Edralin’s concept; Mr. Anders Lisborg, ILO-ROAP based in Bangkok and Ms. Junko Nakayama, the Vocational and Technical Education Specialist in ILO-Manila for their valuable feedback in improving the content and presentation of the catalogue; Atty. Robert L. Larga and Ms. Ednelyn Gulane of the National Project Office in Manila for the coordination and logistical work; Mr. Danny Edralin for spending several hours in editing the manuscript of the catalogue; the heads, specialists, and project staff of the government agencies, NGOs, employers, and trade unions who extended their full cooperation in this undertaking by providing the necessary information and suggestions to improve the catalogue; and to all the returned victims of trafficking who came all the way from their respective provinces for the focused-group discussion and instrument validation of the career assessment tools.

# Table of Contents

Acknowledgments	ii
List of Abbreviations	2
Preface	3
<b>Chapter 1. INTRODUCTION</b>	<b>5</b>
Introduction	6
About the Catalogue	11
<b>Chapter 2. LIST OF TRAINING COURSES</b>	<b>13</b>
Introduction	14
Agricultural and Aquatic Business Courses	15
Beauty and Wellness Courses	20
Business Operations/Management Courses	24
Chemical-Based Products Business Courses	34
Crafts Courses	38
Food Business and Related Services Courses	43
Information and Communication Technology Courses	54
Metals and Engineering Courses	57
Personal Empowerment Courses	66
Social Service Courses	69
Textiles and Garments Courses	70
<b>Chapter 3. LIST OF SUPPORT SERVICES</b>	<b>83</b>
Introduction	84
Counseling Services	85
Enterprise development Assistance	86
Legal Assistance	88
Medical and Health Services	89
Micro Finance Service	90
Organizing, Networking & Advocacy	90
Scholarship Assistance	91
Temporary Shelter	93
Other Support Services	95
<b>Chapter 4. DIRECTORY OF PARTICIPATING ORGANIZATIONS THAT PROVIDE TRAINING PROGRAMMES AND SUPPORT SERVICES</b>	<b>99</b>
Government Assistance	100
Employers Assistance	113
Appendices. Assessment Tools	121
Introduction to the Tools	122
Appendix 1. Personal Entrepreneurial Competencies Assessment	125
Appendix 2. Career Interest Assessment	133

# List of Abbreviations

## List of Abbreviations

<b>Batis AWARE</b>	Batis-Association of Women in Action for the Rights and Empowerment
<b>BRW</b>	Bureau of Rural Workers (DOLE)
<b>BSMED</b>	Bureau of Small and Medium Enterprise Development (DTI)
<b>BWYW</b>	Bureau of Women and Young Workers (DOLE)
<b>DAWN</b>	Development Action for Women Network
<b>DOLE</b>	Department of Labor and Employment
<b>DOST</b>	Department of Science and Technology
<b>DSWD</b>	Department of Social Welfare and Development
<b>DTI</b>	Department of Trade and Industry
<b>ECOP</b>	Employers' Confederation of the Philippines
<b>HSF</b>	UN Trust Fund for Human Security Project to Combat Trafficking in Children and Women
<b>ILO</b>	International Labour Organization
<b>IPEC</b>	International Programme on the Elimination of Child Labour
<b>KCFI</b>	Kanlungan Center Foundation, Inc.
<b>NGO</b>	Non-government organization
<b>NUWHRAIN</b>	National Union of Workers in Hotel Restaurant and Allied Industries
<b>OWWA</b>	Overseas Workers Welfare Administration
<b>POEA</b>	Philippine Overseas Employment Administration
<b>TESDA</b>	Technical Education and Skills Development Authority
<b>TICW</b>	Mekong Sub-Regional Project to Combat Trafficking in Children and Women
<b>TRC</b>	Technology Resource Center
<b>TUCP</b>	Trade Union Congress of the Philippines
<b>TWC</b>	TESDA Women's Center
<b>VF</b>	Visayan Forum Foundation, Inc.

# Preface

Welcome to this **Catalogue on Skills and Livelihood Training Programmes and Other Support Services**. This catalogue is a product of the project entitled, “Economic and Social Empowerment of Returned Victims of Trafficking in Thailand and the Philippines,” which is funded by the UN Trust Fund for Human Security (HSF) and implemented by the International Labour Organization (ILO). The project emphasizes the importance of addressing the economic and social needs of returned victims of trafficking as a measure to prevent re-trafficking and exploitation of women and children. The ILO as a labor-oriented organization brings into the project its comparative advantage in ensuring economic reintegration for victims of trafficking.

The return and reintegration process of the migration cycle is often more problematic than the initial departure for migration; yet it is also the least subject to policy interventions. Reintegration programmes to assist return migrants to readjust and to fit back into the labour market, society and family tend to be ad-hoc and on such a limited scale that they have not been able to reach the mass of returning migrants. Many returnees and victims of trafficking resort to a new cycle of re-migration – reflecting in part the failure of interventions for their social and economic reintegration and the lack of opportunities for sustainable livelihood. Trafficked persons including migrants who are victims of abuse and exploitation often face the greatest reintegration difficulties including stigmatization and further abuse.

This catalogue, therefore, seeks to provide trafficked persons with wider options to address their economic difficulties upon return. It is also intended to assist service providers in facilitating the economic reintegration of trafficked persons based on their individual needs and aspirations and ensuring that they receive the appropriate skills, vocational and enterprise development trainings that are linked to a market demand.

While this catalogue is initially intended for victims of trafficking, it can also be used by return migrants in general who face financial and other economic difficulties upon their return.







# Chapter 1

## Introduction

# Introduction

## Labour migration in the Philippines: A snapshot

The Philippines has a long history of migration, and is now counted among the countries with the largest overseas population, behind only India and China. Since the 1970s, population movements and particularly labour migration have become larger and more organized, specifically with the implementation of the government's 'Overseas Employment Program' in 1974.<sup>1</sup> From 1975-1984, the Philippine government deployed more than 1.5 million Filipinos to work overseas, which more than quadrupled in the following decade.

Approximately 10% of the Philippine population now live and work overseas, which is equivalent to a quarter of the domestic labour force.<sup>2</sup> In 2006 alone, the Philippine Overseas Employment Administration (POEA) reported that the total number of overseas Filipino workers (OFWs) deployed in 2006 hit a historic-high of 1,062,567, surging by 7.5% from 988,615 recorded in 2005. The total number of deployed workers in 2006 represented 87% of the total volume of documented OFWs which was placed at 1,221,417.<sup>3</sup> The Middle East as a region is the most significant destination, with certain Asian destinations becoming increasingly significant in recent years.<sup>4</sup> The top 10 country-destinations of OFWs, both for new hires and rehires were: (1) Saudi Arabia, (2) United Arab Emirates, (3) Hong Kong, (4) Kuwait, (5) Qatar, (6) Taiwan, (7) Singapore, (8) Italy, (9) United Kingdom, and (10) South Korea. Except for Hong Kong and Taiwan, deployment of OFWs in all destinations went up by an average of 16.2% in 2006.<sup>5</sup>

The rapid development of some national economies throughout Asia and the Middle East is a factor in the increased migration of Filipino workers. Complementing this is the economic necessity that sends them from the Philippines. Of registered overseas workers, the largest sectors of employment are the service sector, production workers, and professional and technical workers. The growth in this number is in large part also due to the feminization of migration; 12% of registered OFWs in 1975 were women, which grew to more than 50% by 1995, and stood at more than 70% by 2005.<sup>6</sup> Furthermore, from 289,981 in 2005, the number of newly hired landbased workers deployed abroad jumped by 9.5% to 317 in 2006; rehires on the other hand expanded by 4.4% from 450,651 to 470,390. On the average, the POEA

---

<sup>1</sup> 'Destination: Middle East', Kanlungan, 1997

<sup>2</sup> 'Migration and Foreign Remittances in the Philippines', IMF Working Paper, 2005

<sup>3</sup> POEA data, 2006; from 'Compendium of Overseas Employment Statistics'

<sup>4</sup> 'The Return of Filipino Women Migrants: Home, But not for Good?', M.M.B. Asis, in 'Female Labour Migration in South-East Asia: Change and Continuity', ARCM, 2001

<sup>5</sup> POEA data, 2006; from 'Compendium of Overseas Employment Statistics'

facilitated the daily deployment of about 3,000 Filipino workers for overseas jobs. About 60% of the deployed new hires were females and 40% males.<sup>7</sup> For Filipino women however, employment options are more limited to domestic work, care giving, and entertainment.

In 2006, remittances to the Philippines from overseas workers exceeded US\$12.7 billion.<sup>8</sup> Not only individuals who migrate and their families are dependent on this, but the remittances have also helped the country to see its way through more than one economic crisis. This has given the migrant workers the label of the Philippines' 'Modern-day Heroes', on whom the country would remain heavily dependent for the foreseeable future.<sup>9</sup> Due to the lack of opportunities available at home, the migrant workers have been encouraged to continue working overseas as much as possible.

POEA lists in excess of 3,000 private recruitment agencies in existence to facilitate labour migration (however not all are officially licensed at present). The relationship between employers in destination countries and labour migrants in the Philippines is generally established and facilitated by these agencies. Employers often advance the substantial costs of the migration process and then deduct them from the worker's salary. Migrant workers rely on employer sponsorship to remain in the country, and this debt can leave them vulnerable to abuse.

The developments in labour migration have empowered many women in the Philippines to make decisions affecting their lives and earn their own livelihood, as well as to provide for their families. Positive experiences are widely reported by returnees and research reveals that perhaps three-quarters consider re-migrating.<sup>10</sup> There is some concern however that the social impacts of migration are not adequately understood.<sup>11</sup> A research by the Department for Social Welfare and Development (DSWD) indicates that there is often a negative impact on families.<sup>12</sup>

## Trafficking in persons: The downside of labour migration

Despite the many benefits that labour migration has brought to the Philippines, there are concerns that for some women, rather than empowerment, this has made them more vulnerable to exploitation. This is particularly with reference to the sectors of employment that they find themselves in, and has linked the development of labour migration, in some cases, to trafficking. Those seeking work abroad are potentially easier targets for traffickers as they are more willing to take up the opportunities that are presented. It is often in the process of labour migration that these workers become victims of trafficking, though the degree of exploitation will vary from case to case. Some will not become aware of the exploitation they have endured until after their contract is complete; for example, if their wages are paid not when they were due, but at the airport before return to the Philippines. For others, the exploitation can be like a prison on arrival at country of destination, being deceived as to the type of work they will have to endure, and the debt they are saddled with.

The nature of trafficking makes it very difficult to get substantial information on victims. However, one indication might be the number of complaints from

<sup>6</sup> 'Fast Facts on Filipino Labour Migration' Kanlungan, 2005

<sup>7</sup> POEA data, 2006; from 'Compendium of Overseas Employment Statistics'

<sup>8</sup> NSO Quickstat (<http://www.census.gov.ph/data/quickstat/index.html>)

<sup>9</sup> 'Philippines dependent on Overseas Remittances: Arroyo', Singapore Window, Agence France Presse, 2001

<sup>10</sup> Ibid, ARCM, 2001

<sup>11</sup> 'Issues Paper from Philippines', Migration Issues in the Asia Pacific, Asia Pacific Migration Research Network (APMRN), 2003

<sup>12</sup> Ibid. Kanlungan, 1997

returnees having worked in specific countries. Kanlungan, an organization working with female migrant workers, has recorded that most of their complaints come from migrants who returned from Saudi Arabia and Kuwait. Complaints ranged from physical abuse, rape, health and psychological problems, through to unexplained deaths. Domestic workers are reported to be particularly vulnerable to exploitation, with excessive working hours and no days off; no freedom to socialize or make phone calls; no privacy; and the risk of physical or verbal abuse. In the Middle East, the different culture can also make a difference, and sometimes workers are not allowed to observe their own religious practices. Asian destinations are next on the list behind Saudi Arabia and Kuwait, although the report finds that those going to the Middle East rarely report positive experiences, while those going to destinations in Asia sometimes do.<sup>13</sup>

While there is a general lack of research on trafficking of Filipino migrant workers, the research that does exist tends to focus on Japan. This may therefore present a bias picture, when other countries could be focused on. However, the research indicates that Japan is a major destination for Filipino migrant workers; of particular significance are those trained as Overseas Performing Artists (OPAs) who arrive on 'Entertainer' visas. This is not considered a working visa so is not under the protection of the Ministry of Labour, or labour laws, but immigration. Such workers increased from 18,000 in 1996 to an estimated 80,000 in 2003, 99% of whom are women, revealing a significant demand for Filipino women in Japan.<sup>14</sup> However, the new immigration policy implemented in 2005 led to a 50% drop in the deployment of OPAs to Japan over the previous year. Yet even for those who have these visas, research reveals that the workers are vulnerable on arrival, and there are disturbing cases of migration facilitated by employers and brokers with links to organized crime groups who control the sex industry.<sup>15</sup>

On arrival in Japan the passports of OPAs are often confiscated so that they are confined to the place of work and employer that has 'paid' for their migration. The worker is then saddled with the debt to pay for their transportation and documentation, often much greater than they had been led to believe. Japan has many different types of 'hostess' bars, and it is often in these establishments that the workers find themselves in. The employment practices they are forced into deviate from those stipulated in the 'Entertainer' visa, while many others who are denied this type of visa come instead to work on a 'Tourist' visa.<sup>16</sup> While the proportion is unknown, reports of those who are forced to offer sexual services to pay off their debts are disturbing, as is the violence that accompanies this. For those who come in the knowledge that they will be sex workers, there are significant reports that they are misled as to the level of debt they will have to repay before receiving their wages. In cases where the worker actually has a contract, they are often not made aware of the terms, and therefore do not know if these have been violated.<sup>17</sup>

The workers have to be careful when leaving their accommodation and workplace as they do not hold their passports. They are afraid to go to authorities for fear of deportation, and are unable to speak the local language. Fines are levied if a worker tries to escape, is too ill to work or does not meet the quota of customers, in cases where the worker is providing sexual services, willingly or not.<sup>18</sup>

There are reports that many recruitment agencies in the Philippines operate outside of the law, despite the systems in place to fine or revoke the licenses of those agencies that breach the law. POEA have handled 1,198 cases of illegal recruitment

---

<sup>13</sup> Ibid. Kanlungan, 1997<sup>14</sup> 'Human Trafficking for Sexual Exploitation in Japan', ILO Office in Japan, 2004

<sup>15</sup> Ibid. ILO Japan, 2004

<sup>16</sup> 'Owed Justice: Thai Women Trafficked into Debt Bondage in Japan', Human Rights Watch, 2000

<sup>17</sup> 'Pains and Gains: A Study of Overseas Performing Artists in Japan from Pre-Departure to Reintegration, DAWN, 2003

<sup>18</sup> Ibid., DAWN, 2003

<sup>19</sup> Ibid., Kanlungan, 2005

<sup>20</sup> Ibid., ILO Japan, 2004

involving 563 workers, but have only been able to act on 202 cases.<sup>19</sup> One report also suggests that a number of foundations in the country offering to help Filipino-Japanese children to find work in Japan are fronts for trafficking gangs with links to the Japanese Yakuza.<sup>20</sup>

## Going home... Moving on: Return and reintegration issues

The return and reintegration process may appear to be the most straightforward part of the migration cycle. Policy makers (and indeed migrant themselves) assume that returnees will be able to invest their savings or find remunerative employment, adjust to any changes in their personal and family lives and pick up where they left off with minimal support. The reality is quite different, and in fact, despite the return process being considered the end stage of temporary migration, many women are forced back into the migration cycle looking for new overseas contracts, as they confront a plethora of problems upon return. These problems and difficulties include:

- The socio-psychological effects, including in some cases trauma from the migration experience and health and medical problems.
- The family and social reintegration problems: breakdown of spousal and family relationships; stigmatization and rejection by families and communities, especially those who have been trafficked.
- The financial difficulties, including coming home empty-handed, or inadequate savings or wastage of saving and lack of viable investment opportunities.
- The employment and skills related problems: lack of remunerative alternative employment; lack of opportunities and support to start and sustain a viable business; lack of skills or de-skilling.
- Filing complaints against abuse and exploitation.<sup>21</sup>

If the migration process involved prostitution and/or trafficking, women face numerous additional problems upon their return, such as stigmatization, rejection by families and communities, vulnerability to being re-trafficked, fear of reprisals from traffickers and criminal networks, debts, medical problems including HIV/AIDS infection, psychological problems and traumas.<sup>22</sup>

In order to break the vicious circle of vulnerability many migrant experience upon return, support towards an empowerment U-turn emphasizing returnee's rights and the provision of long-term economic and social reintegration services would be needed. This would involve direct assistance that will focus on the following:

- Income generation and livelihood options including education, skills training and job placement.
- Legal support and complaint mechanisms.
- Social support and empowerment through peer groups, counseling and awareness of rights.
- Medical support and psycho-social counseling.

Furthermore, technical advisory and capacity building services for service providers should be provided that include:

- Support to improve referral mechanisms for returned trafficked victims.

---

<sup>21</sup> 'Booklet 5, Back Home: Return and Reintegration. An Information Guide, Preventing Discrimination, Exploitation and Abuse of Women Migrant Workers', ILO Gender Promotion Programme, Geneva,

<sup>22</sup> 'Booklet 6, Trafficking of Women and Girls, An Information Guide, Preventing Discrimination, Exploitation and Abuse of Women Migrant Workers', ILO Gender Promotion Programme, Geneva

- Data collection and research documentation of returned trafficked victims' cases and follow-ups.
- Training for service providers and civil society groups so that an effective mechanism for the victims' reintegration will be enhanced and become more sustainable.

Republic Act No. 9208, also known as the "Anti-Trafficking in Persons Act of 2003" clearly mandates, under Section 23 thereof, the availability of mandatory services to ensure recovery, rehabilitation and reintegration into the mainstream of society of trafficked persons, such as: (a) Emergency shelter or appropriate housing; (b) Counseling; (c) Free legal services which shall include information about the victims rights and the procedure for filing complaints, claiming compensation and such other legal remedies available to them, in a language understood by the trafficked person; (d) Medical or psychological services; (e) Livelihood and skills training; and (f) Educational assistance to a trafficked child. The law also emphasizes the sustained supervision and follow through mechanism that will track the progress of recovery, rehabilitation and reintegration of the trafficked persons.

In support of this, the Inter-Agency Council Against Trafficking is mandated to develop reintegration programs in coordination with the Department of Labor and Employment (DOLE), Department of Social Welfare and Development (DSWD), Technical Education and Skills Development Authority (TESDA), Commission on Higher Education (CHED), local government units (LGUs) and non-government organizations (NGOs). DSWD is specifically mandated to implement rehabilitative and protective programs for trafficked persons. The Department of Justice (DOJ) is tasked to establish a mechanism for free legal assistance, while the Department of Foreign Affairs (DFA) should make available its resources and facilities overseas to trafficked persons.

The Overseas Workers Welfare Administration (OWWA) is the lead agency for the promotion of the welfare of migrant workers from the Philippines. Assistance to trafficking victims includes:

- Rescue operation, if deemed necessary.
- Temporary shelter at the Filipino Workers Resource Center (FWRC).
- Counseling, medico-legal examination and other direct services.
- Interpreter and assistance in pursuing a court case, or negotiating a settlement outside of court.

The Technical Education and Skills Development Authority (TESDA) offers various skills and livelihood training programmes to qualified beneficiaries; while the Department of Labour and Employment (DOLE) has established the National Reintegration Center to assist returning migrants in their economic, personal and community reintegration. A number of NGOs are working with returned victims of trafficking through provision of direct services and self-help groups such as BATIS, Kanlungan and DAWN.

# About the Catalogue

## Objectives, scope and content

This catalogue seeks to develop realistic options for skills trainings, livelihood opportunities and other remunerative activities including support services for returned victims of trafficking towards their full economic reintegration. It also aims to facilitate referral for skills and livelihood training and other economic options to partner agencies and organizations and other stakeholders including the private sector.

The catalogue identifies the organizations and institutions, government and non-government, that provide/will provide in the near future realistic and suitable skills training, technical and vocational education, entrepreneurial skills training, savings/credit and micro finance schemes, micro enterprise development courses, alternative learning system, job placement services and other livelihood and economic empowerment activities, including programmes and services relating to, or that facilitate, safe labour migration. Their organizational vision, mission and goals are also included.

The catalogue enumerates the specific trainings/services provided by institutions and organizations that participated in the survey conducted for the purpose, with a description of the training, target trainees, schedule, duration, fees, and other requirements to avail of such training/services. They are presented and classified in several thematic areas. The address and contact details including the contact person of each organization are likewise indicated.

It is important to note that for the many of the government and private agencies, the trainings that they offer are not initially designed for victims of trafficking, but for all who are qualified to avail of such trainings.

The catalogue is intended to be used primarily by ILO implementing partner organizations and their social workers or case managers in building their competencies to address the economic needs of, and in developing individual/group economic reintegration plan for, victims/survivors of trafficking. It is necessary that the economic reintegration plan developed by the victims/survivors with the assistance of the social worker/case manager matches their individual aspirations, needs and capacities and corresponds to a viable market for sustainability. To facilitate this process, simple career, skills and livelihood assessment tools are included in this catalogue as guide.

## Developing the catalogue

This catalogue was developed with the assistance of a consultant. A limited survey of existing professional skills and livelihood training programmes and support services was conducted through sending out of a matrix specifically designed to obtain relevant information about the training and the organization providing the training. Interviews were also conducted with key informants in order to get

additional information, develop linkages and facilitate referrals in the future. The information obtained from the survey was processed and presented in a logical way for easy navigation of the catalogue.

A focus group discussion (FGD) was also conducted among 10 female returned trafficked victims from various areas in Luzon (Bulacan, Nueva Ecija, Cavite, Quezon, Antipolo and Metro Manila) and were or are currently being assisted by DAWN. Kanlungan and Batis. The two-hour FGD was conducted to determine their personal aspirations and primary needs and identify viable micro-enterprise and common sources of income in the localities where the participants came from to provide guidance and inspiration in the development of the catalogue.<sup>1</sup>

The primary needs of the returned trafficked victims which came out of the FGD were as follows:

- Entrepreneurial guidance to help them choose the viable livelihood that will pursue and the training which is available to them to manage their enterprise.
- Clear information about available resources, e.g. start-up capital, sources of raw materials, training providers.
- Access to loan/credit facilities for micro/small enterprises
- Avail of information on other possible sources of income in their community.
- Assistance on how to set-up their business related to their interests.

A consultation-meeting with implementing partners and other stakeholders were also conducted and solicited comments of the first draft including the format. The draft was subsequently revised and finalized. A workshop was also conducted among social workers and case managers of implementing agencies to acquaint them on the career and skills assessment tools.

## A guide to the use of the catalogue

The catalogue is designed to be a useful tool for social workers and case managers in developing with victims of trafficking their economic reintegration plan. The training options contained in this catalogue are relevant for those who wish to be employed or engaged in a business.

Appropriate career guidance can be valuable for victims of trafficking of any age, but this catalogue targets those who are at the point of work and are of age of employment. Thus, it is suggested that the Personal Entrepreneurial Competencies Assessment and Career Interest Assessment tools (found in Appendix 1 and Appendix 2 respectively) be used together with this catalogue to identify the appropriate training programmes that the beneficiaries can take. The results of the assessment will help and guide trafficked victims in deciding career choice or training options. The catalogue should be shown to the victims with the assistance of the social worker or case manager.

This catalogue and the accompanying assessment tools are by no means complete and comprehensive. There may be a need for additional or further assessment to make sure that the economic reintegration plan is consistent with the trafficked person's personal aspirations and in accordance with his/her competencies and capacities.

<sup>1</sup> From the discussion, the following are the viable micro-enterprises or sources of income the FGD participants identified in the areas where they come from:

- Bulacan – sari-sari store; carinderia; piggery; subcontract sewing of garments/school bag; meat processing (e.g. tocino, burger, longganiza); fishpond/farming
- Cavite – sari-sari store; rice retailing; meat selling in the public market; piggery; poultry raising
- Quezon – sari-sari-store; poultry raising; tuba-making
- Antipolo – suman-making; coconut jam making; ceramics making
- Nueva Ecija – piggery; rice retailing; rag-making
- NCR – rag-making; carinderia; rice retailing; tricycle operator; BBQ stand; network marketing of products





## **Chapter 2**

# **List of Training Courses**

# Introduction

This chapter of the catalogue provides a list of training programmes offered by the various government and non-government entities that participated in the development of this document. Some of them especially those from the NGOs are implementing training programmes as part of their assistance to victims of trafficking for them to recover from their experiences and enable them to become economically empowered and be engaged in decent work by means of entrepreneurial, education, and vocational training. While the other training programmes are not specifically designed for victims of trafficking, they are useful to them by providing them wider options for training that will build their capacity either for employment or in self-employment situations. It is relevant to returned trafficked victims who will work in both the formal and informal economy, and are either employed or in self-employed situations.

The listing of the training programmes is arranged alphabetically by major categories patterned after the general classification used by TRC and TESDA in their respective training programme offerings. Under each major category, the specific training programmes are also presented alphabetically. This presentation aims to facilitate the identification of suitable training programmes or those of interest to the target beneficiaries.

For every training programme in the list, the following information are provided: a brief description of the training programme, the target trainees, the age and educational requirements, the training programme's durations, fees and other requirements, as well as the certificates (completion/attendance) the participants will receive upon completion of the course. These background information will help both the victim of trafficking and his/her case worker in coming up with an economic reintegration plan that takes into consideration the needs of the client and the results of their career assessment.

# AGRICULTURE AND AQUATIC BUSINESS COURSES

## Some Job/Career Possibilities

- Animal Breeder
- Animal Feed Producer
- Entrepreneur
- Farmer
- Farm Caretaker
- Fishpond Operator
- Horticulturist
- Livestock Manager
- Livestock Raiser/Grower

### 1. Animal Feed Formulation



DOST-TRC

- **Description:** General principles of feed formulation for hogs, chicken and duck. Feedmill layout, operation and management.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 18 hours/3 days
- **Fees:** P3,289
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 2. Breeding and Culture of Freshwater Aquarium Fishes



DOST-TRC

- **Description:** Industry status market, mass production of ornamental fishes, grow out cultures, marketing strategies.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 3. Broiler Production (Meat Type Chicken)



DOST-TRC

- **Description:** Industry status, nutrition, feeds and feeding, cultural practices, production economics and management.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 18 hours/3 days
- **Fees:** P3,289
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 4. Comprehensive Mushroom Growing



DOST-TRC

- **Description:** Site selection, mushroom types, cultural requirements on tissue culture, cultural practices and management, marketing practices, cost and returns analysis.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 30 hours/4 days
- **Fees:** P4,169

- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 5. Current Option for Intensive Prawn Farming

---



DOST-TRC

- **Description:** Technologies such as adoption of pro-biotics, immunostimulant and recirculating systems.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 6. Cutflower Production

---



DOST-TRC

- **Description:** Cultural practices, management, establishment costs, cost and returns analysis.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 7. Duck Raising

---



DOST-TRC

- **Description:** Industry prospects, breeds and breeding nutrition, cultural practices and management, cost and returns analysis.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 8. Gamefowl Breeding and Conditioning

---



DOST-TRC

- **Description:** Principles and methods of breeding, inbreeding, cross breeding, upgrading, types of incubation, medication and incubation.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 9. Goat and Sheep Raising

---



DOST-TRC

- **Description:** Future of the industry, breeds and breeding, herd management, housing facilities and equipment, feeds and feeding, pest and disease control, processing of goat meat and milk production.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days

- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 10. High Value Fruit Tree Production through Multiple Roots Technology \_\_\_\_\_



DOST-TRC

- **Description:** Industry status, high value fruit trees include: durian, lychee, lanzones, mangosteen, pomelo, longan; sexual production, source of planting materials, care and management.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 11. Honeybee Culture \_\_\_\_\_



DOST-TRC

- **Description:** How to start an apiary farm, bee species, honey bee colony, care management and sales.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 12. Intensive Culture of Milkfish \_\_\_\_\_



DOST-TRC

- **Description:** Different rearing pond practices in milkfish farming techniques, to increase production of natural food, successful semi intensive operation of milkfish.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 13. Intensive Tilapia Culture in Tanks \_\_\_\_\_



DOST-TRC

- **Description:** Site selection with respect to water supply, elevation, drainage system, market, accessibility design and construction of facilities, culture method, cost and returns analysis.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 14. Layer Production (Table Egg) \_\_\_\_\_

- **Description:** Layer breed, production management, housing, nutrition, feeds and feeding management, production economics.
- **Target Trainees:** Female and male



DOST-TRC

- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 18 hours/3 days
- **Fees:** P3,289
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 15. Mango Production (with improved Flower Induction), Post Harvest Handling / Storage Technology



DOST-TRC

- **Description:** Industry profile, cultural production and practices, orchard management, flower induction techniques, high density planting, rejuvenating old trees, harvesting and post-harvest handling.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 18 hours/3 days
- **Fees:** P3,289
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 16. Mudcrab (Alimango) Juvenile Rearing, Fattening and Grow Out



DOST-TRC

- **Description:** Industry potentials, site selection, cage construction, pond preparation, feeds and feeding, harvesting and marketing, cost and returns.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 17. Orchid Growing and Nursery Management



DOST-TRC

- **Description:** Cultural requirements in growing orchids, laboratory and ex-laboratory techniques in nursing plantlets and young orchids, different types and varieties of orchids, management of farm pests, diseases and control.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 18. Ornamental Plants Production and Practical Landscaping



DOST-TRC

- **Description:** Types and kinds of garden plants, cultural management practices, control of pests and diseases, landscaping, selection of plants for the garden, styles, watering techniques and system, remodeling a garden.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 19. Poultry Health Management (Broilers, Layers, Quails and Ducks)

---



DOST-TRC

- **Description:** Industry status, pre operation/operation aspects, poultry farming, care and management of stocks.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 7.5 hours/1 day
- **Fees:** P1,375
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 20. Quail Raising

---



DOST-TRC

- **Description:** Status, the sub sector industry, breeds and breeding, nutrition, housing, management, cost and returns.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 7.5 hours/1 day
- **Fees:** P1,375
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 21. Swine Production

---



DOST-TRC

- **Description:** Starting a piggery business, general management for piglets and fatteners, housing and equipment, feeds and feeding, record keeping, analysis and interpretation, health management.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 30 hours/4 days
- **Fees:** P4,059
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 22. Tilapia Culture

---



DOST-TRC

- **Description:** Site selection, hatchery/nursery operations and management, grow out culture, types of culture systems, types of culture systems, nutrition, cost and returns analysis.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 18 hours/3 days
- **Fees:** P3,289
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 23. Vermiculture and Vermicomposting

---



DOST-TRC

- **Description:** Vermicomposting business, basic procedure, vermin products and utilization, techniques, evaluate a compost system, formulate ratio of carbon and nitrogen, sources of compost materials.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

# BEAUTY AND WELLNESS COURSES

## Some Job/Career Possibilities

- Barber
- Beautician
- Entrepreneur
- Hair Stylist
- Make-up Artist
- Masseuse
- Occupational Therapist
- Physical Fitness Consultant
- Physical Therapist
- Reflexologist

### 1. Acupressure Therapy (Scientific Body Massage)

---



DOST-TRC

- **Description:** Therapy, fundamentals of traditional Chinese medicine, Yin and Yang, five states of change, Zangfu organ, anatomy and points, prevention and causes of diseases, treatment.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 2. Aromatherapy with Swedish Massage

---



DOST-TRC

- **Description:** Basics, use of the different aromatic oils in massage, blending, mixing, formulation and storing of aromatic oils, oils for common ailments, and application of aromatic oils.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 3. Chinese Tuina Therapy (with Sports Massage)

---



DOST-TRC

- **Description:** Application, mastery of tuina and sports massage, physiological and pathological features of the body, techniques and pressure points.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**



#### 4. Hair and Skin Care Products

---



DOST-TRC

- **Description:** Skin care products industry, cosmetic product specification, sources of raw materials and pricing, production of hand and body lotion, whitening cream, hair styling gel, facial toner, astringent and shampoo.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 5. Hair Trimming, Perming, Dyeing and Make-up Technology

---



DOST-TRC

- **Description:** Structures, divisions, forms, characteristics and styles of hair; purposes of make up, facial balance.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 6. Hilot (Philippine Traditional Massage)

---



DOST-TRC

- **Description:** Health concept-mind, emotion, body, four elements of the body, healing concept- food (herbs) and the value process, hilot routine (whole body); herbal applications, opportunities.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 22.5 hours/3 days
- **Fees:** P3,729
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 7. Japanese Shiatsu Therapy

---



DOST-TRC

- **Description:** Fundamental technique of Shiatsu therapy, guiding principles and treatment, process, prevention and causes ailments and mastering Shiatsu points.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 8. Massage Therapy

---

- **Description:** Provides the necessary skills, knowledge and attitudes required to perform massage therapy; Fundamental techniques of Shiatsu and Swedish therapies, guiding principles and treatment, process, prevention and causes ailments and mastering Shiatsu points.



TESDA

- **Target Trainees:** Female and male
- **Age Requirement:** 18-55 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** Classes are M-F 8:00-5:00
- **Fees:** FREE
- **Other Requirements:** Must pass qualifying examination and interview.
- **Certificate of attendance is given upon completion of the course.**

## 9. Perfumes and Colognes

---



DOST-TRC

- **Description:** Starting a perfume business, formulations, blending of essential oils, types of perfumes and colognes, product requirements, material specifications, cost and returns analysis.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 7.5 hours/1 day
- **Fees:** P1,815
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 10. Personal Hygiene Products, Cosmetic Uses of Philippine Medicinal Herbs

---



DOST-TRC

- **Description:** Lecture: Description, parts use, medical indications/ contra-indications, active constituents of various Philippine medicinal herbs. Best for face, hair, skin and body.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 7.5 hours/1 day
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 11. Pinoy Hilot

---



TESDA

- **Description:** Provides the necessary skills, knowledge and attitudes in health concept – mind, emotion, body, four elements of the body, healing concept – food (herbs) and the value process, hilot routine (whole body); herbal applications, opportunities.
- **Target Trainees:** Female and male
- **Age Requirement:** At least 18 years old
- **Required Educational Attainment:** At least high school graduate; non-paramedical graduate
- **Duration:** Classes are M-F 8:00-5:00
- **Fees:** FREE
- **Other Requirements:** Can communicate in both oral and written form; physically and mentally fit; must pass qualifying examination and interview.
- **Certificate of attendance is given upon completion of the course.**

## 12. Reflexology

---

- **Description:** Philippine laws governing massage modalities, basic concept of reflexology, human anatomy and physiology, complete reflexology treatment, actual application.
- **Target Trainees:** Female and male
- **Age Requirement:** None



DOST-TRC

- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 13. Spa Therapists NC II

---



TESDA

- **Description:** Provides the necessary skills, knowledge and attitudes required to analyze human body organs and systems using charts/diagrams and models, implement principles in massage, and use of aromatherapy in body massage.
- **Target Trainees:** Female
- **Age Requirement:** At least 18 years old
- **Required Educational Attainment:** At least high school graduate; non-paramedical graduate
- **Duration:** 202 hours/25 days; Classes are M-F 8:00-5:00
- **Fees:** FREE
- **Other Requirements:** Can communicate in both oral and written form; physically and mentally fit; must pass qualifying examination and interview.
- **National Certificate Level II (NC II) is given by TESDA upon passing the course.**

### 14. Therapeutic Massage (Swedish Style)

---



DOST-TRC

- **Description:** Rules and regulations on massage, history and principles of massage, massage manipulations, values.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 15. Traditional Thai Massage

---



DOST-TRC

- **Description:** A system of slow rhythmic compressions utilizing palms, thumbs, elbows, soles of feet, knees and stretches.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

# BUSINESS OPERATIONS/ MANAGEMENT COURSES

## Some Job/Career Possibilities

- Bookkeeper
- Customer Service Representative
- Entrepreneur
- Event Planner
- Foreign Currency Trader
- Foreign Currency Trader
- Foreign Currency Trader
- Ticket/Travel Agent
- Sales Representative

## 1. Accounting and Record Keeping

---



DOST-TRC

- **Description:** Bookkeeping, reporting and analysis of transaction results for small business operators and owners.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 2. Accounting for Non-Accountants

---



DAWN

- **Description:** Teaching simple accounting for non-accountants; in partnership with the College of Accountancy of the Polytechnic University of the Philippines (PUP).
- **Target Trainees:** Female
- **Age Requirement:** None
- **Required Educational Attainment:** None
- **Duration:**
- **Location:** Manila
- **Fees:** None
- **Other Requirements:** DAWN provides training only to women returnees from Japan, regardless of age and educational attainment
- **Certificate of attendance is given upon completion of the course.**

## 3. Administrative Management Training

---



DAWN

- **Description:** Practical hands-on training in doing inventory, monitoring and recording of production, costing, purchasing and marketing.
- **Target Trainees:** Female
- **Age Requirement:** None
- **Required Educational Attainment:** None
- **Duration:** 1 month, M-F
- **Location:** Manila
- **Fees:** None
- **Other Requirements:** DAWN provides training only to women returnees from Japan, regardless of age and educational attainment
- **Certificate of attendance is given upon completion of the course.**

## 4. Bakeshop Operation, Systems and Procedures

---

- **Description:** Production layout and control, site selection, personnel management, hygiene and sanitation, sourcing of ingredients, materials and equipment, ROI.



DOST-TRC

- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 5. Basic Bookkeeping

---



DAWN

- **Description:** Teaching simple bookkeeping; in partnership with the College of Accountancy of the Polytechnic University of the Philippines (PUP).
- **Target Trainees:** Female
- **Age Requirement:** None
- **Required Educational Attainment:** None
- **Duration:**
- **Location:** Manila
- **Fees:** None
- **Other Requirements:** DAWN provides training only to women returnees from Japan, regardless of age and educational attainment
- **Certificate of attendance is given upon completion of the course.**

## 6. Basic Import Procedures

---



DOST-TRC

- **Description:** Basic import and documentation requirements, laws and regulations from pre-arrival to release of imported goods.'
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 7. Basic Reservation and Ticketing for Travel Agencies

---



DOST-TRC

- **Description:** Introduction to travel agency, ticketing procedures and preparation.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 8. Business Planning for Small Entrepreneurs

---



DOST-TRC

- **Description:** Components of a business, framework to increase the success of a proposed business enterprise.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 9. Carinderia: The Pinoy Food Outlet

---



DOST-TRC

- **Description:** Planning, organizing, management, cost control and pricing.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 10. Catering Business Operation

---



DOST-TRC

- **Description:** Table setting, equipment, menu planning and preparation, costing and pricing.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 11. Coffee Shop Management and Operation

---



DOST-TRC

- **Description:** Personnel administration, organization, site selection, marketing, materials and equipment, cost analysis.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 22.5 hours/3 days
- **Fees:** P3,729
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 12. Commercial Breadmaking and Bakery Management

---



DOST-TRC

- **Description:** Ingredients, proportions and product formulations, equipment, material sourcing and bakery management.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 30 hrs/4 days
- **Fees:** P4,169
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 13. Customer Satisfaction Measurement

---



DOST-MIRDC

- **Description:** Training on the fundamental concept of customer satisfaction measurement through statistical analysis and interpretation.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** —
- **Duration:** 16 hours • **Fees:** P2,500
- **Other Requirements:** With interest to learn how to measure effectively customer satisfaction; approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

#### 14. Design and Operation of Water Refilling Station Business

---



DOST-TRC

- **Description:** Operation and management, site selection, chemistry of purifying potable water, market and pricing.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 15. Dollar/Foreign Currency Trading

---



DOST-TRC

- **Description:** FX operations covering currency identification (bogus and original), fluctuation of rates, BSP policies, and operations.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 16. Enterprise Development Training

---

Batis Center for Women

- **Description:** Provide a venue for clients to develop awareness and skills in setting up and successfully manage their own enterprises.
- **Target Trainees:** Female
- **Age Requirement:** 16 years old and above
- **Required Educational Attainment:** None
- **Duration:** 3-4 days (programmed)
- **Location:** Out of town (within Luzon)
- **Fees:** None
- **Other Requirements:** Clients of Batis Center for Women
- **Certificate of attendance is given upon completion of the course.**

#### 17. Entrepreneurial Marketing

---



DOST-TRC

- **Description:** Marketing basics, marketing tools and technology; design and implementing a workable marketing plan.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 18. Entrepreneurship

---



DOST-TRC

- **Description:** Elements of entrepreneurial activities, needs of a start-up firm, assessment and capability for business.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 19. Establishing an Export Business

---



DOST-TRC

- **Description:** Setting up an export business, registration to export financing; highlights export procedures, types of letters of credit.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 20. Event Planning, Marketing and Management

---



DOST-TRC

- **Description:** Local trade exhibits, meetings, consumer events (tiangge), conventions, conferences and profitability.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 22.5 hours/3 days
- **Fees:** P3,729
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 21. Fastfood Business Operation

---



DOST-TRC

- **Description:** Fastfood as an industry, business opportunity, planning and strategies.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 22. Feasibility Study Preparation

---



DOST-MIRDC

- **Description:** Training on the different components and aspects of a feasibility study-market, technical management, production and financial.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** —
- **Duration:** 18 hours · **Fees:** P3,600
- **Other Requirements:** Interested or planning to put up a business; approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

## 23. Franchising a Business

---



DOST-TRC

- **Description:** Application for franchise of restaurants and fastfood chain, stores, non food enterprises, other products and services.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 7.5 hours/1 day
- **Fees:** P1,375
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**



#### 24. Franchising: Food Cart Business

---



DOST-TRC

- **Description:** Starting, managing and franchising a food cart business to maximize its income potential.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 7.5 hours/1 day
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 25. Fresh Flower Arrangement and Flower Shop Operation and Management

---



DOST-TRC

- **Description:** Creativity, balance, proportion, texture and color harmony, flower shop operation and management.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 18 hours/3 days · **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 26. How to be a Canteen Concessionaire

---



DOST-TRC

- **Description:** Food concessionaire, operational layout and work flow, hygiene and sanitation, personnel management, ROI.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 18 hours/2.5 days  
**Fees:** P3,729
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 27. How to Set Up and Manage a Restaurant

---



DOST-TRC

- **Description:** Food servicing, restaurant organization and staffing, hygiene and sanitation standards, menu development, cost controls and marketing.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days · **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 28. How to Start/Manage a Preschool

---



DOST-TRC

- **Description:** Market analysis and strategy, legal compliance, record management and other managerial concerns of a pre-school/day care business.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 18 hours/3 days
- **Fees:** P3,289
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 29. How to Start/Manage Janitorial Services

---



DOST-TRC

- **Description:** The janitorial service business, industry status and market prospects, setting up, capital investment and management.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 30. Jewelry Appraisal and Pawnshop Operation

---



DOST-TRC

- **Description:** Gold testing and diamond grading, pricing, valuation and identification of gemstones, government laws.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 31. Management of a Service Contracting Business

---



DOST-TRC

- **Description:** Legal structure, characteristics of the business, marketing, written contract, format, types and samples.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 32. Meat Shop Management and Meat Cutting

---



DOST-TRC

- **Description:** Meat industry, slaughtering techniques, pork cutting and beef cutting, cost analysis of fabricated meat and retail cuts, utilization of excess meat for value-added products, packaging, store layout, storage, management.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 33. Operating a Laundry Shop Business (Small Scale)

---



DOST-TRC

- **Description:** Plant layout and design, production flow, job function, customer service, pressing, market strategy, pricing and profitability.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 18 hours/3 days
- **Fees:** P3,289
- **Other Requirements:** None

### 34. Operating a Retail Store Business

---



DOST-TRC

- **Description:** Mini-groceries, mini-supermarkets, manufacturer's outlet stores, operations and management, inventory control cost and returns analysis.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 30 hours/4 days
- **Fees:** P3,729
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 35. Operating and Managing a Drugstore Enterprise

---



DOST-TRC

- **Description:** Unlimited growth potential, capital investment requirements and the success factors in the management and profitable operation.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 36. Operation and Management of a Gym and a Spa

---



DOST-TRC

- **Description:** Opportunities, targeting the right market and winning clients, choosing the best site, promotional strategies.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 37. Organizing Party Funfare for Business (with Balloon Decors)

---



DOST-TRC

- **Description:** Creativity, balance, proportion, textures and color combination, party needs operation and organizational management, costing, pricing, sourcing materials and business requirements.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 38. Perfumes and Colognes

---



DOST-TRC

- **Description:** Starting a perfume business, formulations, blending of essential oils, types of perfumes and colognes, product requirements, material specifications, cost and returns analysis.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 7.5 hours/1 day
- **Fees:** P1,815
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 39. Printing Press Business

---



DOST-TRC

- **Description:** Industry status, how to get started in the printing business-firm and product readiness.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 40. Productivity Improvement through 5S Practice

---



DOST-MIRDC

- **Description:** Discussion on the application of 5S in the workplace, its implementation and how to sustain it.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** —
- **Duration:** 12 hours
- **Fees:** P2,500
- **Other Requirements:** At least office worker; approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

### 41. Professional Housekeeping

---



DOST-TRC

- **Description:** Domestic concerns such as cleanliness of guestrooms and public areas, landscaping and plant maintenance, laundry services for all linen items.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 22.5 hours/3 days
- **Fees:** P3,289
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 42. Project Management

---



DOST-MIRDC

- **Description:** Discussion on the project management framework, steps to project management process, application of computer software in project management.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** —
- **Duration:** 30 hours · **Fees:** P4,400
- **Other Requirements:** Is handling or about to handle a project; approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

### 43. Restaurant Business Management

---



DOST-TRC

- **Description:** Coffee shop, ethnic gourmet, seafood and health food restaurants; menu planning, site selection, equipment, furnishings; personnel administration, marketing, advertising and control.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 30 hours/4 days

- **Fees:** P3,729
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 44. Setting Up a Hardware and Construction Supply Store

---



DOST-TRC

- **Description:** Definition of terms, selection of site, organization, nature of the business, stock an inventory control, costing and pricing, terms of payment, market potentials, ROI.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 45. Setting Up a Junk Shop Business

---



DOST-TRC

- **Description:** Trends and prospects of junk shop business, solid wastes and recyclable wastes for junk shop, buy and sell techniques and pricing, tools and equipment requirements, investment and manpower needs.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 46. Setting Up a Travel Agency

---



DOST-TRC

- **Description:** The travel agent, organizing the business, requirement for travel agency set-up, rules and regulations governing travel agencies, basic travel agency operations and office procedures, management and code of ethics.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 7.5 hours/1 day
- **Fees:** P1,375
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 47. Supervisory Development

---



DOST-MIRDC

- **Description:** Training on understanding who is a supervisor, his/her roles and responsibilities and determining innovative techniques and methods and supervision.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** With experience in handling people
- **Duration:** 40 hours
- **Fees:** P4,800
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

## 48. Supervisory Management

---



DOST-TRC

- **Description:** Core concepts and principles of management within the framework of planning, organizing and control and relationships occurring in the management organization.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 49. Simplified Budgeting for SMEs

---



DAWN

- **Description:** Simplified budgeting for small and medium scale enterprises; in partnership with the College of Accountancy of the Polytechnic University of the Philippines (PUP).
- **Target Trainees:** Female
- **Age Requirement:** None
- **Required Educational Attainment:** None
- **Duration:** · **Location:** Manila
- **Fees:** None
- **Other Requirements:** DAWN provides training only to women returnees from Japan, regardless of age and educational attainment
- **Certificate of attendance is given upon completion of the course.**

# CHEMICAL-BASED PRODUCTS BUSINESS COURSES

## Some Job/Career Possibilities

- Candle Maker
- Entrepreneur
- Detergent Maker
- Fabric Conditioner Maker
- Industrial Cleaners Maker
- Personal Care Products Maker
- Hair and Skin Care Products Maker

## 1. Antibacterial Body Wash

---



DOST-MIRDC

- **Description:** Step by step processing of body, facial and feminine wash; body and foot scrub.
- **Target Trainees:** Female and male; 10-15 participants
- **Age Requirement:**
- **Required Educational Attainment:**
- **Duration:** 2 days
- **Fees:** P2,900 training fee; P24,404.95 inclusive of raw materials (food not included)
- **Other Requirements:** Memorandum of Agreement (MOA) or Conformed Letter.
- **Certificate of attendance is given upon completion of the course.** DOST-ITDI

## 2. Bleaching and Dyeing of Fibers

---

- **Description:** Department of Science and Technology of bleaching and dyeing of fibers; business prospects; chemistry of dyeing and bleaching; types of chemicals used, list of equipment to be fabricated or sourced out to start a small scale business.



DOST-TRC

- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 3. Coconut Mini Oil Mill

---



DOST-TRC

- **Description:** Oil milling and refining using copra (dry) of coconut as base.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 4. Essential Oils (Extract and Process of Essential Oils)

---



DOST-TRC

- **Description:** Homebase technology of extraction, distillation and concoction, etc., and application to cosmetic and herbal products, food flavor and fragrance to perfumery, distillation of indigenous oils, business opportunities.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 5. Fabric Softener

---



DOST-TRC

- **Description:** Fabric softener formulation, raw material sourcing and product application, etc.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 6. Formulation of Liquid Detergent and Fabric Conditioner

---



DOST-MIRDC

- **Description:** Step by step processing of liquid dishwashing detergent, laundry detergent and fabric conditioner.
- **Target Trainees:** Female and male; 10-15 participants
- **Age Requirement:**
- **Required Educational Attainment:**
- **Duration:** 2 days
- **Fees:** P2,100 training fee; P16,593.75 inclusive of raw materials (food not included)
- **Other Requirements:** Memorandum of Agreement (MOA) or Conforme Letter.
- **Certificate of attendance is given upon completion of the course.**

### 7. Industrial Preventive Maintenance

---



DOST-TRC

- **Description:** Market status of preventive maintenance chemicals, raw materials used and their suppliers, formula per product, standard, formulation technology, pricing, marketing.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 7.5 hours/1 day

- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 8. Liquid Dishwashing Preparation



NUWHRAIN

- **Description:** Liquid dishwashing formulation, raw material sourcing and product application, etc.
- **Target Trainees:** Female
- **Age Requirement:** 15 years and above
- **Required Educational Attainment:** At least elementary graduate
- **Duration:** 4 hours
- **Location:** Manila
- **Fees:** None
- **Other Requirements:** Referred by DSWD-Marillac/Manila
- **Certificate of attendance is given upon completion of the course.**

## 9. Metal Etching and Photo Engraving



DOST-TRC

- **Description:** Technology of metal etching and photo engraving using inexpensive hand tools and environment friendly chemicals sourcing of raw materials, design, simple chemistry and application of chemicals to brass, photo engraving general craftsmanship, costing.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 10. Production of Essential Oil



DOST-ITDI

- **Description:** Knowledge and skills on different methods of extraction and basic information on the application/utilization of essential oil.
- **Target Trainees:** Female and male; 10-12 participants
- **Age Requirement:**
- **Required Educational Attainment:**
- **Duration:** 2 days
- **Fees:** P3,000 training fee; P26,020.07 inclusive of raw materials (food not included)
- **Other Requirements:** Memorandum of Agreement (MOA) or Conforme Letter.
- **Certificate of attendance is given upon completion of the course.**

## 11. Resin Bonded Artwares



DOST-TRC

- **Description:** Bonding indigenous materials, market, raw material source, tools and equipment.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 12. Silicon Rubber Mould Making



DOST-TRC

- **Description:** Technology of mould making using silicon rubber, plaster of paris, resin, ceramics, other indigenous materials, plant operation, product packaging, marketing and financing.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**



### 13. Silkscreen Printing



DOST-TRC

- **Description:** Silkscreen printing technology, photo transfer technology, designs, tools and equipment requirement. Product innovations with the use of fabric, wood, paper, plastic, cost of operating a small shop.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 30 hours/4 days
- **Fees:** P4,169
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 14. Soap – Herbal Bath



DOST-TRC

- **Description:** Material specifications, product formulation, preparation of extract, costing and pricing.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 15. Soap – Laundry and Detergent



DOST-TRC

- **Description:** Material specifications, product formulations, costing and pricing.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 16. Soap – Transparent Soap



DOST-TRC

- **Description:** Viability of producing transparent soap, raw materials, production technology, soap plant design.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 7.5 hours/1 day
- **Fees:** P1,815
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 17. Specialty Soap



DOST-ITDI

- **Description:** Step by step processing of herbal bath soap, medicated soap, liquid bath soap and pet soap.
- **Target Trainees:** Female and male; 10-15 participants
- **Age Requirement:**
- **Required Educational Attainment**
- **Duration:** 2 days
- **Fees:** P2,000 training fee; P15,723.14 inclusive of raw materials (food not included)
- **Other Requirements:** Memorandum of Agreement (MOA) or Conforme Letter.
- **Certificate of attendance is given upon completion of the course.**

### 18. VCO-Based Personal Care Products



DOST-ITDI

- **Description:** Step by step processing of personal care products utilizing Virgin Coconut Oil and anti-dandruff shampoo.
- **Target Trainees:** Female and male; 12-15 participants
- **Age Requirement:**
- **Required Educational Attainment:**
- **Duration:** 1 day

- **Fees:** P1,800 training fee; P18,689.65 inclusive of raw materials (food not included)
- **Other Requirements:** Memorandum of Agreement (MOA) or Conformance Letter.
- **Certificate of attendance is given upon completion of the course.**

### 19. Virgin Coconut Oil Production by Dry Process



DOST-ITDI

- **Description:** Knowledge and skills in the processing of Virgin Coconut Oil using dry process
- **Target Trainees:** Female and male; 10-15 participants
- **Age Requirement:**
- **Required Educational Attainment:**
- **Duration:** 3 days
- **Fees:** P2,900 training fee; P22,221.01 inclusive of raw materials (food not included)
- **Other Requirements:** Memorandum of Agreement (MOA) or Conformance Letter.
- **Certificate of attendance is given upon completion of the course.**

### 20. Virgin Coconut Oil (Wet Process) and its By-products



DOST-ITDI

- **Description:** Knowledge and skills in the processing of VCO using dry process
- **Target Trainees:** Female and male; 10-15 participants
- **Age Requirement:**
- **Required Educational Attainment:**
- **Duration:** 3 days
- **Fees:** P4,100 training fee; P33,590.00 inclusive of raw materials (food not included)
- **Other Requirements:** Memorandum of Agreement (MOA) or Conformance Letter.
- **Certificate of attendance is given upon completion of the course.**

## CRAFT COURSES

### Some Job/Career Possibilities

- |                            |                              |
|----------------------------|------------------------------|
| • Art Decorator            | • Fashion Accessory Designer |
| • Artist                   | • Flower Arranger            |
| • Accessories Manufacturer | • Jewelry Appraiser          |
| • Ceramic Art Maker        | • Jewelry Maker              |
| • Crafts Worker            | • Photographer               |
| • Entrepreneur             | • Stage Decorator            |

### 1. Accessory-Beads Making



Visayan Forum

- **Description:** Includes the know-how of making bead accessories for women like earrings, necklaces, bracelets and anklets.
- **Target Trainees:** Female, by group
- **Age Requirement:** 30 years old and below
- **Required Educational Attainment:** None
- **Duration:** 1 day
- **Fees:** None
- **Other Requirements:** Survivor of trafficking in person and is staying/has stayed in VF center
- **Certificate of attendance is given upon completion of the course.**

### 2. Beads Making



Batis-AWARE

- **Description:** Providing trainings on Beads Making for livelihood.
- **Target Trainees:** Female; individual
- **Age Requirement:** None
- **Required Educational Attainment:** None
- **Duration:** As needed
- **Location:** Manila
- **Fees:** Allowance
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 3. Candlemaking

---



NUWHRAIN

- **Description:** Preparation of different types of candles, sources of raw materials, molding, and chemicals capital requirement in setting up a small scale candle makings.
- **Target Trainees:** Female
- **Age Requirement:** 15 years and above
- **Required Educational Attainment:** At least elementary graduate
- **Duration:** 6 hours
- **Location:** Manila
- **Fees:** None
- **Other Requirements:** Referred by DSWD-Marillac/Manila
- **Certificate of attendance is given upon completion of the course.**

### 4. Candlemaking – Aromatic and Decorative

---



DOST-TRC

- **Description:** Preparation of different types of candles, sources of raw materials, molding, chemicals capital requirement in setting up a small scale candle makings.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 5. Candlemaking – Decorative

---



DOST-TRC

- **Description:** Status and market potential of decorative candles; financial investment requirement in the setting up of a shop, sources of raw material used; technology of making simple and decorative candles production.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 6. Ceramic Artwares

---



DOST-TRC

- **Description:** Materials and equipment requirement, mould making, hand forming methods and techniques, slip casting, bisque firing, kiln design, glazing techniques, discussion on mini-plant design, investment and ROI.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 22.5 hours/3 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 7. Christmas Decors

---



DOST-TRC

- **Description:** Materials needed, trends and designs, production processes, costing, pricing and marketing for table centerpiece, swag ribbon doorbell, appliqué trimmings, decoupage, etc.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 8. Corsage and Bouquet Making



DOST-TRC

- **Description:** Creativity, ribbon making and wiring techniques for corsage, headdresses, flower baskets, boutonniere and bouquets for maid of honor, bridesmaid and bride, wrist and car bouquets.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 9. Creative Photography



DOST-TRC

- **Description:** Setting-up, portraiture photography including outdoor activity, lighting, tools of the trade, colors, camera lenses used, outdoor workshop.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 10. Fiberglass Craft



TWC

- **Description:** Prepares trainees for entry-level employment in fiberglass craft. The course will provide the necessary skills, knowledge and attitudes required in raw material sourcing, fabrication technology, product specification and standards, worker's job function, costing, prototype production for cars, home decors, etc.
- **Target Trainees:** Female
- **Age Requirement:** At least 16 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 336 hours in-house training + 160 OJT (3 months); Classes are M-F 8:00-5:00
- **Fees:** P340 for uniform and accident insurance
- **Other Requirements:** Must pass qualifying examination and interview; Requirements for enrollment: photocopy of birth certificate, medical certificate, and high school/college diploma or card/TOR, latest NBI clearance, and 2 pcs. 1x1 ID picture.
- **Certificate of attendance is given upon completion of the course.**

## 11. Fiberglass Products Manufacturing



DOST-TRC

- **Description:** Market status and potential of fiberglass products, raw material sourcing, fabrication technology, product specification and standards, worker's job function, costing, prototype production for cars, home decors, etc.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 30 hours/4 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 12. Fine Fashion Jewelry Making



DOST-TRC

- **Description:** Status of jewelry making in the Philippines, raw material sourcing, tools and equipment, production flow sheets, use of rubber moulds, investment costs, ROI.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate

- **Duration:** 30 hours/4 days
- **Fees:** P850 per day
- **Other Requirements:** None

### 13. Fresh Flower Arrangement and Flower Shop Operation



DOST-TRC

- **Description:** Creativity, balance, proportion, texture and color harmony, flower shop operation and management, costing, pricing and sourcing of materials. Standing flower arrangements for inaugural, funeral and other occasions.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 22.5 hours/3 days
- **Fees:** P3,729
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 14. Fresh Flower Arrangement and Flower Shop Operation and Management



DOST-TRC

- **Description:** Creativity, balance, proportion, texture and color harmony, flower shop operation and management.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 18 hours/3 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 15. How to Make Fashion Accessories



DOST-TRC

- **Description:** Methods used, sources of tools and materials, costing of necklace, earring, pendant, bracelet and ring.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 16. How to Make Invitations and Greeting Cards



DOST-TRC

- **Description:** Dry embossing and paper pricking, iris folding, tea bag folding, spirelli and paper embroidery.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 7.5 hours/1 day
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 17. How to Transfer Photo and Design on Ceramics, Glassware and Plasticware



DOST-TRC

- **Description:** Principle/technology, sourcing and requirements of materials and equipment, costing.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 18. Jewelry

---



TWC

- **Description:** Prepares trainees for entry-level employment in jewelry making. The course will provide the necessary skills, knowledge and attitudes required in producing jewelry items made of silver and gold. The process includes filing, soldering, annealing, alloying, polishing, sawing and designing using bench tools and high technology equipment.
- **Target Trainees:** Female
- **Age Requirement:** At least 16 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 640 hours in-house training + 320 OJT (6 months); Classes are M-F 8:00-5:00
- **Fees:** P340 for uniform and accident insurance
- **Other Requirements:** Must pass qualifying examination and interview; Requirements for enrollment: photocopy of birth certificate, medical certificate, and high school/college diploma or card/TOR, latest NBI clearance, and 2 pcs. 1x1 ID picture.
- **Certificate of attendance is given upon completion of the course.**

## 19. Jewelry Appraisal and Pawnshop Operation

---



DOST-TRC

- **Description:** Gold testing and diamond grading, pricing, valuation and identification of gemstones, government laws.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 20. Novelty Giveaways for Special Occasions

---



DOST-TRC

- **Description:** Materials and material sourcing, production processes, trends and designs, costing, pricing and marketing.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 21. Painting, Decorating and Finishing

---



TWC

- **Description:** Prepares trainees for entry-level employment in painting, decorating and finishing of crafts.
- **Target Trainees:** Female
- **Age Requirement:** At least 16 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 336 hours in-house training + 160 OJT (3 months); Classes are M-F 8:00-5:00
- **Fees:** P340 for uniform and accident insurance
- **Other Requirements:** Must pass qualifying examination and interview; Requirements for enrollment: photocopy of birth certificate, medical certificate, and high school/college diploma or card/TOR, latest NBI clearance, and 2 pcs. 1x1 ID picture.
- **Certificate of attendance is given upon completion of the course.**

## 22. Trendy Balloon Decors



DOST-TRC

- **Description:** Basic course on how to make balloons as decorations.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 4 hours/1/2 day
- **Fees:** P770
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 23. Wood Framing (Basic)



DOST-TRC

- **Description:** Materials and equipment requirement, trends and designs, production processes, costing, pricing and marketing.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## FOOD BUSINESS AND RELATED SERVICES COURSES

### Some Job/Career Possibilities

- Baker
- Barista
- Bartender
- Butcher
- Entrepreneur
- Carinderia/Canteen Operator
- Cook/Chef
- Streetfood Vendor
- Waiter

### 1. Affordable “Pang Masa” Bakery Products



DOST-TRC

- **Description:** Monay, putok, pinagong, kabayan, asurkada, everlasting cookies, ube bar, ogoy-ogoy, favorita, galletas, etc.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 22.5 hours/3 days
- **Fees:** P3,729
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 2. Assorted Brownies, Cookies and Bars



DOST-TRC

- **Description:** Black and white brownies, chocolate crinkles, coconutty walnut bars, choco caramel, ginger snaps, fudge, etc.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 3. Baked Christmas Goodies



DOST-TRC

- **Description:** A dozen “cookie” mistakes, use of healthy substitutes for healthier cookies; recipes for fruit cakes, choco chips, etc.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 4. Baking



NUWHRAIN

- **Description:** Baking assorted brownies, cookies, macarons, and bars
- **Target Trainees:** Female
- **Age Requirement:** 15 years and above
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 6 hours
- **Location:** Manila
- **Fees:** None
- **Other Requirements:** Referred by DSWD-Marillac/Manila
- **Certificate of attendance is given upon completion of the course.**

## 5. Baking/Pastry Production NC II

---



TWC

- **Description:** Prepares trainees for entry-level employment in baking/pastry production. The course will provide the necessary skills, knowledge and attitudes required in baking pastries, cakes, cookies, and bread.
- **Target Trainees:** Female
- **Age Requirement:** At least 16 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 248 hours in-house training + 160 OJT (2.5 months); Classes are M-F 8:00-5:00
- **Fees:** P340 for uniform and accident insurance
- **Other Requirements:** Must pass qualifying examination and interview; Requirements for enrollment: photocopy of birth certificate, medical certificate, and high school/college diploma or card/TOR, latest NBI clearance, and 2 pcs. 1x1 ID picture
- **National Certificate Level II (NC II) is given by TESDA upon passing the course.**

## 6. Barista

---



TESDA

- **Description:** Provides the necessary skills, knowledge and attitudes required to operate different coffee machines, prepare and serve coffee, and perform basic maintenance tasks on machines.
- **Target Trainees:** Female and male
- **Age Requirement:** 18-55 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 207 hours/26 days; Classes are M-F 8:00-5:00
- **Fees:** FREE
- **Other Requirements:** At least 6 months exposure in hotel and restaurant industry; physically and mentally fit; Ability to communicate in English orally and in writing; Must pass qualifying examination and interview.
- **Certificate of attendance is given upon completion of the course.**

## 7. Bartending NC II

---



TWC

- **Description:** Prepares trainees for entry-level employment in bartending. The course will provide the necessary skills, knowledge and attitudes required in bar functions, beverage, and cocktail presentation.
- **Target Trainees:** Female
- **Age Requirement:** At least 16 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 120 hours in-house training + 160 OJT (2 months); Classes are M-F 8:00-5:00
- **Fees:** P340 for uniform and accident insurance
- **Other Requirements:** Must pass qualifying examination and interview; Requirements for enrollment: photocopy of birth certificate, medical certificate, and high school/college diploma or card/TOR, latest NBI clearance, and 2 pcs. 1x1 ID picture.
- **National Certificate Level II (NC II) is given by TESDA upon passing the course.**

## 8. Basic Course on Waitering and Bartending

---



DOST-TRC

- **Description:** Service operating equipment, menu planning, table setting and bar functions.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 9. Basic Culinary Principles and Techniques

---

- **Description:** Basic principle of cooking, materials use, learning to substitute ingredients from the traditional to innovative food components, cost-effective menu preparations, hygienic food preparations.
- **Target Trainees:** Female and male





DOST-TRC

- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 22.5 hours/3 days
- **Fees:** P3,729
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 10. Basic Waitering



NUWHRAIN

- **Description:** Service operating equipment, menu planning, menu taking, and table setting.
- **Target Trainees:** Female
- **Age Requirement:** 15 years and above
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 4 hours
- **Location:** Manila
- **Fees:** None
- **Other Requirements:** Referred by DSWD-Marillac/Manila
- **Certificate of attendance is given upon completion of the course.**

#### 11. Burger Shop Business



Batis-AWARE

- **Description:** Providing trainings on burger shop business for livelihood.
- **Target Trainees:** Female; individual
- **Age Requirement:** None
- **Required Educational Attainment:** None
- **Duration:** As needed
- **Location:** Manila
- **Fees:** Allowance
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 12. Cake – Basic Decorating



DOST-TRC

- **Description:** Preparation and application of boiled sugar icing, sugar flower, gumpaste figurines and flowers, etc.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 13. Cake – Character and Cartoon Design



DOST-TRC

- **Description:** Preparing fun cakes with character and cartoon design, toy figurines and landscapes, icing.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 14. Cake – Elegant Fondant



DOST-TRC

- **Description:** Rolled fondant, ribbon insertion, embroidery designs, braided fondant, ruffles and drapes, wedding cakes.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 15. Cake – Home Bakeshop Specialty Products

---



DOST-TRC

- **Description:** Cake classification, mixing methods and formulations, functions of ingredients, sourcing of materials and equipment, costing and sanitation. Chiffon cakes, sponge cakes, pies, etc.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 30 hours/4 days
- **Fees:** P4,169
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 16. Cake – Specialty Cakes and Pastries

---



DOST-TRC

- **Description:** Material and equipment specification, functions of ingredients, product formulation, costing and pricing. Mousse cake, black forest, crema de fruta, sans rival, apple pie, lemon meringue pie.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 17. Catering

---



Batis-AWARE

- **Description:** Providing trainings on catering for livelihood.
- **Target Trainees:** Female; individual
- **Age Requirement:** None
- **Required Educational Attainment:** None
- **Duration:** As needed
- **Location:** Manila
- **Fees:** Allowance
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 18. Chinese Dimsum

---



DOST-TRC

- **Description:** Principles of Chinese cooking, equipment and utensils used, ingredients, beliefs and etiquette. Wonton soup, siomai, almond jelly, siopao, cuapao, pork dumplings, crispy spring rolls, etc.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 19. Chocolate and Assorted Candies

---



DOST-TRC

- **Description:** Guidelines to chocolate candy making, do's and don'ts in chocolate dipping and molding casting. Rocky road, chocolate bars, chocolate truffles, mocha truffles, heart box, lollipops etc.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 20. Commercial Cooking NC II

- **Description:** Prepares trainees for entry-level employment in commercial cooking. The course will provide the necessary skills, knowledge and attitudes required in international and regional cuisine.



- **Target Trainees:** Female
- **Age Requirement:** At least 16 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 538 hours in-house training + 320 OJT (5.5 months); Classes are M-F 8:00-5:00
- **Fees:** P340 for uniform and accident insurance
- **Other Requirements:** Must pass qualifying examination and interview; Requirements for enrollment: photocopy of birth certificate, medical certificate, and high school/college diploma or card/TOR, latest NBI clearance, and 2 pcs. 1x1 ID picture.
- **National Certificate Level II (NC II) is given by TESDA upon passing the course.**

## 21. Cuisine – International



- **Description:** Characteristics of international cuisine, different food preparation-soup, buffet set up, main courses, siding, etc.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 22. Cuisine – Japanese



- **Description:** Basic Japanese food preparation, functions of ingredients, proper cooking procedures and costing.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 23. Flavored and Fortified Juice



- **Description:** Juice drinks, different flavors, material requirements and equipment sourcing, quality control guidelines, product formulation, fortification and cost-return analysis.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 7.5 hours/1 day
- **Fees:** P1,815
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 24. FNRI Food Technologies



- **Description:** Customized training on any of the following food technologies: (1) meat processing, (2) chocolate candy-making; (3) squash recipes.
- **Target Trainees:** Female and male
- **Age Requirement:** At least 19 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 2 consecutive days in a week, 8 hours per day
- **Fees:** P3,500
- **Other Requirements:** Accomplished FNRI Training Center registration form; conforme letter from the barangay.
- **Certificate of attendance is given upon completion of the course.**

## 25. Food & Beverage Services NC II

- **Description:** Prepares trainees for entry-level employment in food and beverage services. The course will provide the necessary skills, knowledge and attitudes



TWC

required in setting up tables, welcoming guests, taking and serving guest order, clearing the table and setting bills. The program also includes bartending services like cleaning bar tools and equipment, mixing and serving drinks and maintaining bar stock

- **Target Trainees:** Female
- **Age Requirement:** At least 16 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 320 hours in-house training + 160 OJT (3 months); Classes are M-F 8:00-5:00
- **Fees:** P340 for uniform and accident insurance
- **Other Requirements:** Must pass qualifying examination and interview; Requirements for enrollment: photocopy of birth certificate, medical certificate, and high school/college diploma or card/TOR, latest NBI clearance, and 2 pcs. 1x1 ID picture.
- **National Certificate Level II (NC II) is given by TESDA upon passing the course.**

## 26. Food Processing NC II



TWC

- **Description:** Prepares trainees for entry-level employment in food processing. The course will provide the necessary skills, knowledge and attitudes required in processing fruits, vegetables, meat, and fish products.
- **Target Trainees:** Female
- **Age Requirement:** At least 16 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 1,200 hours in-house training + 320 OJT (9 months); Classes are M-F 8:00-5:00
- **Fees:** P340 for uniform and accident insurance
- **Other Requirements:** Must pass qualifying examination and interview; Requirements for enrollment: photocopy of birth certificate, medical certificate, and high school/college diploma or card/TOR, latest NBI clearance, and 2 pcs. 1x1 ID picture.
- **National Certificate Level II (NC II) is given by TESDA upon passing the course.**

## 27. Food Trades/Cooking



Visayan Forum

- **Description:** Includes basic cooking demonstrations on how to prepare/cook foods that could be sold in the market e.g. yema, polvoron, siopao, siomai, etc.
- **Target Trainees:** Female, by group
- **Age Requirement:** 30 years old and below
- **Required Educational Attainment:** None
- **Duration:** 1 day
- **Fees:** None
- **Other Requirements:** Survivor of trafficking in person and is staying/has stayed in VF center
- **Certificate of attendance is given upon completion of the course.**

## 28. Ice Cream Making (French Style)



DOST-TRC

- **Description:** Classic ice cream favorites like rocky road, chocolate coup, macapuno sundae, Vienna ice cream, etc.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 29. Ice Cream Making – Soft Served Ice Cream

- **Description:** Ice cream classification, heat removal operations, how to make soft served ice cream.
- **Target Trainees:** Female and male



DOST-TRC

- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 30. Ice Cream Making – Sorbetes Commercial Production

---



DOST-TRC

- **Description:** Basic technology of ice cream production, material and equipment requirements, product formulation, costing, ice cream-on-stick preparation, other flavors.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,509
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 31. Meal Management and Food Handling

---



DOST-FNRI

- **Description:** Course on basic nutrition, meal management, safe serving methods, food costing, food sanitation and hygiene.
- **Target Trainees:** Female and male
- **Age Requirement:** At least 19 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 2 consecutive days in a week, 8 hours per day
- **Fees:** P3,500
- **Other Requirements:** Accomplished FNRI Training Center registration form; conforme letter from the barangay.
- **Certificate of attendance is given upon completion of the course.**

### 32. Meat Processing

---



DOST-ITDI

- **Description:** Step by step processing for cured meat products (pork/chicken ham, corned beef, tocino, bacon and longganisa) and GMP awareness.
- **Target Trainees:** Female and male; 12-20 participants
- **Age Requirement:**
- **Required Educational Attainment:**
- **Duration:** 3 days
- **Fees:** P23,084.25 inclusive of raw materials (food not included)
- **Other Requirements:** Memorandum of Agreement (MOA) or Conforme Letter.
- **Certificate of attendance is given upon completion of the course.**

### 33. Meat Shop Management and Meat Cutting

---



DOST-TRC

- **Description:** Meat industry, slaughtering techniques, pork cutting and beef cutting, cost analysis of fabricated meat and retail cuts, utilization of excess meat for value-added products, packaging, store layout, storage, management.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P2,959
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 34. Mushroom Culture and Spawn Production

---



DOST-ITDI

- **Description:** Basic knowledge in mushroom culture and spawn production with emphasis in the preparation of pure cultures/spawns; growing of tropical and semi-tropical mushroom species (*volvariella volvaces*, *pleurotus agaricus* and *auricularia*).
- **Target Trainees:** Female and male; maximum of 10 participants
- **Age Requirement:**
- **Required Educational Attainment:**

- **Duration:** 3 days
- **Fees:** P2,900 training fee; P22,048.59 inclusive of raw materials (food not included)
- **Other Requirements:** Memorandum of Agreement (MOA) or Conforme Letter.
- **Certificate of attendance is given upon completion of the course.**

### 35. Popular Chinese Pastries



DOST-TRC

- **Description:** Production processes, material sourcing, costing and pricing, Chinese salty flaky pastry, hopia, etc.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 36. Processing – Banana



DOST-TRC

- **Description:** Starting the business, RA 2730 or the Food and Drug Cosmetic Act labeling requirement, production, banana chips, banana in syrup, banana puree, etc.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 7.5 hours/1 day
- **Fees:** P1,815
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 37. Processing – Chicharon and Other Pork By-Products



DOST-TRC

- **Description:** Processing guidelines, packaging and costing, pork chicharon, chicharon pellets, bulaklak, etc
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 38. Processing – Coconut



DOST-TRC

- **Description:** Starting the business, RA 2730 or the Food and Drug Cosmetic Act labeling requirement, production requirements, bukayo, coco sapal pretzel, coconut chips, ubod ng niyog, etc.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

### 39. Processing – Deboned Bangus



DOST-TRC

- **Description:** Post-harvest handling and preparation of raw materials, processing/preservation, quality control, personnel, emphasis on maximum recovery, quality control assurance, personnel and plant hygiene, sanitation, plant layout and equipment, waste management, ROI, and packaging. Hands on: variations in the preparation and production of smoked boneless bangus such as daing (marinated), plain and flavors smoked deboned bangus.
- **Target Trainees:** Female and ma
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days

- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 40. Processing – Fish Snack Products

---



DOST-TRC

- **Description:** Lecture: post-harvest handling and preparation of raw materials, processing/preservation technology with plant hygiene, layout and equipment, waste management, ROI, shrimp kropek, fishballs, squid, etc.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 41. Processing – Fruit Juices and Purees

---



DOST-TRC

- **Description:** Product formulation, processing techniques, quality control guidelines, material and equipment sourcing, cost and returns analysis, processing of fruits in season.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 42. Processing – Mango

---



DOST-TRC

- **Description:** Technology, materials and equipment, processing techniques, quality control guidelines, costing, mango jam, etc.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 43. Processing – Meat (Advanced)

---



DOST-TRC

- **Description:** Different types of meat products, quality control and packaging, siomai, embutido, quekiam, etc.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 44. Processing – Meat (Basic)

---



DOST-TRC

- **Description:** Meat preservation technology, production and quality control guidelines, packaging, handling and storage, bacon, tocino, pork and chicken ham, etc.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 45. Processing – Pastillas

---



DOST-TRC

- **Description:** Production processes, material sourcing, costing and pricing, pastillas de ube, langka, kasuy, etc.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 46. Processing – Peanut

---



DOST-TRC

- **Description:** Processing techniques and formulations, quality control, packaging and costing, peanut butter, brittle, etc.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 47. Processing – Soybean

---



DOST-TRC

- **Description:** Product formulation, processing guidelines, quality control, sanitation practices, storage tips, packaging, taho, tokwa, soy catsup, etc.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P3,399
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 48. Production of Mango Products

---



DOST-ITDI

- **Description:** Step by step process of various mango products namely dried mango, leather, puree and pickles mango.
- **Target Trainees:** Female and male; 10-20 participants
- **Age Requirement:**
- **Required Educational Attainment:**
- **Duration:** 3 days
- **Fees:** P3,000 training fee; P23,904.38 inclusive of raw materials (food not included)
- **Other Requirements:** Memorandum of Agreement (MOA) or Conformed Letter.
- **Certificate of attendance is given upon completion of the course.**

#### 49. Regional Cookery

---



DOST-TRC

- **Description:** Different popular dishes served by the Ilocano, Pampango, Tagalog, and other Philippine ethnic groups.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 50. Salt Refining and Iodization

---



DOST-ITDI

- **Description:** Processing of crude salt to high purity salt and salt iodization.
- **Target Trainees:** Female and male; 8-10 participants
- **Age Requirement:**
- **Required Educational Attainment:**
- **Duration:** 2 days
- **Fees:** P2,200 training fee; P14,404.56 inclusive of raw materials (food not included)



- **Other Requirements:** Memorandum of Agreement (MOA) or Conformance Letter.
- **Certificate of attendance is given upon completion of the course.**

#### 51. Sauces and Condiments



DOST-ITDI

- **Description:** Step by step processing for oyster sauce, Worcestershire, hot sauce, etc.
- **Target Trainees:** Female and male; 10-12 participants
- **Age Requirement:**
- **Required Educational Attainment:**
- **Duration:** 2 days
- **Fees:** P18,362.50 inclusive of raw materials (food not included)
- **Other Requirements:** Memorandum of Agreement (MOA) or Conformance Letter.
- **Certificate of attendance is given upon completion of the course.**

#### 52. Slaughtering Operation (Butchers)



TESDA

- **Description:** Provides the necessary skills, knowledge and attitudes required in slaughtering techniques, pork cutting and beef cutting.
- **Target Trainees:** Female and male
- **Age Requirement:** 18-55 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** Classes are M-F 8:00-5:00
- **Fees:** FREE
- **Other Requirements:** Must have 6 months to 1 year experience in slaughtering operation.
- **Certificate of attendance is given upon completion of the course.**

#### 53. Streetfood Vendors' Training on Nutrition and Food Safety



TESDA

- **Description:** Customized training on streetfood vending. Also includes principles of basic nutrition, meal management, food costing, food safety.
- **Target Trainees:** Female and male
- **Age Requirement:** At least 19 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 3 consecutive days in a week, 8 hours per day
- **Fees:** P3,500
- **Other Requirements:** Accomplished FNRI Training Center registration form; conformance letter from the barangay.
- **Certificate of attendance is given upon completion of the course.**

#### 54. Waitering and Bartending



DOST-TRC

- **Description:** Service operating equipment, menu planning, table setting and bar functions, beverage and cocktail presentation.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/2 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

# INFORMATION AND COMMUNICATION TECHNOLOGY COURSES

## Some Job/Career Possibilities

- Call Center Agent
- Clerical Staff
- Computer Programmer
- Data Encoder
- IT Instructor
- Legal Transcriptionist
- Medical Transcriptionist
- Professional 2D Animator
- Software Developer
- Web Developer

## 1. Basic Computer Literacy Step-UP Information Technology (IT) Skills Training



Visayan Forum

- **Description:** Modular lessons include computer fundamentals, digital media fundamentals, word processing fundamentals, power point presentation fundamentals, database fundamentals, spreadsheet fundamentals, web design fundamentals, and internet and worldwide web fundamentals. This is in partnership with Microsoft Unlimited Potential and after the training, the learners will receive a certificate of completion from the CTLC course instructor of Visayan Forum and Microsoft Unlimited Potential.
- **Target Trainees:** Both male and female that are prone and vulnerable to exploitation or revictimization.
- **Age Requirement:** 15 to 30 years old; OSY
- **Required Educational Attainment:** NONE
- **Duration:** One month (depending on the youth's interest)
- **Fees:** None
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

## 2. Call Center Agents NC II



TESDA

- **Description:** Provides the necessary skills, knowledge and attitudes required to communicate effectively in a customer contact center, and render quality customer service.
- **Target Trainees:** Female and male
- **Age Requirement:** 18-55 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 156 hours/20 days; Classes are M-F 8:00-5:00
- **Fees:** FREE
- **Other Requirements:** Computer literate; Physically and mentally fit; Must pass pre-assessment with overall score of 55 to 60 in the PRO-SPEAK 7 test; Must pass qualifying examination and interview.
- **National Certificate Level II (NC II) is given by TESDA upon passing the course.**

## 3. DOLE-OWWA Tulay Microsoft Project



OWWA

- **Description:** In partnership with Microsoft Philippines, the Department of Labor and Employment (DOLE) and OWWA launched this Program, which provides OFWs IT training and access to technology that will enable them and their families to communicate through the internet. The Tulay or Bridge Education Program is a part of Microsoft's Unlimited Potential (UP), a global initiative aimed at providing technology and skills for underserved individuals. OFWs and their families learn the basics of computer applications such as MS Word, Powerpoint, Excel as well as internet and e-mail use at the Community Technology Learning Centers (CTLC).
- **Target Trainees:** OFWs and their families
- **Age Requirement:** None
- **Required Educational Attainment:** None
- **Duration:** None
- **Fees:** None
- **Other Requirements:** None

#### 4. Finishing Course for Call Center Agents

---



TUCP

- **Description:** A 100-hour TESDA-registered course.
- **Target Trainees:** Female and male
- **Age Requirement:** 18-55 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 100 hours; Classes are M-F 8:00-5:00
- **Fees:** FREE
- **Other Requirements:** Can converse in English; 2 1x1 pictures.
- **Certificate of attendance is given upon completion of the course.**

#### 5. Finishing Course for Medical Transcriptionists

---



TUCP

- **Description:** The Finishing Course for Medical Transcriptionists is an enhanced program designed to develop knowledge, skills, and attitudes of a Medical Transcriptionist in accordance with industry standards.
- **Target Trainees:** Female and male
- **Age Requirement:** 18-55 years old
- **Required Educational Attainment:** College level education
- **Duration:** 5 hours a day for 8 weeks; Classes are M-F 8:00-5:00
- **Fees:** P5,000
- **Other Requirements:** Physically and mentally fit, can converse in English, computer literate, barangay clearance, medical certificate, and transcript of records from last school attended.
- **Certificate of attendance is given upon completion of the course.**

#### 6. Hands-on Computer Training

---



DAWN

- **Description:** Basic lessons on how to use the computer.
- **Target Trainees:** Female
- **Age Requirement:** None
- **Required Educational Attainment:** None
- **Duration:** 1 month
- **Location:** Manila
- **Fees:** None
- **Other Requirements:** DAWN provides training only to women returnees from Japan, regardless of age and educational attainment
- **Certificate of attendance is given upon completion of the course.**

#### 7. Information Technology Literacy Program for Out-of-School Youth and Youth with Disability (SCALA Program)

---



DSWD

- **Description:** A community based basic computer literacy program that aims to enhance the employment opportunities of disadvantaged youth. It includes installation of training facility with appropriate equipment. The program is implemented in partnership with the Engineers without Borders of Canada and the local government units.
- **Target Trainees:** Youth
- **Age Requirement:** 15-24 years old
- **Required Educational Attainment:** Elementary graduate
- **Duration:** 6 months (3 months classroom and 3 months on the job training)
- **Location:** Regions I, III, IV, V, VI, VII, VIII & Cordillera Administrative Region
- **Fees:** N/A
- **Other Requirements:** Single, from low-income family.
- **Certificate of completion is given upon completion of the course.**
- **Contact Details:**  
**Dir. Finardo G. Cabilao**  
Social Technology Bureau Department of Social Welfare and Development  
Tel: 9318144stb@dswd.gov.ph/www.dswd.gov.ph

#### 8. Legal Transcriptionist NC II

---

TESDA

- **Description:** Provides the necessary skills, knowledge and attitudes required to perform legal transcription.
- **Target Trainees:** Female and male
- **Age Requirement:** 18-55 years old



TESDA

- **Required Educational Attainment:** At least high school graduate
- **Duration:** 160 hours; Classes are M-F 8:00-5:00
- **Fees:** FREE
- **Other Requirements:** Must pass the assessment and profiling of MTSO; must pass qualifying examination and interview.
- **National Certificate Level II (NC II) is given by TESDA upon passing the course.**

## 9. Medical Transcriptionist

---



TESDA

- **Description:** Provides the necessary skills, knowledge and attitudes required to perform medical transcription.
- **Target Trainees:** Female and male
- **Age Requirement:** 18-55 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 160 hours; Classes are M-F 8:00-5:00
- **Fees:** FREE
- **Other Requirements:** Must pass the assessment and profiling of LTSO; must pass qualifying examination and interview.
- **Certificate of attendance is given upon completion of the course.**

## 10. Professional Assistant 2D Animator NC II

---



TESDA

- **Description:** Provides the necessary skills, knowledge and attitudes required to perform 2D animation.
- **Target Trainees:** Female and male
- **Age Requirement:** 18-55 years old
- **Required Educational Attainment:** At least high school graduate with aptitude for drawing and arts
- **Duration:** 648 hours; Classes are M-F 8:00-5:00
- **Fees:** FREE
- **Other Requirements:** Must pass the pre-training assessment.
- **National Certificate Level II (NC II) is given by TESDA upon passing the course.**

## 11. Software Developer NC IV



TESDA

- **Description:** Provides the necessary skills, knowledge and attitudes required to design, build, and test software using JAVA, Microsoft.net, Legacy System/COBOL, and Oracle. It also includes Web Base English Proficiency Program
- **Target Trainees:** Female and male
- **Age Requirement:** 18-55 years old
- **Required Educational Attainment:** Graduate of any programming or IT related course; with aptitude in programming, analytical, and communication.
- **Duration:** Java – 240 hours, Microsoft.net – 240 hours, COBOL – 280 hours, Oracle – 160 hours; Web Base English Proficiency Program – 144 hours; Classes are M-F 8:00-5:00
- **Fees:** FREE
- **Other Requirements:** Must pass the pre-training assessment.
- **National Certificate Level IV (NC IV) is given by TESDA upon passing the course.**

# METALS AND ENGINEERING COURSES

## Some Job/Career Possibilities

- Automotive Worker
- CAD Designer
- Consumer Electronics Worker
- Electroplating Worker
- Field Surveyor
- ISO Assessor
- Mechanic
- Metal Fabricator
- Production/Manufacturing Staff
- Quality Control Staff
- Technician
- Welder

## 1. Application of CAD-CAM (Computer-Aided Design/Computer-Aided Manufacturing)



DOST-MIRDC

- **Description:** Training on design using CAM software, import drawings to CAM from AutoCAD software, create surfaces and tool path, interface edited tool path using MAZAK Vertical Machining Center and Mastercam V.8.1.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** (1) At least engineering undergraduate or vocational graduate with 1-2 years working experience in metalworking technology processes specifically CNC machining operation. (2) At least with one year experience in die and mold design using Computer Aided Design drafting software.
- **Duration:** 40 hours
- **Fees:** P7,000
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

## 2. Automotive Servicing



DOST-MIRDC

- **Description:** Prepares trainees for entry-level employment in automotive maintenance. The course will provide the necessary skills, knowledge and attitudes required in engine, powertrain and underchassis and auto electricity.
- **Target Trainees:** Female
- **Age Requirement:** At least 16 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 624 hours in-house training + 320 OJT (6 months); Classes are M-F 8:00-5:00
- **Fees:** P340 for uniform and accident insurance
- **Other Requirements:** Must pass qualifying examination and interview; Requirements for enrollment: photocopy of birth certificate, medical certificate, and high school/college diploma or card/TOR, latest NBI clearance, and 2 pcs. 1x1 ID picture.
- **Certificate of attendance is given upon completion of the course.**

## 3. Basic Computer-Aided Design



TWC

- **Description:** Discussion on the application of basic designing techniques using CAD software and construction, manipulation, display, file and retrieve part production drawings for 3D objects.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** With basic knowledge in drawing and drafting
- **Duration:** 35 hours
- **Fees:** P7,100
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

## 4. Basic Plastic Injection Mold Design

- **Description:** Training on the molding processes and mold design, selection of plastic materials, identification of parameters for mold design, mold defects and remedies
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old

- **Required Educational Attainment:** Basic technical drafting knowledge is a must. Preferably with one year experience in metalworking technology processes.
- **Duration:** 38 hours
- **Fees:** P5,400
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**  
DOST-MIRDC

## 5. Chemical Analysis of Metals



DOST-MIRDC

- **Description:** Training on basic laboratory processes like wet gravimetric and volumetric analysis, instrumental methods and spectrochemical analysis.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** With background in Chemistry/Chemical Engineering/Chemical Tech. and/or equivalent experience
- **Duration:** 25 hours
- **Fees:** P4,500
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

## 6. CNC Milling Programming and Operation



DOST-MIRDC

- **Description:** Providing knowledge in operation and programming of CNC Milling Machines, coding and encoding of programs using G-codes, M-codes.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** At least vocational graduate/engineering undergraduate or equivalent experience in machine shop operations
- **Duration:** 38 hours
- **Fees:** P8,400
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

## 7. Consumer Electronics



TWC

- **Description:** Prepares trainees for entry-level employment in consumer electronics. The course will provide the necessary skills, knowledge and attitudes required in benchworks, sketching and interpreting circuit diagrams, identify methods and techniques of troubleshooting, selecting and using appropriate tools and test instruments.
- **Target Trainees:** Female
- **Age Requirement:** At least 16 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 524 hours in-house training + 320 OJT (5.5 months);  
Classes are M-F 8:00-5:00
- **Fees:** P340 for uniform and accident insurance
- **Other Requirements:** Must pass qualifying examination and interview; Requirements for enrollment: photocopy of birth certificate, medical certificate, and high school/college diploma or card/TOR, latest NBI clearance, and 2 pcs. 1x1 ID picture.
- **Certificate of attendance is given upon completion of the course.**

## 8. Cost Estimation for Machining Jobs



DOST-MIRDC

- **Description:** Training on the factors to consider in the preparation of cost estimates for machining jobs, determination of cost elements, standard rates, process time, computing machining and labor cost.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** With machine shop operations background
- **Duration:** 18 hours
- **Fees:** P3,000
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

### 9. Developing and Implementing a Laboratory Quality Management System Based on ISO/IEC 17025

---



DOST-MIRDC

- **Description:** Training on understanding the clauses of ISO/IEC 17025, preparation of the required documentation, practical guidance to documentation implementation and accreditation.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** —
- **Duration:** 24 hours
- **Fees:** P5,000
- **Other Requirements:** Interested in establishing laboratory quality management system; Approved reservation from the sponsoring agency
- **Certificate of completion is given upon completion of the course.**

### 10. Dimensional Metrology 1 (Basic Measurement)

---



DOST-MIRDC

- **Description:** Discussion on the history and basic concept of measurement and focuses on its uncertainty. It aims to provide the necessary knowledge and skills in proper handling and maintenance of different measuring instruments.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** BS in Engineering or related experience
- **Duration:** 24 hours
- **Fees:** P4,200
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

### 11. Dimensional Metrology 2 (Basic Length Calibration)

---



DOST-MIRDC

- **Description:** Explanation on the calibration and traceability concepts, general requirements for calibration and actual application using different instruments.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** Has undergone Dimensional Metrology 1 (Basic Measurement)
- **Duration:** 24 hours
- **Fees:** P4,200
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

### 12. Dimensional Metrology 3 (Limits & Fits & Inspection of Geometrical Tolerances)

---



DOST-MIRDC

- **Description:** Training on the general concept of ISO Limits and Fits, Geometric Tolerances and CMM application of Geometric Tolerance Inspection.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** Has undergone Dimensional Metrology 1 (Basic Measurement)
- **Duration:** 14 hours
- **Fees:** P3,600
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

### 13. Documenting the Quality Management System Based on ISO 9001:2000 Standard

---



DOST-MIRDC

- **Description:** Discussion on the process approach to QMS, hierarchy of QMS documentation, documenting the quality manual, and processes, linked of QMS documentation and practical guidance to documentation.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** Has attended ISO awareness
- **Duration:** 16 hours
- **Fees:** P3,000
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

#### 14. Electroplating

---



DOST-TRC

- **Description:** Principle of electrode position process and its application to home and industry, market potential, raw material sourcing, production of electroplated finish of conductive and non-conductive materials, product packaging.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 30 hours/4 days
- **Fees:** P4,169
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 15. Electroplating Processes

---



DOST-MIRDC

- **Description:** Focusing on the principles and process of electroplating-decorative chromium, hard chromium, gold/silver and zinc plating.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 18 hours
- **Fees:** P4,500
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

#### 16. Environmental Management System/ISO 14001:2004 Standard

---



DOST-MIRDC

- **Description:** Discussion on the basic environmental concepts and principles, the requirements of the different clauses of the standard and the process of environmental management system implementation and certification and its benefits.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 12 hours
- **Fees:** P2,500
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

#### 17. Foundry Melting Practices

---



DOST-MIRDC

- **Description:** Training on how to acquire basic foundry melting techniques for both ferrous and non-ferrous alloys.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** At least one year experience in metalcasting operations
- **Duration:** 30 hours
- **Fees:** P5,700
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

#### 18. Foundry Practices

---



DOST-MIRDC

- **Description:** Training on conventional and investment casting process – pattern making, molding and melting.
- **Target Trainees:** Female and male
- **Age Requirement:** 18-60 years old
- **Required Educational Attainment:** At least technical school graduate or equivalent experience
- **Duration:** 30 hours
- **Fees:** P6,500
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**



## 19. Foundry Quality Control

---



DOST-MIRDC

- **Description:** Training on the significance and application of quality control in foundry. Perform charge calculation and actual foundry QC procedures.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** At least one year experience in foundry
- **Duration:** 30 hours
- **Fees:** P5,400
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

## 20. Fundamentals of Corrosion

---



DOST-MIRDC

- **Description:** Training on the basic principles and different forms of corrosion, methods of corrosion prevention and corrosion tests and discuss the environmental factors affecting corrosion.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** At least 2<sup>nd</sup> year college in Science or Engineering course
- **Duration:** 18 hours
- **Fees:** P3,600
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

## 21. Gas Metal Arc Welding

---



TESDA

- **Description:** Provides the necessary skills, knowledge and attitudes required in GMAW process, principle, advantages, limitation, techniques, causes and prevention of discontinuities encountered.
- **Target Trainees:** Female and male
- **Age Requirement:** 18-55 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 80 hours; Classes are M-F 8:00-5:00
- **Fees:** FREE
- **Other Requirements:** Must be a holder of COC on SMAW NCII or company endorsed SMAW welder.
- **Certificate of completion is given upon completion of the course.**

## 22. GMAW/MIG-MAG Welding on Carbon Steel Plates

---



DOST-MIRDC

- **Description:** Providing knowledge and skills in MIG/MAG process, principle, advantages, limitation, techniques, causes and prevention of discontinuities encountered.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** At least a graduate of any related Welding Technology course or equivalent experience in welding operations or has attended Shielded Metal Arc Welding (SMAW) or Oxyacetylene Welding (OAW) seminar
- **Duration:** 30 hours
- **Fees:** P12,100
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

## 23. Heat Treatment of Steels

---



DOST-MIRDC

- **Description:** Training on the different heat treatment processes of steel, i.e. annealing, normalizing, spheroidizing, tempering, stress relieving, direct hardening, carburizing, carbonitriding, tuffriding and flame hardening.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 30 hours
- **Fees:** P5,600
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

## 24. Hydraulic Control & Design

---



DOST-MIRDC

- **Description:** Discussion on the industrial application, physical concepts of hydraulics; practical exercises on blueprint reading and interpretation of hydraulic plan; design techniques for simple and advanced hydraulic circuits.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** BS Engineering or related experience
- **Duration:** 30 hours
- **Fees:** P6,000
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

## 25. Industrial Calibration

---



DOST-MIRDC

- **Description:** Training on calibration principles and procedures on pressure, temperature, and mass.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** BS Engineering or related experience
- **Duration:** 12 hours
- **Fees:** P3,400
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

## 26. Internal Quality Audit

---



DOST-MIRDC

- **Description:** Training to realize the importance of internal quality audit as a tool in identifying improvement opportunities in the QMS; interpret requirements of ISO 9001:2000 in the context of audit; describe the roles and responsibilities of internal auditors; plan and conduct an audit in accordance with ISO 1901:2002 standard
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** Has attended ISO awareness
- **Duration:** 24 hours
- **Fees:** P3,200
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

## 27. Investment Casting

---



DOST-MIRDC

- **Description:** Training on the application, the process flow, advantages and disadvantages of investment casting process.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** At least one year experience in metalcasting operations
- **Duration:** 30 hours
- **Fees:** P4,800
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

## 28. Metal Fabrication

---



DOST-MIRDC

- **Description:** Training on the fabrication processes applied to fabricate metal products, and the typical fabrication materials used.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** At least one year experience in welding operations
- **Duration:** 30 hours
- **Fees:** P6,000
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

### 29. Metals Identification and Selection

---



DOST-MIRDC

- **Description:** Discussion on the different properties of metals, classification and uses of ferrous and non-ferrous metals, and pointers on metal selection.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** At least technical school graduate or equivalent experience
- **Duration:** 16 hours
- **Fees:** P3,600
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

### 30. Nondestructive Testing

---



DOST-MIRDC

- **Description:** Training on liquid penetrant testing, magnetic particle inspection, radiography and ultrasonic testing methods.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** At least 3<sup>rd</sup> year college in BS Engineering or of 3-year Technology/Vocational course
- **Duration:** 40 hours
- **Fees:** P6,600
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

### 31. Oxyacetylene Welding (OAW)

---



DOST-MIRDC

- **Description:** Focusing on the importance, application principles, set-up machines and safety practices in oxyacetylene welding.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** At least high school graduate or one year relevant experience
- **Duration:** 30 hours
- **Fees:** P3,900
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

### 32. Plastic Injection Molding Machine Programming & Operation

---



DOST-MIRDC

- **Description:** Training to provide skills and knowledge in machining using the SUMITOMO Plastic Injection Molding Machine.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** At least vocational graduate/engineering undergraduate with one year experience in metalworking technology processes specifically in mold and die design and making
- **Duration:** 40 hours
- **Fees:** P7,600
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

### 33. Preparing the Quality Management System Based ISO 9001:2000 Standard

---



DOST-MIRDC

- **Description:** Discussion on the eight Quality Management System Based on ISO 9001:2000 Standard.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** At least vocational graduate or related experience
- **Duration:** 16 hours
- **Fees:** P3,000
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

### 34. Product Costing

---



DOST-MIRDC

- **Description:** Discussion on the basic cost concepts, ways of cost classification and types of product costing systems. It also includes the preparation of standard cost for specific products.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** —
- **Duration:** 16 hours
- **Fees:** P3,600
- **Other Requirements:** Engaged in manufacturing activities; approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

### 35. Production Planning and Control

---



DOST-MIRDC

- **Description:** Discussion on the role of PPC in an industrial firm, its principles, importance and various functions.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** —
- **Duration:** 18 hours
- **Fees:** P3,000
- **Other Requirements:** Engaged in manufacturing activities; approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

### 36. Programmable Logic Control

---



DOST-MIRDC

- **Description:** Training on the study of Basic Programmable Logic Controllers. It covers the basic programming such as statement list programming and ladder diagram programming
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** Knowledge in basic electrical and relay control system
- **Duration:** 30 hours
- **Fees:** P4,800
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

### 37. Shielded Metal Arc Welding (SMAW)



DOST-MIRDC

- **Description:** Training on welding of metals in different positions and welding joints, common problems, causes and remedies in SMAW operation, knowledge of properties of metals and use of personal protective equipment as a standard working procedure.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** At least high school graduate or relevant experience
- **Duration:** 30 hours
- **Fees:** P8,100
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

### 38. Shielded Metal Art Welding

---



TESDA

- **Description:** Provides the necessary skills, knowledge and attitudes required in preparation of materials, welding tee and butt joints in flat, horizontal and vertical positions, and testing and repair of welded joints
- **Target Trainees:** Female and male
- **Age Requirement:** 18-55 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 304 hours; Classes are M-F 8:00-5:00
- **Fees:** FREE
- **Other Requirements:** Physically and mentally fit.
- **Certificate of completion is given upon completion of the course.**

### 39. Technical Drawing using CAD

---



DOST-MIRDC

- **Description:** Discussion on the interpretation of mechanical drawings using computer-aided design (CAD) according to accuracy, dimensional control and machining process.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** At least technical school graduate with knowledge in basic CAD
- **Duration:** 35 hours
- **Fees:** P7,300
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

### 40. TIG Welding on Carbon Steel Plates

---



DOST-MIRDC

- **Description:** Providing knowledge and skills in TIG process, principle, advantages, limitation, techniques, causes and prevention of discontinuities encountered.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** At least a graduate of any related Welding Technology course or equivalent experience in welding operations or has attended Shielded Metal Arc Welding (SMAW) and Oxyacetylene Welding (OAW) seminars
- **Duration:** 30 hours
- **Fees:** P13,800
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

### 41. Uncertainty of Measurement (Length Calibration Application)

---



DOST-MIRDC

- **Description:** Training to understand and compute for the uncertainty of measurement in length calibration based on NATA Assessment of Uncertainties of Measurement (with reference to ISO-GUM).
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** Graduate of any Engineering or Technical Course and has attended Basic Length Calibration seminar
- **Duration:** 16 hours
- **Fees:** P3,600
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of completion is given upon completion of the course.**

### 42. Welding

---



TWC

- **Description:** Prepares trainees for entry-level employment in shielded metal arc welding (SMAW). The course will provide the necessary skills, knowledge and attitudes required in preparation of materials, welding tee and butt joints in flat, horizontal and vertical positions, and testing and repair of welded joints.
- **Target Trainees:** Female
- **Age Requirement:** At least 16 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 526 hours in-house training + 320 OJT (5.5 months); Classes are M-F 8:00-5:00
- **Fees:** P340 for uniform and accident insurance
- **Other Requirements:** Must pass qualifying examination and interview; Requirements for enrollment: photocopy of birth certificate, medical certificate, and high school/college diploma or card/TOR, latest NBI clearance, and 2 pcs. 1x1 ID picture.
- **Certificate of attendance is given upon completion of the course.**

# PERSONAL EMPOWERMENT COURSES

## 1. Basic Migrants Orientation Seminar (BMOS)



- **Description:** Participatory discussion on the structural bases of migration (socio-economic-pol), its cost and effects (micro-macro level), advantages and social cost and current migrant's issues and concerns.
- **Target Trainees:** Female and male
- **Age Requirement:** 15 years old and above
- **Required Educational Attainment:** NONE
- **Duration:** 1 day; monthly
- **Location:** Metro Manila; province per request
- **Fees:** Counterpart of transportation if applicable
- **Other Requirements:** Clients, communities
- **Certificate of attendance is given upon completion of the course.**

## 2. Gender Sensitivity Training/Gender and Migration



- **Description:** Gender issues and effects, manifestation of gender oppression, VAW, gender issues of migrants
- **Target Trainees:** Female and male
- **Age Requirement:** 15 years old and above
- **Required Educational Attainment:** NONE
- **Duration:** 1 day for in-house training or 2 ½ days for more intensive training; monthly
- **Location:** Metro Manila; province per request
- **Fees:** Counterpart of transportation if applicable
- **Other Requirements:** Clients, communities
- **Certificate of attendance is given upon completion of the course.**

## 3. International Labor Migration



- **Description:** Local and international statistics, analysis of ILM, globalization process of migration.
- **Target Trainees:** Female and male
- **Age Requirement:** 15 years old and above
- **Required Educational Attainment:** NONE
- **Duration:** Half-day, as needed
- **Location:** Metro Manila; province per request
- **Fees:** Counterpart of transportation if applicable
- **Other Requirements:** Clients, communities, networks, schools
- **Certificate of attendance is given upon completion of the course.**

## 4. Level 1: Batis Orientation and Human Rights



- **Description:** Provides an orientation to become more aware of the VMG, programs and services, and framework that the institution utilizes in extending assistance to returned women migrant workers.
- **Target Trainees:** Female
- **Age Requirement:** 16 years old and above
- **Required Educational Attainment:** None
- **Duration:** 8 hours (programmed)
- **Location:** Batis Office • **Fees:** None
- **Other Requirements:** Clients of Batis Center for Women
- **Certificate of attendance is given upon completion of the course.**

## 5. Level 2: Single Parenting, Stress Management, Values Formation, Reflection Sessions



- **Description:** Provides opportunities to discuss, share, and develop awareness on the concerns that they face as returned distressed women migrant workers.
- **Target Trainees:** Female
- **Age Requirement:** 16 years old and above
- **Required Educational Attainment:** None
- **Duration:** 8 hours (programmed)
- **Location:** Batis Office, Quezon City, or Manila

- **Fees:** None
- **Other Requirements:** Clients of Batis Center for Women
- **Certificate of attendance is given upon completion of the course.**

#### 6. Level 3: Women's Orientation, Women's Rights, Situation of Migrant Women

---



BATIS CENTER FOR  
WOMEN

- **Description:** Provides orientation to clients who have gone past their distressed conditions and are now ready for involvement in empowerment activities. They undergo basic orientation on women's issues and rights as well as the situation of women migrant workers.
- **Target Trainees:** Female
- **Age Requirement:** 16 years old and above
- **Required Educational Attainment:** None
- **Duration:** 1-2 days (programmed)
- **Location:** Batis Office, Quezon City, or Manila
- **Fees:** None
- **Other Requirements:** Clients of Batis Center for Women
- **Certificate of attendance is given upon completion of the course.**

#### 7. Level 4: Social, Economic, Cultural and Political Issues

---



BATIS CENTER FOR  
WOMEN

- **Description:** Provides opportunities to continuously raise women's awareness and consciousness on various socio-economic, political and cultural issues affecting migrant workers and their families.
- **Target Trainees:** Female
- **Age Requirement:** 16 years old and above
- **Required Educational Attainment:** None
- **Duration:** 8 hours (programmed)
- **Location:** Batis Office, Quezon City, or Manila
- **Fees:** None
- **Other Requirements:** Clients of Batis Center for Women
- **Certificate of attendance is given upon completion of the course.**

#### 8. Level 5: Leadership Training and Management Skills

---



BATIS CENTER FOR  
WOMEN

- **Description:** Provides training to clients who are involved in empowerment activities and are ready to take on additional responsibilities as leaders of their own organization are provided with opportunities to enhance their leadership capabilities.
- **Target Trainees:** Female
- **Age Requirement:** 16 years old and above
- **Required Educational Attainment:** None
- **Duration:** 3-4 days (programmed)
- **Location:** Laguna and Antipolo
- **Fees:** None
- **Other Requirements:** Clients of Batis Center for Women
- **Certificate of attendance is given upon completion of the course.**

#### 9. Life Skills Training

---



Visayan Forum

- **Description:** Originally designed as an integral part of the Step-UP IT training. As an initial phase, Life Skills aim to set the students' right attitude towards learning, applying what has been learned, pursuing their goals in life and inspiring other members of the sector to aim for positive change. Life Skills training is composed of 5 modules: Induction module, self management and coping, communication and interpersonal skills, critical thinking and decision making, and action planning. Life skills training can also be used in processing seminars or as an adjunct to other intervention programs of VF, hence Life skills serves as a basic approach towards full child participation and empowerment.
- **Target Beneficiaries:** Female and male; by group
- **Age Requirement:** 15 years old and above
- **Duration:** 1 week (depends on the schedule of the Step-UP IT training and the needs of beneficiaries)
- **Location:** NCR, Davao, Batangas, Matnog, Iloilo, Bacolod, and Cebu
- **Fees:** None

- **Other Requirements:** Membership in orgs such as SUMAPI, BBK, CLASP and/or survivor of trafficking in person and is staying/has stayed in VF center
- **Certificate of attendance is given upon completion of the course.**

#### 10. Migrant Workers and Overseas Filipinos Act of 1995 (RA 8042)

---



- **Description:** Rights of migrants under the law, definition of illegal recruitment, critique and Deregulation of the labor export.
- **Target Trainees:** Female and male
- **Age Requirement:** 15 years old and above
- **Required Educational Attainment:** NONE
- **Duration:** Half-day, as needed
- **Location:** Metro Manila; province per request
- **Fees:** Counterpart of transportation if applicable
- **Other Requirements:** Clients, communities
- **Certificate of attendance is given upon completion of the course.**

#### 11. Migrants Rights and Legal Remedies

---



- **Description:** Rights of migrants under local law (RA 8042 and relevant laws) and international conventions (human rights, CEDAW, ILO).
- **Target Trainees:** Female and male
- **Age Requirement:** 18 years old and above
- **Required Educational Attainment:** NONE
- **Duration:** 1 day; monthly
- **Location:** Metro Manila; province per request
- **Fees:** Counterpart of transportation if applicable
- **Other Requirements:** Clients, communities
- **Certificate of attendance is given upon completion of the course.**

#### 12. Orientation on Trafficking and Other Migration Related Issues and Concerns

---



- **Description:** Orientation on trafficking and other migration related issues and concerns.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** None
- **Duration:** 2-4 hours per session
- **Fees:** None
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 13. Productivity Skills Capability Building for Disadvantaged Women

---



- **Description:** It seeks to provide skills training to disadvantaged women which will enable them to gain employment either through self, open employment or sheltered workshop, thus contributing to increased family income. The five (5) areas of specialization are sewing craft, toy craft, food processing/preservation, ceramics/pottery and rattan craft utilizing hi-tech equipment..
- **Target Trainees:** Female
- **Age Requirement:** 15 years old and above
- **Required Educational Attainment:** None
- **Duration:** 6 months (3 months classroom and 3 months on the job training)
- **Location:** Depressed barangays in 4 regions
- **Fees:** None
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**
- **Contact Details:**

**Dir. Finardo G. Cabilao**

Social Technology Bureau Department of Social Welfare and Development

Tel.: 9318144stb@dswd.gov.ph www.dswd.gov.ph



#### 14. Skills Training Program



ECOP

- **Description:** In partnership with the local chamber of commerce and industries and local employers, skills training program will be made available for the “scholars” (returnees). These scholars will be referred by partner NGOs within the locality after an individual case assessment. ECOP will facilitate the enrollment of these scholars in their partner local counterparts. Training program should match with the educational background and skills training background, the needs of the local industry, and the aspiration of the scholars.
  - **Target Trainees:** Female and male
  - **Age Requirement:** NONE
  - **Required Educational Attainment:** At least high school graduate
  - **Duration:** 4-6 months (including internship)
  - **Location:** Bulacan, Cavite, Batangas
  - **Fees:** NONE
  - **Other Requirements:** Referrals from partner organizations (e.g. local DSWD and NGO partners)
  - **Certificate of attendance is given upon completion of the course.**
- \*This is not yet available but will be offered in the future.**

#### 15. TTP1: Effective Presentation Skills



DOST-MIRDC

- **Description:** Training to provide the participants with working knowledge of the methods, techniques and tools for an effective imparting of knowledge and transferring of skills.
- **Target Trainees:** Female and male
- **Age Requirement:** 16-60 years old
- **Required Educational Attainment:** At least technical school graduate or equivalent experience
- **Duration:** 38 hours
- **Fees:** P4,800
- **Other Requirements:** Approved reservation from the sponsoring agency.
- **Certificate of attendance is given upon completion of the course.**

## SOCIAL SERVICES COURSES

### Some Job/Career Possibilities

- Butler
- Caregiver
- Chambermaid
- Home-for-the-Aged Staff
- Domestic Helper
- Housekeeper
- Nursing Home Staff
- Personal Assistant

#### 1. Caregivers



TESDA

- **Description:** Provides the necessary skills, knowledge and attitudes required to provide care and support to infants and toddlers; provide care and support to children; foster social, intellectual, creative and emotional development of children; foster the physical development of children; provide care and support to elderly; provide care and support to people with special needs; maintain healthy and safe environment; respond to emergency; clean living room, dining room, toilet and bathroom; wash and iron clothes, linen and fabric; prepare hot and cold meals.
- **Target Trainees:** Female and male
- **Age Requirement:** 18-55 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 256 hours/1.5 months; Classes are M-F 8:00-5:00
- **Fees:** FREE

- **Other Requirements:** Physically and mentally fit; can perform basic mathematical computation; must pass qualifying examination and interview.
- **Certificate of attendance is given upon completion of the course.**

## 2. Household Service Workers



TESDA

- **Description:** Provides the necessary skills, knowledge and attitudes required to clean living room dining room, bedrooms, toilet and kitchen; wash and iron clothes, linen and fabric; prepare hot and cold meals/food; and provide food and beverage service.
- **Target Trainees:** Female
- **Age Requirement:** At least 23 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 256 hours/1.5 months; Classes are M-F 8:00-5:00
- **Fees:** FREE
- **Other Requirements:** Physically and mentally fit; Ability to communicate in English orally and in writing; Must pass qualifying examination and interview; Preference to be given to those who failed in the assessment for Household Service Workers – NCII.
- **Certificate of attendance is given upon completion of the course.**

## 3. Housekeeping



TWC

- **Description:** Prepares trainees for entry-level employment in hotel housekeeping and guestroom maintenance. The course will provide the necessary skills, knowledge and attitudes required in hotel housekeeping, particularly guestroom maintenance. The program module also includes housekeeping services like laundry pressing, dry cleaning and public area maintenance, floor care for vinyl, marble, pebbles, cement and carpet floors.
- **Target Trainees:** Female
- **Age Requirement:** At least 16 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 436 hours in-house training + 160 OJT (3.5 months); Classes are M-F 8:00-5:00
- **Fees:** P340 for uniform and accident insurance
- **Other Requirements:** Must pass qualifying examination and interview; Requirements for enrollment: photocopy of birth certificate, medical certificate, and high school/college diploma or card/TOR, latest NBI clearance, and 2 pcs. 1x1 ID picture.
- **Certificate of attendance is given upon completion of the course.**

# TEXTILES AND GARMENTS COURSES

### Some Job/Career Possibilities

- |                      |                              |
|----------------------|------------------------------|
| • Dressmakers/Tailor | • Knitter                    |
| • Entrepreneur       | • Spinning Operator          |
| • Fabric Dyer        | • Stuffed Toy Maker          |
| • Handloom Weaver    | • Textile Laboratory Analyst |
| • High-Speed Sewer   | • Weaving Operator           |

## 1. Advanced Dyeing of Cellulosic Fibers



DOST-PTRI

- **Description:** Discussion and workshop on dyeing of cellulosic fibers to desired shades.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 32 hours/4 days
- **Location:** This course may be conducted in the regions.
- **Fees:** P1,335
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

## 2. Advanced Dyeing of Indigenous Fibers

---



DOST-PTRI

- **Description:** Discussion and workshop on dyeing of indigenous fibers to desired shades.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 32 hours/4 days
- **Location:** This course may be conducted in the regions.
- **Fees:** P1,270
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

## 3. Advanced Handloom Weaving

---



DOST-PTRI

- **Description:** Discussion and workshop on production and analysis of handwoven fabrics with intricate designs.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 40 hours/5 days
- **Location:** This course may be conducted in the regions.
- **Fees:** P1,600
- **Other Requirements:** Letter of request addressed to the Director; Trainees should have at least 1 year experience as a weaver
- **Certificate of Completion is given upon 75% attendance to course.**

## 4. Advanced Handloom Weaving

---



DOST-PTRI

- **Description:** Advanced training in more complex design and pattern of scarves, shawls, ponchos and table cloths; use of acrylic, wool and silk thread.
- **Target Trainees:** Female
- **Age Requirement:** None
- **Required Educational Attainment:** None
- **Duration:** 8 hours a day for 2-3 months, M-F
- **Location:** Manila
- **Fees:** None
- **Other Requirements:** DAWN provides training only to women returnees from Japan, regardless of age and educational attainment
- **Certificate of attendance is given upon completion of the course.**

## 5. Advanced Sewing

---



DAWN

- **Description:** Advanced training in sewing (dresses, bags, skirts, quilting) and pattern-making
- **Target Trainees:** Female
- **Age Requirement:** NONE
- **Required Educational Attainment:** None
- **Duration:** 8 hours a day for 2-3 months, M-F
- **Location:** Manila
- **Fees:** None
- **Other Requirements:** DAWN provides training only to women returnees from Japan, regardless of age and educational attainment
- **Certificate of attendance is given upon completion of the course.**

## 6. Basic Cotton Spinning

---



DAWN

- **Description:** Discussion and workshop on production of spun yarns.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 16 hours
- **Fees:** P540
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

## 7. Basic Handloom Weaving



DOST-PTRI

- **Description:** Discussion and workshop on production of handwoven fabrics with simple designs.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 40 hours/5 days (schedule to be arranged with the Institute)
- **Location:** This course may be conducted in the regions.
- **Fees:** P1,600
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

## 8. Basic Handloom Weaving



DAWN

- **Description:** Training in warping and basic handloom weaving, including production of placemats and table runners using simple and basic designs/patterns.
- **Target Trainees:** Female
- **Age Requirement:** None
- **Required Educational Attainment:** None
- **Duration:** 6 hours a day for one week, M-F
- **Location:** Manila
- **Fees:** None
- **Other Requirements:** DAWN provides training only to women returnees from Japan, regardless of age and educational attainment
- **Certificate of attendance is given upon completion of the course.**

## 9. Basic Machine Sewing/Dressmaking, etc.



Visayan Forum

- **Description:** Lessons include learning about the basics of sewing and the tools needed, parts of a sewing machine and its uses, taking body measurements, pattern making/drafting, and the actual dress sewing in the machine (others include sewing pillowcases, curtains, shorts, pajamas, etc.).
- **Target Trainees:** Female, by group
- **Age Requirement:** 30 years old and below
- **Required Educational Attainment:** None
- **Duration:** 1 to 2 months (or while the victim-survivor is in the center)
- **Fees:** None
- **Other Requirements:** Survivor of trafficking in person and is staying/has stayed in VF center
- **Certificate of attendance is given upon completion of the course.**

## 10. Basic Sewing and Machine Operation



DAWN

- **Description:** Training in basic sewing and industrial sewing machine operation.
- **Target Trainees:** Female
- **Age Requirement:** None
- **Required Educational Attainment:** None
- **Duration:** 6 hours a day for one week, M-F
- **Location:** Manila
- **Fees:** None
- **Other Requirements:** DAWN provides training only to women returnees from Japan, regardless of age and educational attainment
- **Certificate of attendance is given upon completion of the course.**

## 11. Basic Tie-Dye



DAWN

- **Description:** Basic training in tie-dye, basic design, computation of dye stuff and chemicals, process/procedure of dyeing.
- **Target Trainees:** Female
- **Age Requirement:** None
- **Required Educational Attainment:** None
- **Duration:** 6 hours a day for one week, M-F
- **Location:** Manila
- **Fees:** None

- **Other Requirements:** DAWN provides training only to women returnees from Japan, regardless of age and educational attainment
- **Certificate of attendance is given upon completion of the course.**

## 12. Basic Training on Cocoon Processing

---



DOST-PTRI

- **Description:** Discussion and workshop on processing of cocoons to produce raw silk.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 40 hours
- **Fees:** P1,515
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

## 13. Carpet Testing

---



DOST-PTRI

- **Description:** Discussion and workshop on testing and evaluation of carpet properties.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 6 hours
- **Fees:** P2,150
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

## 14. Chemical Testing and Evaluation of Fabrics

---



DOST-PTRI

- **Description:** Discussion and workshop on the chemical testing and evaluation of fabrics.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 20 hours
- **Fees:** P945
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

## 15. Chemical Testing and Evaluation of Textile Fibers

---



DOST-PTRI

- **Description:** Discussion and workshop on the chemical testing and evaluation of textile fibers.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 16 hours
- **Fees:** P1,300
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

## 16. Chemical Testing and Evaluation of Yarns

---



DOST-PTRI

- **Description:** Discussion and workshop on the chemical testing and evaluation of yarns.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 12 hours
- **Fees:** P955
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

## 17. Children's Wear Manufacturing

---

- **Description:** Production management, sourcing of materials and equipment, standard measurements and sizing, production processes, quality control, costing,



DOST-TRC

pricing and marketing. Pattern making, boy's wear (shorts and shirts) and girl's wear (skirt and blouse).

- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 30 hours/4 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 18. Curtains and Cushions



DOST-TRC

- **Description:** Sourcing of materials and equipment, types of window treatment, scaling techniques and measurements, types of fabric and color combination, production processes, costing, pricing and marketing. Measurement, cutting and sewing of pinch pleated, box pleated, cartridge and café curtains, etc.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 22.5 hours/3 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 19. Custom Made Dresses and Dress Shop Management



DOST-TRC

- **Description:** Operation and management of dress shop, sourcing of raw materials and equipment, body measurement and sizing, production processes, quality control, costing and pricing and marketing. Pattern making, etc.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 30 hours/4 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 20. 32587\*9Degumming and Handspinning of Cocoon Silk wastes



DOST-PTRI

- **Description:** Discussion and workshop on degumming and handspinning of cocoon silk wastes.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 265 hours
- **Fees:** P3,080
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

#### 21. Dressmaking NCII



TWC

- **Description:** Prepares trainees for entry-level employment in dressmaking. The course will provide the necessary skills, knowledge and attitudes required in making casual apparel. The program includes modules in drafting and cutting pattern for casual apparel, preparing and cutting of materials, sewing casual apparel and applying finishing touches on the garments in accordance with customer's specification and specified style.
- **Target Trainees:** Female
- **Age Requirement:** At least 16 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 475 hours in-house training + 320 OJT (5 months);  
Classes are M-F 8:00-5:00
- **Fees:** P340 for uniform and accident insurance
- **Other Requirements:** Must pass qualifying examination and interview;  
Requirements for enrollment: photocopy of birth certificate, medical certificate, and

high school/college diploma or card/TOR, latest NBI clearance, and 2 pcs. 1x1 ID picture.

- **National Certificate Level II (NC II) is given by TESDA upon passing the course.**

## 22. Dyeing of Cellulosic Fibers

---



DOST-PTRI

- **Description:** Discussion & workshop on dyeing of cellulosic fibers (cotton, jute, linen, ramie, rayon)
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 16 hours/2 days
- **Location:** This course may be conducted in the regions.
- **Fees:** P680
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

## 23. Dyeing of Indigenous Fibers

---



DOST-PTRI

- **Description:** Discussion & workshop on dyeing of buntal, abaca, nito, & other indigenous fibers.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 16 hours/2 days
- **Location:** This course may be conducted in the regions.
- **Fees:** P615
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

## 24. Dyeing of Synthetic Fibers

---



DOST-PTRI

- **Description:** Discussion and workshop on dyeing of nylon, polyester, and other synthetic fibers.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 16 hours/2 days
- **Location:** This course may be conducted in the regions.
- **Fees:** P700
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

## 25. Extraction and Application of Natural Dyes

---



DOST-PTRI

- **Description:** Discussion and workshop on the extraction and application of natural dyes.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 8 hours
- **Location:** This course may be conducted in the regions.
- **Fees:** P575
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

## 26. Industrial Sewing Machine Operations (ISMO)

---



TWC

- **Description:** Prepares trainees for entry-level employment in industrial sewing machine operation. The course will provide the necessary skills, knowledge and attitudes required in operating single and multiple needle sewing machines that join, gather, hem reinforce, decorate and attach garments parts.
- **Target Trainees:** Female

- **Age Requirement:** At least 16 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 320 hours in-house training + 160 OJT (3 months);  
Classes are M-F 8:00-5:00
- **Fees:** P340 for uniform and accident insurance
- **Other Requirements:** Must pass qualifying examination and interview; Requirements for enrollment: photocopy of birth certificate, medical certificate, and high school/college diploma or card/TOR, latest NBI clearance, and 2 pcs. 1x1 ID picture.
- **Certificate of attendance is given upon completion of the course.**

#### 27. Intensive Training on Cocoon Processing

---



DOST-PTRI

- **Description:** Discussion and workshop on cocoon processing.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 80 hours
- **Fees:** P3,130
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

#### 28. Knitting

---



DAWN

- **Description:** Basic knitting, including machine operation.
- **Target Trainees:** Female
- **Age Requirement:** None
- **Required Educational Attainment:** None
- **Duration:** 6 hours a day for one month, M-F
- **Location:** Manila
- **Fees:** None
- **Other Requirements:** DAWN provides training only to women returnees from Japan, regardless of age and educational attainment
- **Certificate of attendance is given upon completion of the course.**

#### 29. Knitting Technology

---



DOST-PTRI

- **Description:** Discussion on the basic of knitting & workshop using the circular knitting machine.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 24 hours
- **Fees:** P1,650
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

#### 30. Ladies RTW Manufacturing

---



DOST-TRC

- **Description:** Sourcing of materials and equipment requirement, standard measurements and sizing, production quality control, costing, pricing and marketing. Pattern making and production.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 30 hours/4 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 31. On-the-job Training on Mulberry Cultivation, Silkworm Rearing & Breeding

---



DOST-PTRI

- **Description:** OJT on mulberry cultivation, and silkworm rearing and breeding.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 265 hours
- **Fees:** P3,080
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**



### 32. Orientation Course on Sericulture

---



DOST-PTRI

- **Description:** Discussion and workshop on sericulture.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 265 hours
- **Fees:** P3,080
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

### 33. Orientation to Knitting Technology

---



DOST-PTRI

- **Description:** Orientation and workshop on the production of knitted fabrics using a circular knitting machine.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 16 hours
- **Fees:** P1,080
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

### 34. Orientation to Powerloom Weaving

---



DOST-PTRI

- **Description:** Orientation on basic powerloom weaving.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 24 hours
- **Fees:** P900
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

### 35. Pattern Making

---



DAWN

- **Description:** Basic pattern-making.
- **Target Trainees:** Female
- **Age Requirement:** None
- **Required Educational Attainment:** None
- **Duration:** 6 hours a day for 2 weeks, M-F
- **Location:** Manila
- **Fees:** None
- **Other Requirements:** DAWN provides training only to women returnees from Japan, regardless of age and educational attainment
- **Certificate of attendance is given upon completion of the course.**

### 36. Physical Testing and Evaluation of Cotton Fibers

---



DOST-PTRI

- **Description:** Discussion and workshop on the physical testing and evaluation of cotton fibers.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 16 hours
- **Fees:** P850
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

### 37. Physical Testing and Evaluation of Fabrics

---



DOST-PTRI

- **Description:** Discussion and workshop on the physical testing and evaluation of fabrics.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 32 hours

- **Fees:** P3,240
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

#### 38. Physical Testing and Evaluation of Man-made Fibers

---



DOST-PTRI

- **Description:** Discussion and workshop on the physical testing and evaluation of man-made fibers.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 12 hours
- **Fees:** P1,355
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

#### 39. Physical Testing and Evaluation of Other Natural Fibers

---



DOST-PTRI

- **Description:** Discussion and workshop on the physical testing and evaluation of other natural fibers (ramie, flax, abaca, etc.).
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 12 hours
- **Fees:** P925
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

#### 40. Physical Testing and Evaluation of Other Textile Products

---



DOST-PTRI

- **Description:** Discussion and workshop on the physical testing and evaluation of other textile products (upholstery materials, non-woven, etc.).
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 12 hours
- **Fees:** P925
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

#### 41. Physical Testing and Evaluation of Sewing Threads

---



DOST-PTRI

- **Description:** Discussion and workshop on the physical testing and evaluation of sewing threads.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 12 hours
- **Fees:** P955
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

#### 42. Physical Testing and Evaluation of Spun and Filament Yarns

---



DOST-PTRI

- **Description:** Discussion and workshop on the physical testing and evaluation of spun and filament yarns.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 24 hours
- **Fees:** P1,800
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

#### 43. Pinukpok Fabric Production

---



DOST-PTRI

- **Description:** Discussion and workshop on pinukpok fabric production.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 6 hours
- **Location:** This course may be conducted in the regions.
- **Fees:** P350
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

#### 44. Powerloom Weaving Technology

---



DOST-PTRI

- **Description:** Discussion and workshop on powerloom weaving technology.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 40 hours
- **Fees:** P1,420
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

#### 45. Sewing Shop Training

---



Batis-AWARE

- **Description:** Providing trainings on Sewing Shop for livelihood.
- **Target Trainees:** Female; individual
- **Age Requirement:** None
- **Required Educational Attainment:** None
- **Duration:** As needed
- **Location:** Manila
- **Fees:** Allowance
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 46. Silk Handloom Weaving

---



DOST-PTRI

- **Description:** Discussion and workshop on silk handloom weaving.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 80 hours
- **Location:** This course may be conducted in the regions.
- **Fees:** P3,500
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

#### 47. Silkscreen Printing

---



TWC

- **Description:** Prepares trainees for entry-level employment in silkscreen printing. The course will provide the necessary skills, knowledge and attitudes required in silkscreen printing technology, photo transfer technology, designs, tools and equipment requirement.
- **Target Trainees:** Female
- **Age Requirement:** At least 16 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 336 hours in-house training + 160 OJT (3 months);  
Classes are M-F 8:00-5:00
- **Fees:** P340 for uniform and accident insurance
- **Other Requirements:** Must pass qualifying examination and interview; Requirements for enrollment: photocopy of birth certificate, medical certificate, and high school/college diploma or card/TOR, latest NBI clearance, and 2 pcs. 1x1 ID picture.
- **Certificate of attendance is given upon completion of the course.**

#### 48. Slippers Making



DAWN

- **Description:** Basic sewing and pattern-making for slippers; Includes basic training on costing and marketing of products.
- **Target Trainees:** Female
- **Age Requirement:** None
- **Required Educational Attainment:** None
- **Duration:** 6 hours a day for 3 months, M-F
- **Location:** Manila
- **Fees:** None
- **Other Requirements:** DAWN provides training only to women returnees from Japan, regardless of age and educational attainment
- **Certificate of attendance is given upon completion of the course.**

#### 49. Specialty Handsewn Stuffed Toys



DOST-TRC

- **Description:** Materials needed, design and color trends, production processes, costing, pricing and marketing techniques. Pattern lay-outting and cutting and sewing.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/3 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 50. Stuffed Toys



DOST-TRC

- **Description:** Materials and equipment needed, design and color trends, production processes, costing, pricing and marketing techniques. Pattern lay-outting and cutting and actual sewing processes.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 15 hours/3 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 51. T-Shirt Manufacturing



DOST-TRC

- **Description:** Production management, sourcing of materials and equipment, sizing, production processes, quality control, costing, pricing and marketing. Pattern making and production.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 22.5 hours/3 days
- **Fees:** P850 per day
- **Other Requirements:** None
- **Certificate of attendance is given upon completion of the course.**

#### 52. Textile Finishing Technology



DOST-PTRI

- **Description:** Discussion and workshop on textile finishing processes.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 40 hours
- **Location:** This course may be conducted in the regions.
- **Fees:** P1,525
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

### 53. Tie-Dyeing Technology



DOST-PTRI

- **Description:** Discussion and workshop on production of tie-dyed textile products.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 16 hours/2 days
- **Location:** This course may be conducted in the regions.
- **Fees:** P680
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**

### 54. Yarn Manufacturing



DOST-PTRI

- **Description:** Discussion and workshop on yarn manufacturing.
- **Target Trainees:** Female and male
- **Age Requirement:** 20-45 years old
- **Required Educational Attainment:** At least high school graduate
- **Duration:** 40 hours
- **Fees:** P1,725
- **Other Requirements:** Letter of request addressed to the Director
- **Certificate of Completion is given upon 75% attendance to course.**





## **Chapter 3**

### **List of Support Services**

# Introduction

This chapter of the catalogue provides a list of support services offered by the different organizations/institutions to victims of trafficking. These support services include, among others, counseling, legal assistance, temporary shelter, medical and other health interventions, micro-finance and other support services that will help victims of trafficking recover from their experiences and prepare them for some economic undertaking.

The listing of the support services is arranged alphabetically by major categories. Under each major category, the specific support services are also presented alphabetically. A brief description of the services, the target beneficiaries, the age requirement, the support service's duration and location, fees and other requirements are provided for easy reference. This presentation aims to facilitate the identification of suitable support services and resources where these services are available.



# COUNSELLING SERVICES

## 1. Career Counseling



ECOP

- **Description:** Career counseling will to assist scholars in making the right choice.
  - **Target Beneficiaries:** Female and male
  - **Age Requirement:** NONE
  - **Duration:** As need arises
  - **Location:** Bulacan, Cavite, Batangas
  - **Fees:** NONE
  - **Other Requirements:** Referrals from partner organizations (e.g. local DSWD and NGO partners)
- \*This is not yet available but will be offered in the future.**

## 2. Crisis Intervention Unit



- **Description:** Special unit of the Department which serves as a receiving and action center for walk-in, referred and rescued individuals and families. It serve as a venue for provision of integrated augmentation services, protection and immediate medical, legal, psychosocial services for in-crisis and distressed individuals and families.
- **Target Beneficiaries:** Distressed and in-crisis individuals and families
- **Age Requirement:** None
- **Required Educational Attainment:** None
- **Duration:** None
- **Location:** Nationwide (DSWD Central Office and Field Offices)
- **Fees:** N/A
- **Other Requirements:** Medical Abstract, Certificate of Indigency from Baranggay, Case study from the Local Social Worker, Doctors prescription, medical bills.
- **Contact Details:**
  - Dir. Vilma B. Cabrera**
  - DSWD Field Office Director Program Management Bureau
  - Tel.: 931 8130
  - Email: [pmb@dswd.gov.ph](mailto:pmb@dswd.gov.ph)
  - Website: [www.dswd.gov.ph](http://www.dswd.gov.ph)

## 3. Feminist Counseling



KANLUNGAN  
CENTRE

- **Description:** Counseling of women based on feminist perspective.
- **Target Beneficiaries:** Female; group or individual sessions
- **Age Requirement:** NONE
- **Duration:** Minimum of 3 sessions; frequency based on assessment
- **Location:** Manila
- **Fees:** Counterpart based on financial capacity (e.g. transportation)
- **Other Requirements:** Victims of VAW

## 4. Telephone/Face-to-Face Counseling



TUCP

- **Description:** Telephone counseling for men, women, and children victims and would-be victims of trafficking.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** None
- **Duration:** Based on counselee's needs
- **Fees:** None • **Other Requirements:** None

# ENTERPRISE DEVELOPMENT ASSISTANCE

## 1. Business Counseling Services



- **Description:** Existing and would-be entrepreneurs seeking assistance or information on government and private sector programs and services can avail of business consultancy and/or advisory services and referrals at our SME Centers nationwide. Business Counselors have been trained to man these Centers and assist SMEs in their finance, marketing, technology, human resource development and advocacy needs
- **Target Beneficiaries:** Female and male; individual or group
- **Age Requirement:** 18 years old and above
- **Duration:** NONE
- **Location:** 85 SME Centers nationwide.
- **Fees:** None
- **Other Requirements:** None

## 2. Entrepinay Economic Empowerment Program



DOST-TRC

- **Description:** Socialized hands-on training courses for women that cover basic entrepreneurship, skills in the production of specific business line, business incubation, field exposure and on-the-job training. Graduates are eventually recruited as TRC resource persons on socialized programs.
- **Target Trainees:** Female
- **Age Requirement:** None
- **Required Educational Attainment:** Must be functionally literate (able to read, write and comprehend)
- **Duration:** 3 training days, 3 consecutive field exposure, and OJT. (No scheduled program as of date.)
- **Other Requirements:** Can be implemented upon request of any funding agency willing to partially subsidize the conduct of the 3 phase program.

## 3. Kasanayan Kabuhayan One Stop Service (KKOSS)



TWC

- **Description:** A resource-referral facility that provides information and assistance to existing and potential women entrepreneurs and job seekers. Major services include provision of training, and referral to capital/credit, to market, to technology, to employment, and to business counseling. Entrepreneurship Development Training under KKOSS:
  - **Business Start-up Course** – aims to equip the potential entrepreneur with knowledge and skills needed to start a small business.
  - **Costing and Pricing** – enables participants to understand the various types and costs and their implications for proper costing and pricing of products.
  - **E-Market and Business Partnership** – aims to link women entrepreneur/producers to global business opportunities by promoting their products to possible buyers and suppliers in the web thereby building a business relationship.
  - **Micro Finance and Simple Bookkeeping** – aims to provide participants with basic knowledge and skills in preparing financial reports and auditing.
  - **Business Improvement, Survival and Expansion Course** – aims to provide skills to existing micro-entrepreneurs in assessing their current business situation and providing them with applicable techniques for survival, improvement and continued growth of their enterprises.
  - **Fund Sourcing** – aims to provide information to would be and existing entrepreneurs on various GO, NGO and private micro-financing institutions and their available credit facilities.
- **Target Beneficiaries:** Female and male; existing and potential entrepreneurs
- **Age Requirement:** At least 16 years old
- **Duration:** KKOSS is open 8 hours a day, Monday to Friday
- **Location:** Taguig and nearby areas
- **Fees:** None
- **Other Requirements:** None

#### 4. Local Economy Development

---



- **Description:** Research and study on the savings and investment of migrants; social entrepreneurship; savings and loan program; small enterprise development.
- **Target Beneficiaries:** Female and male; individual or group
- **Age Requirement:** NONE
- **Duration:** As needed
- **Location:** Naguillian, San Fernando, La Union
- **Fees:** NONE
- **Other Requirements:** Members of organization

#### 5. Micro-enterprise Development (Art Skills and Social Entrepreneurship)

---



- **Description:** VF has various centers that accommodate trafficked women and children. While they are in the VF centers, they are provided shelter and various psychosocial services, including skills training. This programme is a new initiative where we will teach the women and children marketable micro-enterprise skills to make their stay worthwhile and productive. These are skills that are interesting and easy to learn, such as producing native jewelries, bags, placemats, home decors, ladies accessories and other handicrafts which they could sell or market locally or abroad. For those who have also innate talents can do paintings and artworks which they can sell. The income would be put in a bank as a trust fund. This fund could be accessed once they decide to go home as capital for their micro-enterprise or to support their studies. The participants of the training will also be taught on how to market their products and link with private groups for job placement or business networking.
- **Target Beneficiaries:** Female
- **Age Requirement:** 15 years old and above
- **Duration:** Weekly
- **Location:** Manila
- **Fees:** None
- **Other Requirements:** Must be a victim-survivor of trafficking in person and is staying/has stayed in VF safehouse.

**\*This is not yet available but will be offered in the future.**

#### 6. Negosyo 2Go

---



- **Description:** A one-stop, do-it-yourself business scheme offered as a mall tour and upon request of clients. It covers six easy steps in doing business; hands-on training; availability of supplies and materials, product packaging and labeling; provision of sales and marketing laboratory; financing and business registration.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** Must be functionally literate (able to read, write and comprehend)
- **Duration:** Half-day, quarterly
- **Other Requirements:** Venue, if requested by a group.

#### 7. Small-Scale Livelihood Assistance

---



- **Description:** Small scale livelihood assistance will be offered with the immediate family members in case the victims are not yet ready to work. The members should however enroll in the livelihood training program.
- **Target Beneficiaries:** Female and male
- **Age Requirement:** NONE
- **Duration:** As need arises
- **Location:** Bulacan, Cavite, Batangas
- **Fees:** NONE
- **Other Requirements:** Referrals from partner organizations (e.g local DSWD and NGO partners)

**\*This is not yet available but will be offered in the future.**

## 8. Women Workers Employment and Entrepreneurship Development (WEED)



DOLE-BWYW

- **Description:** The program seeks to respond to the economic needs of women workers especially those in the marginalized sector. It focuses on capability building through the training-cum-production scheme whereby the trainees acquire productive skills and undergo training in the production of goods and services. The training also aims to orient women workers towards entrepreneurship through cooperative endeavors and to develop in them self-reliance and a sense of social responsibility.
- **Target Beneficiaries:** Women workers including women in the marginalized sector; in group
- **Age Requirement:** None
- **Frequency:** Depends on the influx/approval of project proposals
- **Duration:** Duration of the project depends on what has been proposed by the proponent; sustainability of the project depends on the implementation strategies of the proponent.
- **Location:** Nationwide
- **Fees:** None
- **Other Requirements:** A female worker has to be a member of a women's organization that is registered with DOLE, or Securities and Exchange Commission (SEC), or Cooperative Development Authority (CDA), or any government or government-accredited institution. Basic documents required: project proposal duly signed by the proponent, registration certificate of DOLE, SEC, CDA, or any government or government-accredited institution.

## 9. The Worktrep Program – Unlad Kabuhayan Program Laban sa Kahirapan



DOLE-BWYW

- **Description:** This is a DOLE-initiated program to make the businesses of the workers in the informal sector, termed as the IS-Worktreps, grow. It is a program intended to bring about improved socio-economic well-being of the poor IS-Worktreps, thus, contributing to the government's national goal of reducing poverty. The Program's four (4) major services will help the IS-WORKTREPS' businesses grow. These services are combination of economic and social interventions, essential to the growth of WORKTREPS' businesses.
  - **WORKTREP Training Services** – Provision of a five-in-one training to IS- WORKTREPS that covers production and business management skills, productivity, occupational safety and health, and human relations, and confidence building.
  - **WORKTREP Business Advisory Services** – Provision of assistance to IS-WORKTREPS to facilitate their access to market, credit and technology.
  - **WORKTREP Social Protection Services** – Provision of assistance to IS-WORKTREPS to facilitate their access to government's social protection schemes such as SSS and PhilHealth and other alternate modes of social protection.
  - **WORKTREP Networking Services** – Building of business alliances and representation in government and private sectors decision-making bodies/undertaking.
- **Target Beneficiaries:** The Worktreps are the self-employed workers who operate subsistence livelihood or businesses and without paid employees.
- **Age Requirement:** None
- **Frequency:** Depends on the influx/approval of project proposals
- **Duration:** Duration of the project depends on what has been proposed by the proponent; sustainability of the project depends on the implementation strategies of the proponent.
- **Location:** Initially, there will be demonstration areas in 32 selected municipalities/cities in the regions in 2007. In the succeeding years, the WORKTREP Program is targeted to be implemented in all cities and municipalities of the country.
- **Fees:** None
- **Other Requirements:** None

## LEGAL ASSISTANCE

### 1. Legal Assistance



POEA

- **Description:** Legal assistance to victims of trafficking in persons in the execution of filing of administrative and criminal complaints against illegal recruiters and traffickers.
- **Target Beneficiaries:** Female and male
- **Age Requirement:** 20-50 years old
- **Duration:** Approximately 30 minutes per complaint; open Mondays to Fridays, 8am to 5pm.
- **Location:** POEA Main; Regional Extension Offices and Satellite Offices in the provinces
- **Fees:** None
- **Other Requirements:** None

### 2. Legal Assistance



BATIS CENTER  
FOR WOMEN

- **Description:** Provides legal orientation and services.
- **Target Beneficiaries:** Female; individual
- **Age Requirement:** 16 years old and above
- **Duration:** Programmed, or as the need arises
- **Location:** Quezon City, Manila, and nearby provinces
- **Fees:** None
- **Other Requirements:** Clients of Batis Center for Women Batis Center for Women

### 3. Legal Assistance



KANLUNGAN  
CENTRE

- **Description:** Legal case management using the Developmental Legal Advocacy framework which includes case consultation and conference, filing of legal case, litigation.
- **Target Beneficiaries:** Female as priority; individual or group
- **Age Requirement:** NONE
- **Duration:** As needed
- **Location:** Manila
- **Fees:** Based on financial capacity
- **Other Requirements:** Willing to work in partnership

## MEDICAL AND HEALTH SERVICES

### 1. Consultancy Services



DOST-FNRI

- **Description:** Consultancy on food and nutrition and nutrition-related matters; food technologies
- **Target Beneficiaries:** Female and male; individual or group
- **Age Requirement:** 7-12 years old; 13-19 years old; 20 years old and above
- **Duration:** As per request
- **Location:** As per request
- **Fees:** Depends on the nature of the consultancy
- **Other Requirements:** Letter of request addressed to the FNRI Director

### 2. Diet Counseling



DOST-FNRI

- **Description:** Counseling through phone inquiry, walk-in request or by appointment.
- **Target Beneficiaries:** Female and male; individual
- **Age Requirement:** 20 years old and above
- **Duration:** As per request
- **Location:** As per request
- **Fees:** None
- **Other Requirements:** Letter of request addressed to the FNRI Director

### 3. Nutrition Education



DOST-FNRI

- **Description:** Lecture on basic nutrition.
- **Target Beneficiaries:** Female and male; group
- **Age Requirement:** 7-12 years old; 13-19 years old; 20 years old and above
- **Duration:** As per request
- **Location:** As per request
- **Fees:** Depends on the nature of the request
- **Other Requirements:** Letter of request addressed to the FNRI Director

### 4. Nutritional Assessment



DOST-FNRI

- **Description:** Lecture on growth monitoring; height and weight data
- **Target Beneficiaries:** Female and male; group
- **Age Requirement:** 20 years old and above
- **Duration:** As per request
- **Location:** As per request
- **Fees:** Depends on the nature of the request
- **Other Requirements:** Letter of request addressed to the FNRI Director

## MICRO-FINANCE SERVICE

### 1. Self-Employment Assistance-Kaunlaran (SEA-K)



DSWD

- **Description:** A capability-building program in coordination with the Local Government Units (LGUs), designed to enhance the socio-economic skills of poor families to establish and self-manage a sustainable community-based micro-credit organization for entrepreneurial development..
- **Target Beneficiaries:** Unemployed or under-employed families
- **Age Requirement:** 16 to 65 years old
- **Required Educational Attainment:** None
- **Duration:** 1 to 2 months
- **Location:** Nationwide
- **Fees:** Membership fee (P20 to P50)
- **Other Requirements:** With good status in the community.
- **Contact Details:**  
**Assec. Rinand Maquiling**  
Assistant Secretary for Livelihood Department of Social Welfare and Development  
Tel.: 9318108 loc. 415/416  
livelihoodproj@yahoo.com  
www.dswd.gov.ph

## ORGANIZING, NETWORKING AND ADVOCACY

### 1. Membership



Batis-AWARE

- **Description:** Updating the active and non-active members and providing peer counseling
- **Target Beneficiaries:** Female; individual
- **Age Requirement:** None
- **Duration:** As needed
- **Location:** Manila
- **Fees:** Transportation fees and allowance
- **Other Requirements:** None

### 2. Networking and Advocacy



Batis-AWARE

- **Description:** Providing forums, meetings of our partners and other organization, opportunities for public speaking, and showing Teatro BATIS play to raise awareness.
- **Target Beneficiaries:** Female; individual or group
- **Age Requirement:** None
- **Duration:** As needed
- **Location:** Inside and outside of Manila
- **Fees:** Transportation fees and allowance
- **Other Requirements:** None

### 3. Networking and Advocacy

---



TUCP

- **Description:** Telephone/mobile hotline, website, community networks, Information-Education Campaign Materials distributed.
- **Target Beneficiaries:** Female and male
- **Age Requirement:** None
- **Duration:** Year-round
- **Fees:** None
- **Other Requirements:** None

### 4. Organizing of Migrants

---



KANLUNGAN  
CENTRE

- **Description:** Establishing structures of care for migrants in the community (barangay level) and provincial wide federation of migrants and their families in La Union; provides organizational development and capability building seminars.
- **Target Beneficiaries:** Female and male; group
- **Age Requirement:** NONE
- **Duration:** As needed
- **Location:** Metro Manila and La Union
- **Fees:** Counterpart based on capacity
- **Other Requirements:** Members of organization

### 5. Referral Assistance

---



TUCP

- **Description:** Reintegration (legal, medical, educational, financial, shelter, job-facilitation) assistance referral for men, women, and children victims and would-be victims of trafficking in persons.
- **Target Beneficiaries:** Female and male; group
- **Age Requirement:** None
- **Duration:** Based in client's need
- **Fees:** None
- **Other Requirements:** None

### 6. SME Information Support

---



- **Description:** BSMED gathers, prepares, publishes, and disseminates information materials that are relevant to the various needs of MSMEs. The materials include:
  - Catalogue of information materials for MSMEs;
  - Programs and services for MSMEs;
  - Financing programs for MSMEs;
  - Glossary of business terms and concepts;
  - Do You Want to go into Business Handbook (also available in Tagalog, Ilocano, Cebuano, Hiligaynon, and Maguindanao versions)
  - RA 9178: Guide to BMBEs Act of 2002;
  - Directory of common service facilities;
  - Your Guide to Starting a Small Enterprise;
  - Flyers
- **Target Beneficiaries:** Female and male; individual or group
- **Age Requirement:** 18 years old and above
- **Duration:** NONE
- **Location:** These information are disseminated to all DTI Regional and Provincial Offices, SME Centers, trade associations, donor agencies, national and local government units, universities, financing institutions and embassies.
- **Fees:** Except for RA9178: Guide to BMBEs Act of 2002, these information materials are given out to existing and would-be entrepreneurs at a very minimal cost to recoup printing expenses.
- **Other Requirements:** None

### 7. Systems, Tools and Capacity Development for Economic and Social Empowerment of Returned Victims of Trafficking

---



*Tulong! Sulang!*

DSWD

- **Description:** Capability building of service providers/focal persons on the operation of the data system and in the areas of referral services, case management and documentation.
- **Target Trainees:** Female and male
- **Age Requirement:** None
- **Required Educational Attainment:** None
- **Duration:** Scheduled for 2<sup>nd</sup> semester 2007
- **Fees:** None
- **Other Requirements:** Social workers directly handling cases of trafficked victims.

# SCHOLARSHIP ASSISTANCE

## 1. Education for Development Scholarship Program (EDSP)



OWWA

- **Description:** Scholarship grant offered to qualified beneficiaries/dependents of OWWA member-OFWs who intend to enroll in any 4 to 5-year baccalaureate course. It is given in the form of a financial assistance amounting to P 30,000.00 per semester. The OWWA pays the tuition fee directly to the school and releases the remaining amount upon the scholars' submission of grades for the semester.
- **Target Beneficiaries:** A child of a married OWWA member or brother / sister of an unmarried OWWA member
- **Age Requirement:** 21 years old or below
- **Duration:** 4 to 5-year baccalaureate course
- **Fees:** None
- **Other Requirements:** Must be a Filipino citizen; be in good health and with good moral character; must have an average grade of at least 80% and belong to the upper 20% of the graduating class

## 2. Educational Training



Batis-AWARE

- **Description:** Participating in seminars and training from Batis AWARE's partners and other organizations.
- **Target Beneficiaries:** Female; individual or group
- **Age Requirement:** None
- **Duration:** As needed
- **Location:** Inside and outside of Manila
- **Fees:** Transportation fees and allowance
- **Other Requirements:** None

## 3. Skills-for-Employment Scholarship Program (SESP)



OWWA

- **Description:** Scholarship program that the OWWA offers in coordination with the Technical Education and Skills Development Authority (TESDA), to land-based or sea-based OWWA member-OFWs or their dependents/beneficiaries. A qualified applicant may avail of either a one-year technical or a six-month vocational course offered following the regular school year calendar.
- **Target Beneficiaries:** Must be an active OWWA member (land-based or sea-based) or beneficiary/dependent of an active OWWA member (i.e. child not older than 21 years old or spouse of a married OFW; or brother/sister not older than 21 years old of an unmarried OFW)
- **Age Requirement:** Child not older than 21 years old or spouse of a married OFW; Brother/sister not older than 21 years old of an unmarried OFW.
- **Duration:** One-year technical or a six-month vocational course
- **Fees:** None
- **Other Requirements:** Must pass the TESDA qualifying examination or Multiple Aptitude Battery Test (MABT) on the program of choice; have at least one (1) recorded membership contribution. Three (3) additional membership contributions are required for subsequent availment. After completing the course, must submit for competency assessment and certification administered by TESDA or its accredited testing center.

## 4. Tuloy-Aral Project



OWWA

- **Description:** Launched with the objective of assisting the children of less fortunate former OFWs as well as other poor and needy elementary and high school children. The DOLE and the OWWA regional offices, with the assistance of DSWD, identify children of former OFWs needing financial assistance to send to school. The DSWD or DOLE/OWWA prepares a family profile that shall serve as the basis for the selection of the beneficiary.
- **Target Beneficiaries:** Children of less fortunate former OFWs as well as other poor and needy elementary and high school children
- **Age Requirement:** NONE
- **Duration:** NONE
- **Fees:** None
- **Other Requirements:** None



# TEMPORARY SHELTER

## 1. DSWD – Home for Girls (Haven)



- **Description:** Provides temporary shelter and protective custody to women ages 18-59 years old who are victims of involuntary or forced prostitution, illegal recruitment, battered/abused women, victims of sexual abuse, women in detention, and women victims of armed conflicts.
- **Target Beneficiaries:** Female
- **Age Requirement:** 18 to 59 years old
- **Duration:** Depending on the needs of the client
- **Location:** Nationwide
- **Fees:** None
- **Other Requirements:** None

Region	Contact Details
<b>Region I</b>	<b>Dagupan City Pangasinan Region I</b> <b>Margarita Sampang</b> Director Department of Social Welfare and Development Field Office I Tel/Fax: (072) 8882184 Direct Line: (072) 8882184 Email: fo1@dswd.gov.ph www.dswd.gov.ph
<b>Region II</b>	<b>DSWD Compound, Lingu, Solana, Cagayan</b> <b>Nelly C. Miranda</b> Regional Director Department of Social Welfare and Development Field Office II Tuguegarao Cagayan Tel/Fax: (078)846-7532 www.dswd.gov.ph
<b>Region III</b>	<b>PAC Compound, Magalang, Pampanga</b> <b>Dr. Minda B. Brigoli, CSEE</b> Regional Director Department of Social Welfare and Development Field Office III Maimpis, Pampangga Tel /Fax : (045) 961-21-43; (045) 961-21-43 Email : fo3@dswd.gov.ph www.dswd.gov.ph
<b>Region IV-A</b>	<b>Rosario, Batangas</b> <b>Honorita B. Bayudan</b> Regional Director Alabang, Muntinlupa City Tel/Fax: 807-41-40 /807-71-02 Email: fo4a@dswd.gov.ph www.dswd.gov.ph
<b>Region V</b>	<b>DSWD Complex, Nasisi, Ligao City</b> <b>Jim N. Rebutillo</b> OIC-Regional Director Tel/Fax: (052) 8204637 / (052) 8201310 Email: fo5@dswd.gov.ph www.dswd.gov.ph
<b>Region VI</b>	<b>Brgy. Pungtod, Cabatuan, Iloilo</b> <b>Teresita S. Rosales</b> OIC Regional Director Tel/Fax: (033)3365428; (033)3376221 Email: fo6@dswd.gov.ph or dswd6@yahoo.com www.dswd.gov.ph

Region	Contact Details
<b>Region VII</b>	<b>Cuenco St. Cor. Maxilom Ave., Cebu City</b> <b>Teodulo R. Romo, Jr. MNSA, CESO III</b> Regional Director Tel/Fax: (032) 231-2172 Direct Line: (032) 232-9507 Email: ord.dswd7@cvis.net.ph www.dswd.gov.ph
<b>Region VIII</b>	<b>DSWD Centers &amp; Institution Complex, Pawing, Palo, Leyte</b> <b>Leticia T. Corillo</b> OIC-Regional Director Tel/Fax: 053-321-1007/Dir. Tel. 053-321-2040 Email: ardltc@yahoo.com www.dswd.gov.ph
<b>Region IX</b>	<b>Sta. Isabel, Dipolog City</b> <b>Geraldine A. Valbuena, RSW</b> OIC-Field Director DSWD Field Office-IXZamboanga City Tel. No.: (062)991-6030 / Fax No.: (062)993-0652 www.dswd.gov.ph
<b>Region X</b>	<b>Masterson Ave., Upper Carmen, Cagayan de Oro City</b> <b>Atty. Araceli F. Solamillo</b> Director IV Tel/Fax: 088-22-726359 Direct Line: 088-8586333 E-mail: fo10@dswd.gov.ph www.dswd.gov.ph
<b>Region XI</b>	<b>XI Maa Jail Road, Maa, Davao City</b> <b>Ester Acebedo-Versoza</b> Regional Director Tel/Fax: (082) 226-2857 Direct Line: (082) 227-1964 Email: fo11@dswd.gov.ph www.dswd.gov.ph
<b>Region XII</b>	<b>S.C. Gymnasium and Cultural Center, Alunan Avenue, Koronadal City, South Cotabato</b> <b>Bai Zorahayda T. Taha, Al Haj</b> Director IV Tel/Fax: (063) 228- 3180 Direct Line: (063) 228- 3181 E-mail: fo12@dswd.gov.ph www.dswd.gov.ph
<b>National Capital Region (NCR)</b>	<b>NCR - Alabang, Muntinlupa City</b> <b>Thelsa P. Biolena</b> Director Department of Social Welfare and Development NCR Tel: 7348646 Email: regionaldir_ncr@yahoo.com www.dswd.gov.ph
<b>Cordillera Administrative Region (CAR)</b>	<b>DSWD-CAR, Regional Office, 40 North Drive, Baguio City</b> <b>Porifira M. Bernardez</b> Regional Director Tel/Fax: (074)-442-7917 Direct Line: (074)-442-7917 E-mail: pmbernardez@dswd.gov.ph www.dswd.gov.ph
<b>CARAGA</b>	<b>Purok 4, Barangay Bonbon, Butuan City</b> <b>Mercedita P. Jabagat</b> Director IV Tel/Fax: (085) 8159173 Direct Line: (085)3425619,3425620, 3419564 E-mail: focrg@dswd.gov.ph www.dswd.gov.ph

## 2. Marillac Hills (also known as National Training School for Girls)



- **Description:** A child caring facility that provides care and rehabilitation to female children in conflict with the law, abused and exploited girls following services: Social Services, Homelife Services, Educational Service, Dietary Services, Health Services, Recreational and other Cultural Activities, Spiritual Enhancement.
- **Target Beneficiaries:** Female
- **Age Requirement:** 16 to 60 years old
- **Required Educational Attainment:** None
- **Duration:** Depending on the needs of the client
- **Location:** NCR – Alabang, Muntinlupa City
- **Fees:** N/A
- **Other Requirements:** N/A
- **Contact Details:**  
**Thelsa P. Biolena**  
Director  
Department of Social Welfare and Development NCR  
Tel.: 734 8646  
Email: regionaldir\_ncr@yahoo.com  
Website: www.dswd.gov.ph

## 3. Temporary Shelter



BATIS CENTER  
FOR WOMEN

- **Description:** Provides a safe shelter for women who are faced with security threats.
- **Target Beneficiaries:** Female; individual
- **Age Requirement:** 16 years old and above
- **Duration:** As the need arises
- **Location:** Quezon City
- **Fees:** None
- **Other Requirements:** Clients of Batis Center for Women

## 4. Temporary Shelter



KANLUNGAN  
CENTRE

- **Description:** Temporary shelter for women migrants for maximum of 15 clients.
- **Target Beneficiaries:** Female; individual or group
- **Age Requirement:** NONE
- **Duration:** Maximum of two weeks; extension of time depends upon assessment
- **Location:** Quezon City
- **Fees:** None
- **Other Requirements:** Clients with no relatives in Metro Manila

# OTHER SUPPORT SERVICES

## 1. Reintegration Support Services for Returning Undocumented Overseas Filipino Workers and their Families



- **Description:** The project for returning undocumented OFWs and their families is a package of services that will buffer the adverse effects of repatriation and unemployment upon return to the Philippines. The intervention will maximize the use of existing programs and services of the government and the private sector. The proposed integrated programs or services will facilitate for the protection and eventual reintegration of the OFW to his/her family and to place of origin. The proposed target beneficiaries of this project are 100 families.
- **Target Beneficiaries:** 100 undocumented OFWs and their families. The beneficiaries of this project are limited to the following:
  - **Returning Undocumented OFWs:**
    - Undocumented OFWs who have been apprehended, incarcerated, or repatriated by foreign countries for illegally staying and working
    - OFWs who have been pardoned, repatriated and deported by host countries for crimes committed
    - OFWs who died, sudden termination of contract, with severe disability and they are the sole bread winner of the family
  - **Families/Dependents of Returning Undocumented OFWs** – Spouse of OFWs and their children ages below 18 years. This will also include children who may need psychosocial interventions most especially to abandoned or neglected by their OFW parents.

- **Children born of Undocumented OFW**
- **Age Requirement:** None
- **Required Educational Attainment:** None
- **Duration:** Depends on the needs of the trafficked person
- **Location:** Region III, IV-A, VI, XI and NCR
- **Fees:** None
- **Other Requirements:** None
- **Contact Details:**  
**Dir. Finardo G. Cabilao**  
 Social Technology Bureau  
 Department of Social Welfare and Development  
 Tel.: 9318144  
 stb@dswd.gov.ph  
 www.dswd.gov.ph

## 2. Welfare Assistance



KANLUNGAN  
CENTRE

- **Description:** Provide transportation assistance from the airport to their place of residence (not more than 4 hours drive); emergency welfare assistance and facilitates transportation back to the province.
- **Target Beneficiaries:** Female as priority; individual or group
- **Age Requirement:** NONE
- **Duration:** As needed
- **Location:** NONE
- **Fees:** NONE
- **Other Requirements:** None

## 3. POEA Services to OFWs



POEA

- **Description:** Various support services for OFWs (see table below)
- **Target Beneficiaries:** Female and male
- **Age Requirement:** None
- **Duration:** Depends on the nature of the service
- **Location:** POEA (see office and location for each service)
- **Fees:** None
- **Other Requirements:** None

Services	Office/Location/Telephone Nos.
<ul style="list-style-type: none"> <li>• <b>Documentation of GPB-Hired Worker</b></li> <li>• <b>Final Briefing of selected GPB-Hired Workers</b></li> <li>• <b>Releasing of processed documents to GPB-Hired Workers</b></li> </ul>	Government Placement Branch Ground Floor – Left wing 722-11-74/75/77
<ul style="list-style-type: none"> <li>• <b>Accreditation of Principals and Approval of Job Orders</b></li> <li>• <b>Processing of landbased contracts of agency and name-hired OFWS and issuance of e-receipts</b></li> </ul>	==Landbased Accreditation and Contracts Processing Center 2 <sup>nd</sup> Floor 722-11-93/87
<ul style="list-style-type: none"> <li>• <b>Documentation of Balik Manggagawa workers and e-receipt issuance</b></li> </ul>	Balik-manggagawa Processing Center Service Area 721-07-85
<ul style="list-style-type: none"> <li>• <b>Accreditation of Principals and Approval of Job Orders</b></li> <li>• <b>Processing of Seaman's contract</b></li> <li>• <b>Registration of Seafarers and issuance of Seafarers Registration Card/issuance of e-receipts</b></li> </ul>	Seabased Accreditation and Contracts Processing Center Mezzanine Floor 721-94-93

Services	Office/Location/Telephone Nos.
<ul style="list-style-type: none"> <li>• <b>Registration of Landbased Applicants</b> <ul style="list-style-type: none"> <li>○ Job Referral Assistance</li> <li>○ Job For Facilitation</li> <li>○ Korean Language Test (KLT) registration</li> <li>○ KLT Facilitation</li> </ul> </li> </ul>	Manpower Registry Division Employment Branch Ground Floor – Right Wing 722-11-43/46
<ul style="list-style-type: none"> <li>• <b>Pre-Employment Orientation Seminar</b></li> </ul>	2 <sup>nd</sup> Floor, PEOS Center 722-11-85
<ul style="list-style-type: none"> <li>• <b>Issuance/Renewal of License of Recruitment Agencies</b></li> <li>• <b>Verification of legitimacy of agencies and issuance of certification on the same</b></li> </ul>	Licensing Branch 4 <sup>th</sup> Floor 722-11-49/91
<ul style="list-style-type: none"> <li>• <b>Legal assistance to victims of Illegal Recruitment and trafficking in persons as well as aid workers in filing recruitment violations against licensed recruitment agencies and disciplinary actions against employers and other OFWs</b></li> </ul>	Anti-Illegal Recruitment Branch 3 <sup>rd</sup> Floor 722-11-89/90 & 721-06-19
<ul style="list-style-type: none"> <li>• <b>Researches in aid of case disposition and recommendations decisions</b></li> <li>• <b>Voluntary conciliation process as an alternative dispute resolution of all cases filed with the Administration prior to docketing</b></li> </ul>	Legal Research Division 3 <sup>rd</sup> Floor 726-8944/42/45
<ul style="list-style-type: none"> <li>• <b>Monitoring of departing OFWs</b></li> <li>• <b>Issuance of exit clearance to OFWs under the following circumstances:</b> <ul style="list-style-type: none"> <li>○ Domestic Helpers accompanying their employers in the latter's travel and whose duration of stay in the Philippines is not more than one (1) week;</li> <li>○ Workers on emergency leave or for a few days whose arrival and departure fall on week-days;</li> <li>○ Workers with expiring visas;</li> <li>○ Workers whose frequency of vacation is every other month or less; and</li> <li>○ Cabin crew/flight attendants.</li> <li>○ LAC provides assistance and investigation of undocumented workers held at the airport</li> </ul> </li> </ul>	Employment Regulation Branch 4 <sup>th</sup> Floor 722-11-90  Labor Assistance Counter, NAIA 832-1961 loc. 3703
<ul style="list-style-type: none"> <li>• <b>Hear and decide</b> <ul style="list-style-type: none"> <li>○ all cases which are administrative in character, involving or arising out of violations of recruitment rules and regulations including refund of fees collected from workers and violation of the conditions for issuance of license to recruit workers</li> <li>○ disciplinary action cases against migrant workers, foreign employers and principals that are administrative in character</li> </ul> </li> </ul>	Adjudication Office 3 <sup>rd</sup> Floor 722-11-80, 722-11-48
<ul style="list-style-type: none"> <li>• <b>Dockets and records all cases filed with the Administration</b></li> <li>• <b>Receives all complaints, motions and pleadings</b></li> <li>• <b>Maintains database of watchlisted/blacklisted overseas contract workers and/or principal/employers</b></li> <li>• <b>Issues clearances to contract workers, principals and agencies</b></li> <li>• <b>Enforces writs, subpoenas, orders and prepares sheriff's reports</b></li> </ul>	Docket and Enforcement Division

Services	Office/Location/Telephone Nos.
<ul style="list-style-type: none"> <li>• <b>Overseas employment statistics</b></li> <li>• <b>Publication of list of licensed agencies/ overseas employment information materials</b></li> </ul>	Planning Branch 5 <sup>th</sup> Floor 722-11-61/47 Fax 7221183
<ul style="list-style-type: none"> <li>• <b>List of POEA personnel</b></li> </ul>	Human Resources Development Division 5 <sup>th</sup> Floor 722-11-69/94
<ul style="list-style-type: none"> <li>• <b>Issuance of certified copy of worker's Information Sheet and Overseas Employment Certificate for travel tax exemption and other purposes</b></li> </ul>	Central Records Division 6 <sup>th</sup> Floor 721-94-89
<ul style="list-style-type: none"> <li>• <b>Public information and assistance</b></li> </ul>	POEA Information and Action Center (PIAC) POEA Lobby 722-11-44/55



## **Chapter 4**

# **Directory of participating organizations that provide training programmes and support services**

# Government Agencies



## DEPARTMENT OF LABOR AND EMPLOYMENT

**Address:** 7/F DOLE Building, Muralla cor. Gen. Luna Sts.,  
Intramuros, Manila  
**Telephone No.:** 527-3000 loc. 720-722  
**Email Address:** teteysoriano@yahoo.com  
**Contact Person:** Ma. Theresa M. Soriano Assistant Secretary for Internal  
Affairs

The Department of Labor and Employment (DOLE) stands as the national government agency mandated to formulate policies, implement programs, and services, and serve as the policy-coordinating arm of the Executive Branch in the field of labor and employment.

Consistent with the national development plan, its **vision** is the attainment of full decent and productive employment for every Filipino worker.

The DOLE is **mandated** to:

- promote gainful employment opportunities and optimize the development and utilization of the country's manpower resources;
- protect workers and promote their welfare by providing just and humane working conditions and terms of employment;
- maintain industrial peace by promoting harmonious, equitable and stable employment relations.

In carrying its mandate, the DOLE put the Filipino Workforce's well being at the top of its agenda. Towards this end, the DOLE's operations revolve on the attainment of four (4) major **strategic goals** that will contribute to the national development goal of Sustainable Economic Growth Toward Poverty Alleviation. These are:

- A Gainfully Employed Workforce;
- A Globally Competitive Workforce;
- A Secure Workforce; and
- A Safe Workforce

These mandates are being implemented through the Department's 16 regional offices, 34 overseas posts, six bureaus, seven staff services, and 12 attached agencies for policy and program supervision and/or coordination.

*DOLE Livelihood Programs and Services*

The DOLE livelihood and program services are managed by the Bureau of Rural Workers (BRW) and the Bureau of Women and Young Workers (BWYW).

The BRW-livelihood managed programs include: Promotion of Rural Employment Through Self-Employment and Entrepreneurship Development (PRESEED), Poverty-Free Zone (Aksyon ng Sambayanan Laban sa Kahirapan), and Unlad Kabuhayan Program Laban sa Kahirapan. The BWYW-managed livelihood programs include the Women Workers Employment and Entrepreneurship Development (WEED) Program. Said programs are implemented through the DOLE Regional Offices.



# DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)



**Address:** Batasan Pambansa Complex, Constitution Hills, Quezon City  
**Telephone No.:** 951-7124 Fax 951-2802  
**Email Address:** fgcabilao@dswd.gov.ph  
**Contact Person:** Mr. Finardo Cabilao Director IV, Social Technology Bureau

## VISION

A society where poor, vulnerable and disadvantaged individuals, families and communities are empowered for an improved quality of life.

## MISSION

To provide social protection and promote the rights and welfare of the poor, vulnerable and the disadvantaged individuals, families and communities that will contribute to poverty alleviation and empowerment through social welfare development policies, programs, projects and services implemented with or through local government units (LGUs), non-government organizations (NGOs), people's organizations (POs), other government organizations (GOs) and other members of civil society.

## MANDATE

To provide assistance to local government units, non-government organizations, other national government agencies, people's organizations, and other members of civil society in effectively implementing programs, projects and services that will alleviate poverty and empower disadvantaged individuals, families and communities for an improved quality of life.



## DEPARTMENT OF SCIENCE AND TECHNOLOGY (DOST)

**Address:** DOST Compound, Gen. Santos Avenue, Bicutan, Taguig City  
**Telephone Nos.:** 837-2071 to 82 loc. 2530, 2030  
**Email Address:** mpo@dost.gov.ph  
**Contact Person:** Engr. Ma. Lourdes P. Orijola Assistant Secretary for Technology Transfer

The Department of Science and Technology (DOST) is the premiere science and technology body in the country charged with the twin mandate of providing central direction, leadership and coordination of all scientific and technological activities, and of formulating policies, programs and projects to support national development.

### THE DOST VISION

A competent and competitive science and technology community with a social conscience.

### MANDATE

The Department of Science and Technology (DOST) shall provide central direction, leadership, and coordination of scientific and technological efforts and ensure that the results therefrom are geared and utilized in areas of maximum economic and social benefits for the people.

### RESEARCH AND DEVELOPMENT INSTITUTES

DOST has the following seven research and development institutes concerned with basic and applied researches on various fields.

- Advanced Science and Technology Institute (ASTI)
- Food and Nutrition Research Institute (FNRI)
- Forest Products Research and Development Institute (FPRDI)
- Industrial Technology Development Institute (ITDI)
- Metals Industry Research and Development Center (MIRDC)
- Philippine Nuclear Research Institute (PNRI)
- Philippine Textile Research Institute (PTRI)

## FOOD AND NUTRITION RESEARCH INSTITUTE (FNRI)

The Food and Nutrition Research Institute (FNRI), the principal research arm of the government in food and nutrition, is one of the research and development institutes of the Department of Science and Technology (DOST). It was created under Executive Order No. 128 signed on January 30, 1983.

**Address:** DOST Complex, Gen. Santos Ave., Bicutan, Taguig, Metro Manila  
**Telephone Nos.:** 837-2071 to 72  
**Contact Person:** Dr. Mario V. Capanzana, FNRI Director (mvc@fnri.dost.gov.ph) Dr. Zenaida V. Narciso, GAD Focal Person (zvn@fnri.dost.gov.ph)  
**Executive Director:** Dr. Mario V. Capanzana

## INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE

Mandated by virtue of Executive Order No. 128 dated 30 January 1987 to render a variety of services to local industries, ITDI is multidisciplinary with a unique blend of scientific disciplines linking the institute as an active partner in the country's industrialization program.

**Address:** DOST Complex, Gen. Santos Ave., Bicutan, Taguig, Metro Manila  
**Telephone Nos.:** 837-2071 to 82 loc. 2270, 2265  
**Contact Person:** Cely Alcomeda  
**Executive Director:** Dr. Nuna E. Almanzor

## PHILIPPINE TEXTILE RESEARCH INSTITUTE

The Philippine Textile Research Institute (PTRI) is mandated through Executive Order No. 128 dated 30 January 1987 to conduct applied research and development for the textile industry; undertake the transfer of completed researchers to end-users or via linkage units of other government agencies and undertake technical services and provide training programs.

**Address:** DOST Complex, Gen. Santos Ave., Bicutan, Taguig, Metro Manila  
**Telephone No.:** 837-1325  
**Contact Person:** Dr. Carlos C. Tomboc, Director IV, CESO II (carlos@dost.gov.ph)  
**Executive Director:** Dr. Carlos C. Tomboc

## METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER

To develop and expand the metals industry of the Philippines, Republic Act No. 4724, dated June 18, 1966, established the Metals Industry Development Center (MIDC). The Center was primarily tasked to work for close rapport between the government and the industry in order to foster the advancement of metals engineering, and allied industries in the country.

**Address:** DOST Complex, Gen. Santos Ave., Bicutan, Taguig, Metro Manila  
**Telephone Nos.:** 837-0764; 837-0431 to 38  
**Contact Person:** Engr. Rolando T. Vilorio, Executive Director (rtv@mirdc.dost.gov.ph) Reynaldo L. de la Cruz, Jr., Officer-in-Charge, Industrial Training and Staff Development Section, Industry Assistance Division  
**Executive Director:** Engr. Rolando T. Vilorio



## DTI – BUREAU OF SMALL AND MEDIUM ENTERPRISE DEVELOPMENT

**Address:** 3/F Oppen Building, 349 Sen. Gil Puyat Avenue, Makati City  
**Telephone Nos.:** 890-4968, 897-7596, 897-1680 **Fax:** 896-7916  
**Email Address:** bsmed@dti.gov.ph  
**Contact Person:** Rhodora M. Leano Director, Bureau of Small and Medium Enterprise Development

As a key agency of the Philippine Government, the Department of Trade and Industry (DTI) is charged with creating a business-friendly environment conducive to the growth of enterprises and supportive of fair and robust trade in goods and services, both within and outside the Philippines.

### MANDATE

Under EO 133 which remains effective up to the present time, the DTI serves as the primary coordinative, promotive, and facilitative arm for trade, industry and investment activities. It acts as the catalyst for intensified private sector activity to accelerate and sustain economic growth through:

- A comprehensive industrial growth strategy;
- A progressive and socially responsible liberalization and deregulation program
- Policies designed for the expansion and diversification of both domestic and foreign trade

On July 19, 1999, President Joseph E. Estrada issued EO 124 authorizing the DTI Secretary to review the DTI systems/operations and initiate structural changes. It also deputized a senior Undersecretary as a special trade negotiator.

DTI sees its role as business and consumer champion guided by its 5-point action strategy, namely:

- Promoting and developing business, with focus on SMEs
- Preparing for the Knowledge Economy
- Lowering the cost of doing business
- Ensuring consumers get the best value for money, and
- Upgrading the quality of DTI governance.

The end goal is to grow and expand Philippine trade and industry as the means to generate jobs and raise incomes, so that Filipinos may enjoy continuing improvements in their quality of life.

The **Bureau of Small and Medium Enterprise Development (BSMED)** promotes and develop small and medium enterprises (SMEs) in the country. It initiates and implements programs and projects addressing specific SME needs in technology development and transfer, financing, marketing and training, and market promotion thru trade fairs.

# OVERSEAS WORKERS WELFARE ADMINISTRATION



**Address:** 7th St. cor. F.B. Harrison St., Pasay City  
**Telephone No.** 832-1230 Fax: 891-7763  
**Email Address:** owwamadrid@yahoo.com  
**Contact Person:** Vivian F. Tornea Director, Policy and Program Development Office

The **Overseas Workers Welfare Administration (OWWA)**, an attached agency of the Department of Labor and Employment (DOLE), is the lead government agency tasked to protect and promote the welfare and well-being of Overseas Filipino Workers (OFWs) and their dependents.

## OWWA MANDATE

The agency has two-fold mandate:

- Delivery of welfare services and benefits
- Ensuring capital build-up and fund viability

## OBJECTIVES

- Protect the interest and promote the welfare of OFWs in recognition of their valuable contribution to the overall development effort;
- Facilitate the implementation of the provisions of the Labor Code concerning the responsibility of the government to promote the well-being of OFWs;
- Provide social and welfare services to OFWs, including insurance, social work assistance, legal assistance, cultural services, and remittance services;
- Ensure the efficiency of collection and the viability and sustainability of the fund through sound and judicious investment and fund management policies;
- Undertake studies and researches for the enhancement of their social, economic and cultural well-being; and
- Develop, support and finance specific projects for the welfare of OFWs.

## VISION, MISSION STATEMENTS & CORE VALUES

OWWA develops and implements responsive programs and services while ensuring fund viability towards the protection of the interest and promotion of the welfare of its member-OFWs.

OWWA is the lead membership welfare institution that serves the interest and welfare of member-Overseas Filipino Workers (OFWs).

OWWA commits to a fund stewardship that is transparent, judicious, and responsive to the requirements of the member-OFWs.



## PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION

**Address:** 4/F Blas F. Ople Building, EDSA cor. Ortigas Avenue,  
Mandaluyong City  
**Telephone No.:** 722-1189  
**Email Address:** peoa\_legalassistancesection@yahoo.com.ph  
**Contact Person:** Aldine M. Castro, Legal Officer

### MANDATE

The Philippine Overseas Employment Administration or POEA is the government agency, which is responsible for optimizing the benefits of the country's overseas employment program. This agency was created in 1982 through Executive Order 797 to promote and to monitor the overseas employment of Filipino workers. In 1987, through Executive Order 247, POEA was reorganized to include the following expanded functions: To respond to changing markets and economic condition; and to strengthen the workers protection and regulatory components of the overseas employment program. In 1995, Republic Act 8042 defined specific policy thrusts for POEA in the light of emerging issues.

### MISSION

Corollary to its mandate, the POEA's mission is "to ensure decent and productive employment for Overseas Filipino Workers."

### VISION

Its vision is to be a culturally sensitive, customer-driven and business-oriented advocate of the overseas Filipino workers' well-being.

It will actively support generation of employment through the licensed recruitment entities, and on a government-to-government arrangement. It will facilitate, enhance and preserve employment of Overseas Filipino Workers

# TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA)

**Address:** TESDA Complex, 37 East Service Road, South Expressway,  
Taguig, Metro Manila  
**Telephone Nos.:** 817-4083; 817-4593 loc. 133Hotline: 887-7777  
**Email Address:** imee\_taganas@yahoo.com  
**Contact Person:** Ms. Imelda TaganasDirector, PGMA-TWSP



## **TESDA is mandated to:**

1. Integrate, coordinate and monitor skills development programs;
2. Restructure efforts to promote and develop middle-level manpower;
3. Approve skills standards and tests;
4. Develop an accreditation system for institutions involved in middle-level manpower development;
5. Fund programs and projects for technical education and skills development; and
6. Assist trainers training programs.

## **At the same time, TESDA is expected to:**

- Devolve training functions to local governments;
- Reform the apprenticeship program;
- Involve industry/employers in skills training;
- Formulate a skills development plan;
- Develop and administer training incentives;
- Organize skills competitions; and
- Manage skills development funds.

## **MISSION**

TESDA provides direction, policies, programs and standards towards quality technical education and skill development.

## **VISION**

TESDA is the leading partner in the development of the Filipino workforce with world-class competence and positive work values.

## **VALUES STATEMENT**

We believe in demonstrated competence, institutional integrity, personal commitment and deep sense of nationalism.

## **Definition of the Philippine TVET Qualifications Framework**

The Philippine TVET Qualifications Framework is a quality-assured national system for giving recognition to the attainment of knowledge, skills, attitudes and values along the middle level skilled occupations.

It is meant to serve as a comprehensive, nationally consistent yet flexible framework for all qualifications in post-secondary tech-voc education and training. The paradigm points to the accumulation of units of competency towards a nationally recognized qualification corresponding to a national certification. It defines four (4) levels of competencies (NCI-NCIV) but lays open the possibility of adding higher levels than NC-IV.

The system has the following basic features:

- Recognition of prior learning, whether acquired in a learning institution or in enterprise-based work experiences- this would provide opportunities for entry through skills acquired from formal schooling (TVET graduates) as well as through experience in the workplace. Thus, workers can have their job experience given corresponding equivalence in schools;
- Modularized and competency-based learning, based on industry-defined competency standards;
- Accumulation of certificate of competencies towards an occupational license/ certificate – specific competencies of workers are assessed and certified. Completion of all required competencies within an occupational level entitles the worker to a national certificate or license;
- Self-pacing – the attainment of certificate or license is not time-bound. The system gives emphasis on the skills and knowledge required to gain qualification rather than the type or length of the training programs.

The Philippine TVET Qualifications Framework is also advantageous in view of the following:

- Provides for clearer integration of learning and work along middle-level skills;
- Serves to rationalize all TVET or middle-level skills qualification into a single, nationally recognized qualifications framework;
- Serves as basis for articulation of TVET programs across all TVET providers and into higher education;
- Supports flexible TVET pathways through recognition of prior learning;
- Focuses on units of competency as defined in national competency standards.

## Structure of the Framework

### *Coverage*

The Philippine TVET Qualifications Framework has adopted the four (4) levels of competencies for the determination of qualification and certification of worker's skills. Each category/ level has corresponding assessment tools that serve as instruments in evaluating the level of knowledge and skills competence for a particular occupation/ job.

The four (4) Certificate Levels are the following:

- **National Certificate Level I:**
  - A worker at this level performs routine and predictable tasks involving little latitude for judgment;
  - Adherence to appropriate standards or specifications are usually involved;
  - Assignments are usually made by supervisors or a worker at a higher level who gives simple instructions and make clarifications or suggestions when necessary.
- **National Certificate Level II:**
  - A worker at this level performs a prescribed range of functions involving known routines and procedures where clearly identified choices and limited complexities apply;
  - Work involves some accountability for the quality of outputs;
  - Applications at this level may involve individual responsibility or autonomy, or working with others as part of a team or group.
- **National Certificate Level III:**



- A worker at this level performs a wide range of skilled operations at a high level competence involving known routines and procedures. The work context involves some complexity in the extent and choice of options available;
- Work involves understanding the work process, contributing to problem solving, and making decisions to determine the processes, equipment and materials to be used;
- Applications at this level may involve individual responsibility or autonomy and/or may involve some responsibility for others. Participation in teams including team group coordination may be involved.
- **National Certificate Level IV:**
  - A worker at this level performs a wide range of applications in a variety of contexts most of which are complex and non-routine;
  - Work involves some leadership and guidance when organizing activities of self and others as well as contributing to technical solutions of a non-routine or contingency nature. Work at this level also requires evaluation and analysis of current practices and the development of new criteria and procedures;
  - Applications involve responsibility for the organization and performance of others.

The Philippine TVET Qualifications Framework focuses on units of competency. As defined, competency involves the possession and application of knowledge, skills and attitudes to perform work activities to the standard expected in the workplace. Key elements of a competency include:

- Task skills – requires performance of the task(s) to the required standard as described in the unit of competency and expected in the workplace. The assessor needs to collect evidence that the candidates can do the individual actions as well as the whole task;
- Task Management Skills – captures the skills used as people plan and integrate a number of potentially different tasks to achieve a complete work outcome. Candidates should provide evidence that they can work efficiently to meet deadlines, handle a sequence of interrelated tasks and progress smoothly between tasks;
- Contingency Management Tasks – the requirement to respond to irregularities and breakdowns in routines. Candidates should show evidence of dealing with contingencies like: breakdowns, irregularities, imperfections, and the unknown;
- Job/Role Environment Skills – the requirements to deal with the responsibilities and expectations of the work environment. The capacity to work with others and adapt to different situations is central to successful performance.

### *Recognition of prior learning*

The TOQCS recognizes prior learning whether acquired in a learning institution or enterprise. It provides a framework that would make it possible for easy entry and exit in the educational system through the recognition of skills and knowledge acquired either in school or in the workplace. This means that for workers who want to pursue further schooling relevant to their work, their job experiences can have equivalent units earned in the formal educational system.



## TESDA WOMEN'S CENTER (TWC)

**Address:** TESDA Complex, 37 East Service Road, South Expressway, Taguig, Metro Manila  
**Telephone Nos.:** 817-2650; 817-4076 loc. 278 Hotline: 887-7777  
**Email Address:** tesdawomen@yahoo.com  
**Contact Person:** Ms. Cecile B. Gutierrez, Director

### VISION STATEMENT

The TESDA Women's Center is an internationally recognized Center of Excellence for Women in the Asia-Pacific Region.

### MISSION STATEMENT

The Center develops highly skilled, globally competitive women workers and entrepreneurs and forges a conducive environment that expands their economic choices.

### OBJECTIVES

The Center aims to contribute to the improvement of the socio-economic status of women through training, entrepreneurship development, gender-sensitive policies, programs and projects supported by research and advocacy in collaboration with public and private organizations and institutions in Asia-Pacific Region.

Its target beneficiaries are:

- urban poor women
- women from the rural areas
- young women
- returning women migrant workers
- wives of overseas workers/seamen
- women professionals/employees
- women displaced workers

# TECHNOLOGY RESOURCE CENTER (TRC)



**Address:** TRC Building, 103 J. Abad Santos cor. Lopez Jaena Sts., Little Baguio, San Juan City  
**Telephone Nos.:** 727-6205 loc. 401, 721-0123  
**Email Address:** laurenteeana@yahoo.com  
**Contact Person:** Ms. Lauren Teena D. Velasquez Group Manager Technology Utilization and Commercialization Services

## MANDATE

To hasten and enhance social and economic progress in the country through self-reliance and to harness indigenous resources and appropriate technologies in search for improved effectiveness and efficiency.

## VISION

To be the country's leading government resource institution of technology-based products and services for livelihood and enterprise development.

## MISSION

To spearhead enterprise development and the creation of livelihood opportunities through an integrated and strategic approach covering the promotion and utilization of resources and technology breakthroughs.

## CORE FUNCTIONS

- Technology and livelihood promotion and information dissemination.
- Technology sourcing, assessment, utilization and commercialization.

## TRC PRODUCTS AND SERVICES

- Hands-on Livelihood Training  
“TRC conducts both in-house trainings which are held at the 2nd floor of the address stated above and institutional trainings which require a minimum number of 20 participants per training course and which may be held at pre-agreed venues, including outside Metro Manila.”
- Multi-media projects
- Joint business venture development under the Technology-based Business Incubation Program
- Technology and Livelihood Development Centers (TLDCs)
- Development and management of mini-industrial estates
- Livelihood networking solutions

## Employers Association



### **EMPLOYERS' CONFEDERATION OF THE PHILIPPINES (ECOP)**

**Address:** 3/F ECC Building, 355 Sen. Gil Puyat Extension, Makati Avenue, Makati City  
**Telephone No.:** 897-4010 Fax: 897-4656  
**Email Address:** dangbuenaventura@yahoo.com  
**Contact Person:** Dang Buenaventura Programme Manager, Corporate Social Responsibility Department Project Management Unit

#### **MISSION**

Unifying employers to a common ideal of national prosperity amid industrial peace, ECOP takes the lead in consolidating and articulating the employers' interest in matters concerning labor-management relations and socio-economic development.

#### **OBJECTIVES**

ECOP strives to achieve this by meeting the following specific objectives:

- Formulate and recommend policy proposals on all issues affecting labor-management relations, as well as on other social and economic policy questions before government agencies and tripartite councils in regional, national, and international conferences.
- Enhance professional and ethical management practices and standards for effective and harmonious labor-management relations.
- Encourage and ensure the success of the tripartite consultation machinery to enable workers, employers and government to work harmoniously and effectively towards greater productivity and national progress.
- Promote corporate social responsibility based on enlightened self-interest.
- Assist employers in continuously strengthening labor-management relations and improving productivity and competitiveness.

# Employers Association

## NUWHRAIN-APL-IUF



**Address:** 2125 Taft Avenue, Malate, Manila  
**Telephone No.:** 536-2886; Fax 536-2883  
**Email Address:**  
**Contact Person:** Marites Gurion, Director for NUWHRAIN NCWCLC  
Loida Ty, Staff

The National Union of Workers in Hotel, Restaurant and Allied Industries (NUWHRAIN) was organized on 12 October 1970 under the principle of “one industry-one union”, and it is run by leaders who are themselves workers actually employed in the industry and directly elected by, and funded mainly by dues from its member-workers.

Locally, NUWHRAIN coordinates and assists in its chapter’s organizing, collective bargaining, dispute settlement, research, education, communication, fellowship, and membership welfare activities, especially those concerning women workers. In these, it works closely with the non-governmental workers’ education association known as the Labor Education and Research Network (LEARN). It also sponsors the operations of the industry-wide multi-purpose cooperative NUWHRAIN Development Cooperative (NUWDECO) which serves as its economic arm; and the Alliance for the Real Advancement of Workers (ARAW), which in turn serves as a political arm.

### VISION-MISSION OF NUWHRAIN

#### We Commit:

To organize all Filipino Hotel, Restaurant and Allied workers as the recognized leading democratic, worker-led, self-reliant nationwide trade union advocating social movement unionism.

To mobilize its members to undertake:

- responsive organizing
- quality collective bargaining
- progressive advocacy
- organized mass action
- necessary cooperative and welfare benefits
- services specific to women

#### We Believe In:

A democratic, just, humane, gender-equal and self-managed workplace and society. Providing adequate compensation and benefits to its leaders and staff.



## TRADE UNION CONGRESS OF THE PHILIPPINES

**Address:** TUCP Building, Masaya cor. Maharlika Sts., PGEA Compound, Teacher's Village, Diliman, Quezon City

**Telephone Nos.:** 924-7551, 436-1803  
*Anti-Human Trafficking Hotline Numbers:* Telefax 433-9440; 0928-3347721; 09196027880

**Email Address:** [secretariat@trafficking.orgsecrectucp@tucp.org.ph](mailto:secretariat@trafficking.orgsecrectucp@tucp.org.ph)

**Contact Person:** Cedric C. Bagtas, Deputy General Secretary  
Anna Lee Fos, Project Coordinator

### THE ORGANIZATION

A truly representative democratic organization composed primarily of trade unions, workers' organizations and other groups of workers. With members in all sectors and industries (from agriculture to manufacturing to service) including government employees, associations/ organizations of groups, from the OFWs, informal sector, drivers, urban poor, youth groups, cooperatives, alliances, coalitions and other civil society groups.

### DEDICATED TO

- Building democratic organizations run/led by members
- Strengthening the workers movement, building skills/capacities
- Instilling nationalism, solidarity, equity and social responsibility
- Promoting equal rights and opportunities for all
- Improving conditions of work and life of workers and their families, including those of non—members

## Non-Government Organization

### BATIS CENTER FOR WOMEN



**Address:** Rm. 302 United Church of Christ in the Philippines (UCCP)  
Building, 877 EDSA, Quezon City  
**Telephone No.:** 925-3822  
**Email Address:** batis@pacific.net.ph  
**Contact Person:** Andrea Luisa C. Anolin Executive Director

#### VISION

Batis Center for Women believes in a society...

- which provides gainful employment and livelihood opportunities for all;
- where women have equal opportunities for employment, livelihood programs and growth;
- where people are not forced to work overseas due to the impoverished state of the economy and the existence of exploitative and oppressive social structures; and
- where the rights of those who freely choose to work abroad are promoted and respected.

#### MISSION

Hence, Batis Center for Women is committed to...

- inform and educate the general public on the plight of women migrant workers in order to generate a strong public opinion against the exploitation and continued sending of women migrant workers;
- respond to specific needs of distressed women migrant workers, their children and families through empowerment, wherein they themselves participate in the struggle to change the oppressive and exploitative conditions within their family, their community, and the society.

#### GOALS

Batis Center for Women aims to...

- help returning and returned distressed Filipino migrant women, their children, and other members of their families by providing direct services to enable them to restore their self-worth and dignity;
- assist exploited migrant women in the legal process to secure their human rights, rights before the law and their gender;
- help them to help themselves to enable them to decide on their own and become self-reliant by promoting their rights, organizing and educating them, and supporting their initiatives;
- struggle against gender oppression, trafficking, violence against migrant women and other forms of human rights violation;
- lobby and pressure government to enact and implement (existing) laws and policies protecting the rights of migrant women and their children;
- create a strong public opinion that will work for equality and justice for women, migrants and children; and
- link up with organizations and contribute to the strong movement of migrants, women and children.



# BATIS-AWARE WOMEN'S ORGANIZATION, INC.

**Address** Rm. 302 United Church of Christ in the Philippines (UCCP) Building, 877 EDSA, Quezon City

**Telephone No.**  
925-3822

**Email Address** batis@pacific.net.ph

**Contact Person** Victorina Lloren President

Batis-AWARE (Association of Women in Action for the Rights and Empowerment) Women's Organization, Inc., an organization of Filipino migrant women from Japan who have experienced labor rights violation and exploitation in their place of work. It also looks into the plight of previous entertainers, who have been abused and abandoned by their Japanese husbands.

## VISION

Batis-AWARE dreams of a free, peaceful developed, humane, gender-fare, pro-environment and god-fearing society wherein every citizen enjoys a fulfilling and abundant life. Such a society guarantees the welfare and well-being of its citizens by providing equal opportunity and access to social services like education, health, security, family and community life, etc. A society that promotes and where everyone is free to exercise his/her right to work, and have a meaningful life.

## MISSION

Expand its reach and influence; work for the genuine empowerment of women and create work opportunities for members, facilitate for life-long education of women and to fully participate in the struggle from the realization of its vision.

## GOALS

Ten years from now,  
Batis Aware:

1. Shall have fully consolidated memberships, who are equipped with the necessary knowledge, skills and attitudes in resolving the problems that confront them as well as in pursuing their own interest and concerns.
2. Shall have several self generating enterprises that can support women and the organization.
3. Shall have established good relations and partnership with local and international women's organization, church groups academic institutions and humanitarian organizations.



# DEVELOPMENT ACTION FOR WOMEN NETWORK (DAWN)



**Address** Rm. 514 Don Santiago Building, 1344 Taft Avenue, Ermita,  
Manila  
**Telephone No.** 526-9098  
**Email Address** dawnphil@i-next.net  
**Contact Person** Mary Joy E. Barcelona, Sikhay Coordinator  
Alternative Livelihood Program  
Ms. Carmelita G. Nuqui, Executive Director

The Development Action for Women Network (DAWN) is a non-government development organization created on February 6, 1996 to assist Filipino women migrants in Japan and their Japanese-Filipino children (JFC) in the promotion and protection of their human rights and welfare.

## VISION

A society where women and men share equal opportunities for a just and humane living, creating empowered and self-reliant families in communities where each one cares for one another in the spirit of peace based on justice; and where migration is an option that is respected and protected.

## MISSION

- To live hope with the Filipino people, especially with the returning distressed migrant women and JFC, through programs and services that enable them and their families to regain and strengthen their sense of dignity and self-worth and reclaim their wholeness.
- To generate strong public support for the promotion of issues, rights and concerns of Filipino migrants and their families, as well as possible alternatives to their families, as well as possible alternatives to their situation.

## GOALS

1. Ensure the immediate reintegration of returning distressed migrant women with their families and the larger Philippine society.
2. Create alternative livelihood opportunities for returning migrant women as an option to migration.
3. Generate a strong public opinion against all forms of violence and discrimination inflicted on migrant women and children.
4. Build a wide network of support for distressed Filipino migrant women and their families.

DAWN has an aggressive advocacy and networking program to ensure public awareness of the plight of women migrant workers and Japanese Filipino Children (JFC); and generate support for their cause. It plays host to around 300 visitors per year as a result of its advocacy and networking efforts.



# KANLUNGAN CENTRE FOUNDATION, INC.

**Address:** 77 K-10<sup>th</sup> St. Kamias Quezon City  
**Telephone No.:** 928-2384  
**Email Address:** kcfi@philonline.com.ph  
**Contact Person:** Rosemarie R. Trajano, Executive Director  
Loida B. Bernabe, Program Coordinator

## VISION

We, as officers and workers of Kanlungan Centre Foundation, Inc., envision a truly sovereign and democratic Philippine society where labor migration is just an, and not the only option, and where overseas Filipino women and men, enjoy the respect of peoples in other societies within the context of a just and egalitarian global order.

## MISSION

In the attainment of our vision, we shall:

1. Uphold the rights and welfare of OFWs and their families, especially women migrants thru gender-responsive, holistic and empowering direct services, advocacy, organizing and capacity-building.
2. Engage in the prevention and fight against trafficking in women and children.
3. Contribute to the creation of social, cultural, economic and political conditions where rights of OFWs and their families are protected, sustainable reintegration of OFWs is facilitated and alternatives to labor migration are available

## GOALS

As we are guided by the Vision and Mission, we are further challenged to concretize:

1. Empowered OFWs and their families as manifested by the following:
  - a. awareness of the national and global issues affecting migration
  - b. awareness and claim taking of their rights and entitlements
  - c. participation in governance
2. Gender responsive community-based structures of care and governance that provide preventive, remedial and developmental services to migrant workers and their families.
3. Strong collaboration between and among advocates, service providers and other and other stakeholders to provide holistic and gender-sensitive services to OFWs and their families
4. A critical mass of advocates that actively lobbies at the national and international level for pro-migrant policies, programs and services that promote and protect the rights and welfare of OFWs and their families and other migrant issues and concerns
5. Strengthen the ability of overseas Filipinos to assert their rights, individually and collectively, to deepen their nationalism, and enhance participation in local economy and national development.

# VISAYAN FORUM FOUNDATION, INC.



**Address:** No. 18 12<sup>th</sup> Avenue, Barangay Socorro, Murphy, Cubao, Quezon City  
**Telephone Nos.:** 709-0573; 709-0711  
**Email Address:** visforum@pltdsl.net  
**Contact Person:** Cecilia Flores-OebandaPresident

## VISION

A society where marginalized migrants, especially Filipino women and children, are free and empowered

## MISSION

To contribute to the protection, freedom and empowerment of marginalized migrants, especially Filipino women and children, by:

1. Mobilizing local, national and international efforts that promote safe migration and work for the development of marginalized migrants, especially the invisible domestic workers and trafficked women and children.
2. Providing integrative services and interventions.
3. Campaigning, capacity-building and organizing advocates and volunteers as agents of change towards policies and programs that sustain long-term development involving women and children, communities, and other social partners.
4. Leading and sustaining preventive and proactive community-based programs

## GOALS

- Institutionalized local, national and international policies that shall protect and provide programs and services for women and children especially the mainstreaming of domestic workers and trafficked persons.
- Sustained networks, partners, support or survivor groups and other stakeholders to provide protection, justice and developmental opportunities for long-term implementation of programs and services to victims of trafficking, abusive domestic work, as well as other vulnerable groups.
- Interventions for victims of trafficking and abusive domestic work are set up and strengthened in strategic areas, ports and hotspots.
- Communities are economically viable and secured.





# Appendices

## Assessment Tools

# Introduction

It is suggested that the Personal Entrepreneurial Competencies Assessment and the Career Interest Assessment tools be used together with the catalogue to identify the appropriate training programmes and support services that the beneficiaries can avail of.

The first assessment tool is the **Personal Entrepreneurial Competencies Assessment Instrument** adapted from Management Systems International (MSI) and McBer and Company's Entrepreneurship Workshop. There are ten personal entrepreneurial competencies frequently identified with successful entrepreneurs. This will help in making an initial self-assessment on whether or not one is ready for entrepreneurship. This PEC Assessment Instrument has been translated to Filipino to assist the intended respondents to understand more comprehensively each of the 55 brief statements. The personal entrepreneurial competencies where the beneficiary scored low will give an indication which training programmes and support services can be recommended for them to avail of.

The second assessment tool is the **Career Interest Assessment Instrument**. This is based on the Holland vocational preferences model which was developed by John L. Holland, Professor Emeritus at Johns Hopkins University. The model identifies six vocational themes (realistic, investigative, artistic, social, enterprising, conventional). An individual's occupational personality is expressed as some combination of high and low scores on these six themes. High scores indicate that the beneficiary enjoys those kinds of activities. Discuss the findings with the concerned client and explore career or employment options. In career exploration, it is best to explain clearly the information so that the client will be well-informed of the career options provided in the tool that are available to her and should not be forced to choose a possible career without knowing its demands and viability to pursue in the long run. The themes where the beneficiary scored high will give an indication which training programmes and support services can be recommended for them to avail of.

# Appendix 1. Personal Entrepreneurial Competencies Assessment

## THE PERSONAL ENTREPRENEURIAL COMPETENCIES

Based on the psychological make up of a successful entrepreneur, a set of qualities has been evolved by behavioral scientists and is collectively called **Personal Entrepreneurial Competencies** or **PECs**. They are referred to as competencies because these qualities are to be translated into actions – demonstrated, exhibited – by an individual in order to make things happen rather than just remain as traits which are considered more passive or mere mental pre-occupations.

Essentially, these competencies are the following:

- opportunity seeking
- persistence
- commitment to work contract
- risk taking
- demand for efficiency and quality
- goal setting
- information seeking
- systematic planning and monitoring
- persuasion and networking
- self confidence

**Opportunity seeking.** The entrepreneur readily identifies opportunities for going into business. An entrepreneur does not only spot opportunities for business but would also do something about the opportunities cited like actually putting up a business. An entrepreneur will also seize unusual opportunities to obtain financing, equipment, land, work space or business assistance.

**Persistence** is also a hallmark of a successful entrepreneur. An entrepreneur does not give up easily when confronted with obstacles. Instead, she takes repeated and different actions to overcome them.

**Commitment to the work contract.** Once the entrepreneur accepts a job, she accepts full responsibility for it. She pitches in with workers in order to get the job done at a mutually-agreed time.

**Risk-taking.** An important quality of the entrepreneur is the willingness to take risks. However, she is a cautious risk taker and not a gambler. She prefers to take on challenging tasks knowing that with her knowledge, experience and hard work, she has a fair chance to succeed.

**Demand for efficiency and quality.** An entrepreneur sets high but realistic standards for excellence for herself and she finds it hard to compromise on those standards. So, in order to be able to meet these standards, the entrepreneur strives to find ways to do things better, faster, or cheaper.

**Goal setting.** As an achiever, the entrepreneur is aware that planning can contribute to her high need to achieve. She therefore sets clear and well-defined long term and short term goals.

**Systematic planning and monitoring.** As a careful planner, she always thinks of what she really wants to accomplish in the long run and what today's activity means

in terms of achieving her long-term goals. In other words, an entrepreneur does not only set long term goals but also breaks these goals systematically into short-term objectives. Furthermore, she keeps on monitoring the progress of the project so that she is well aware if she is going in the right direction or if modifications are needed along the way.

**Information seeking.** In order to achieve her long- and short-term goals, the entrepreneur seeks for relevant information regarding clients, suppliers and competitors; consults experts for business and technical advice; and uses contacts or information networks to obtain useful information.

**Persuasion and networking.** A persuasive person who readily establishes a network of personal and business contacts around her usually makes a good entrepreneur. An entrepreneur knows that she needs power to achieve her business objectives. She is, therefore, quick to identify sources of power if she cannot source power from within her.

**Self confidence.** Finally, the entrepreneur exudes self-confidence. She strongly believes in herself and her own abilities. No challenge is too difficult nor a task too big that the entrepreneur would indulge in self-doubt.

These are the ten personal entrepreneurial competencies frequently identified with successful entrepreneurs. Assessing oneself against this yardstick is not a simple task. But one can try. This will help in making an initial self-assessment on whether or not one is ready for entrepreneurship. This Personal Entrepreneurial Competencies (PEC) Assessment Instrument has been translated to Filipino to assist the intended respondents to understand more comprehensively each of the 55 brief statements.

Source: UPISSI Handout (1992). Module 8: How Does an Entrepreneur Behave. pp. 217-218.



## Personal Entrepreneurial Competencies (PEC) Assessment

---

Pangalan/Name: \_\_\_\_\_ Edad/Age: \_\_\_\_\_

Tirahan/Address: \_\_\_\_\_  
\_\_\_\_\_

Narito ang isang kwestyonaryo tungkol sa kahandaan bilang negoyaste. Ito ay magbibigay sa iyo ng magandang ideya kung ano ang iyong mga kahinaan at kalakasan sa iyong personal na mga pang negosyanteng mga kagalingan.

Here is a questionnaire on entrepreneurial readiness. This one will give you a good idea what your weak and strong personal entrepreneurial competencies are.

Mga Panuto (Instructions):

1. Ang kwestyonaryong ito ay mayroong 55 maikling mga pangungusap. Basahin ang bawat pangungusap at magpasya kung gaano ito naglalarawan sa iyo. Maging tapat tungkol sa iyong sarili. Tandaan, walang sino man ang nakagagawa ng lahat ng bagay na lubhang napakagaling.

This questionnaire consists of 55 brief statements. Read each statement and decide how well it describes you. Be honest about yourself. Remember, no one does everything very well.

2. Bilugan ang isa sa mga numero na nagsasabi kung gaano ang bawat pangungusap ay naglalarawan sa iyo. Encircle one of the numbers to indicate how well the statement describes you::

**5 – Palagi/Always**  
**4 – Madalas/Usually**  
**3 – Paminsan-minsan/Sometimes**  
**2 – Bihira/Rarely**  
**1 – Hindi kailanman/Never**

3. May mga pangungusap na maaaring magkahawig, subalit walang dalawang pangungusap na talagang magkatulad.  
Some statements may be similar but no two are exactly alike.
4. Maaari lamang na sagutin ang lahat ng mga tanong.  
Please answer all questions.

1	<b>Humahanap ako ng mga trabahong kailangan gawin.</b> I look for things that need to be done.	1	2	3	4	5
2	<b>Kapag nahaharap ako sa isang mahirap na problema, gumugugol ako ng panahon upang hanapan ito ng solusyon.</b> When faced with a difficult problem, I spend a lot of time trying to find a solution.	1	2	3	4	5
3	<b>Tinatapos ko ang aking mga gawain sa tamang oras.</b> I complete my work on time.	1	2	3	4	5
4	<b>Hindi ako mapakali kapag hindi nagagawa ng maayos ang trabaho.</b> It bothers me when things are not done very well	1	2	3	4	5
5	<b>Mas-ninananais ko ang mga sitwasyon kung saan mas-hawak ko ang kalalabasan.</b> I prefer situations in which I can control the outcomes as much as possible.	1	2	3	4	5
6	<b>Nais kong pag-isipan ang hinaharap.</b> I like to think about the future.	1	2	3	4	5
7	<b>Bago ako magsimula sa isang gawain o proyekto, kumakalap muna ako ng maraming impormasyon.</b> When starting a new task or project, I gather a great deal of information before going ahead.	1	2	3	4	5
8	<b>Pinaplano ko ang isang proyekto sa pamamagitan ng paghahati nito sa mas maliliit na gawain.</b> I plan a large project by breaking it down into smaller tasks.	1	2	3	4	5
9	<b>Hinihingi ko ang suporta ng iba sa aking mga mungkahi.</b> I get others to support my recommendations.	1	2	3	4	5
10	<b>Kampante ako na ako ay magtatagumpay sa lahat ng aking susubukan.</b> I feel confident that I will succeed at whatever I try to do.	1	2	3	4	5
11	<b>Kahit sinuman ang aking kausap, ako ay magaling makinig.</b> No matter whom I'm talking to, I'm a good listener.	1	2	3	4	5
12	<b>Ginagawa ko ang mga kailangan gawin bago pa ipagawa ito sa akin ng iba.</b> I do things that need to be done before being asked to by others.	1	2	3	4	5
13	<b>Ilang beses kong sinusubukang ipagawa sa iba ang nais kong ipagawa sa kanila.</b> I try several times to get people to do what I would like them to do.	1	2	3	4	5
14	<b>Tinutupad ko ang aking mga pangako.</b> I keep the promises I make.	1	2	3	4	5
15	<b>Ang aking trabaho ay mas maganda sa mga trabaho ng aking mga kasanggawa.</b> My own work is better than that of other people I work with.	1	2	3	4	5
16	<b>Hindi ko sinusubukan ang isang bagong bagay nang hindi sinisiguro na ako ay magtatagumpay.</b> I don't try something new without making sure I will succeed.	1	2	3	4	5
17	<b>Sayang ang panahon sa pag-aalala sa kung ano ang gagawin mo sa iyong buhay.</b> It's a waste of time to worry about what to do with your life.	1	2	3	4	5

18	<b>Humihingi ako ng payo sa mga taong maraming alam sa mga trabahong aking ginagawa.</b> I seek the advise of people who know a lot about the tasks I am working on.	1	2	3	4	5
19	<b>Pinagiisipan ko ang mga maganda at hindi maganda o mga iba't-ibang paraan ng paggawa ng mga bagay.</b> I think about the advantages and disadvantages or different ways of accomplishing things.	1	2	3	4	5
20	<b>Hindi ako naglalaan ng maraming oras sa pag-iisip ng paraan upang maimpluwensyahan ang ibang tao.</b> I do not spend much time thinking how to influence others.	1	2	3	4	5
21	<b>Madaling magbago ang aking isip kung may taong hindi sumasang-ayon sa akin.</b> I change my mind if others disagree strongly with me.	1	2	3	4	5
22	<b>Ako ay nagtatampo kapag hindi ko nakukuha ang aking gusto.</b> I feel resentful when I don't get my way.	1	2	3	4	5
23	<b>Gusto ko ang mga pagsubok at mga bagong pagkakataon.</b> I like challenges and new opportunities.	1	2	3	4	5
24	<b>Kapag may humahadlang sa nais kong gawin, tinutuloy ko pa rin ang paggawa sa aking gusto.</b> When something gets in the way of what I am trying to do, I keep on trying to accomplish what I want.	1	2	3	4	5
25	<b>Kapag kinakailangan, ginagawa ko ang trabaho ng iba para lamang matapos ito sa oras.</b> I am happy to do someone's else's work, if necessary, to get the job done on time.	1	2	3	4	5
26	<b>Hindi ko gustong nasasayang ang aking oras.</b> It bothers me when my time is wasted.	1	2	3	4	5
27	<b>Tinitimbang ko ang pagkakataong ako ay magtatagumpay o mabibigo bago ko gawin ang isang bagay.</b> I weigh my chances of succeeding or failing before I decide to do something.	1	2	3	4	5
28	<b>Kapag mas tiyak ang aking nais sa buhay, ako ay mas may pagkakataong magtagumpay.</b> The more specific I can be about what I want out of life, the more chance I have to succeed.	1	2	3	4	5
29	<b>Ako ay kumikilos nang hindi nag-aaksaya ng panahon sa pagkakalap ng impormasyon.</b> I take action without wasting time gathering information.	1	2	3	4	5
30	<b>Pinag-iisipan ko ang mga problemang aking kakaharapin, at pinaplano ko ang aking gagawin kapag ang problema ay mangyayari.</b> I try to think of all the problems I may encounter and plan what to do if each problem occurs.	1	2	3	4	5
31	<b>Kumukuha ako ng tulong mula sa mga importanteng tao upang matupad ang aking mga hangarin.</b> I get important people to help me accomplish my goals.	1	2	3	4	5
32	<b>Kapag sumusubok ako ng bagay na mahirap, kampante ako na ako ay magtatagumpay.</b> When trying something difficult or challenging, I feel confident that I will succeed.	1	2	3	4	5

33	<b>Ako ay nakaranas na ng pagkabigo sa nakaraan.</b> In the past, I have had failures.	1	2	3	4	5
34	<b>Masgusto ko ang mga gawaing dati ko nang ginagawa, at kung saan ako komportable.</b> I prefer activities that I know well and with which I am comfortable.	1	2	3	4	5
35	<b>Kapag nahaharap sa isang pagsubok, mabilis akong lumilipat sa ibang bagay.</b> When faced with a major difficulty, I quickly go on to other things.	1	2	3	4	5
36	<b>Kapag gumagawa ako ng trabaho para sa isang tao, pinagsisikapan kong magiging masaya ang taong ito sa aking nagawa.</b> When I am doing a job for someone, I make a special effort to make sure that person is happy with my work.	1	2	3	4	5
37	<b>Hindi ako lubusang masaya kung papaano ginagawa ang isang bagay; iniisip kong may mas magandang paraan upang magawa ito.</b> I'm never entirely happy with the way in which things are done; I always think there must be a better way.	1	2	3	4	5
38	<b>Ginagawa ko ang mga bagay na mapanganib.</b> I do things that are risky.	1	2	3	4	5
39	<b>May malinaw akong plano sa aking buhay.</b> I have a very clear plan for my life.	1	2	3	4	5
40	<b>Kapag gumagawa ako ng proyekto para sa isang tao, marami akong tanong upang masiguro na naiintindihan ko ang nais ng taong ito.</b> When working on a project for someone, I ask many questions to be sure I understand what the person wants.	1	2	3	4	5
41	<b>Tinutuunan ko ng pansin ang problema kapag ito ay nangyari, sa halip na maglaan ng oras sa pagaalala sa mga problema.</b> I deal with problems as they arise, rather than spend time trying to anticipate them.	1	2	3	4	5
42	<b>Upang makamit ang aking mga layunin, umiisip ako ng mga solusyon na makakatulong sa lahat ng sangkot sa problema.</b> In order to reach my goals, I think of solutions that benefit everyone involved in a problem.	1	2	3	4	5
43	<b>Maayos ang aking trabaho.</b> I do very good work.	1	2	3	4	5
44	<b>May mga pagkakataong pinagsamantalahan ko ang ibang tao.</b> There have been occasions when I took advantage of someone.	1	2	3	4	5
45	<b>Sumusubok ako ng mga bagay na bago at kakaiba sa mga nagawa ko sa nakaraan.</b> I try things that are very new and different from what I have done before.	1	2	3	4	5
46	<b>Sumusubok ako ng ibat-ibang paraan upang madaig ang mga bagay na humahadlang sa pagkamit ng aking mga layunin.</b> I try several ways to overcome things that get in the way of reaching my goals.	1	2	3	4	5

47	<b>Masmahalaga sa akin ang aking pamilya at personal na buhay kaysa sa mga pantrabahong alituntuning aking itinatakda sa aking sarili.</b> My family and personal life are more important to me than work deadlines I set for myself.	1	2	3	4	5
48	<b>Humahanap ako ng mga paraang mas mapadali ang aking mga gawain sa bahay at sa trabaho.</b> I find ways to complete tasks faster at work and at home.	1	2	3	4	5
49	<b>Ginagawa ko ang mga bagay na itinuturing na mapanganib ng iba.</b> I do things that others consider risky.	1	2	3	4	5
50	<b>Inaalala kong makamit ang aking mga linggu-linggong layunin katulad ng pag-aalala ko sa aking pangtaunang layunin.</b> I am concerned about meeting my weekly goals as I am for my yearly goals.	1	2	3	4	5
51	<b>Kumakalap ako ng impormasyon sa iba't-ibang pagkukunan upang matulungan ako sa mga gawain o proyekto.</b> I go to several sources to get information to get help with tasks of projects.	1	2	3	4	5
52	<b>Kapag ang isang solusyon sa problema ay hindi gumana, humahanap ako ng ibang paraan.</b> If one approach to a problem does not work, I think of another approach.	1	2	3	4	5
53	<b>Napapapagbago ko ng isip ang mga taong may matitibay na opinion or kuru-kuro.</b> I am able to get people who have strong opinions or ideas to change their minds.	1	2	3	4	5
54	<b>Pinaninindigan ko ang aking mga desisyon kahit may taong lubhang hindi sumasang-ayon sa akin.</b> I stick with my decisions even if others disagree strongly with me.	1	2	3	4	5
55	<b>Kapag may hindi ako alam na bagay, inaamin ko ito.</b> When I don't know something, I don't mind admitting it.	1	2	3	4	5

Adapted from Management Systems International (MSI) and McBer and Company: **Entrepreneurship Workshop**. (c.f. UPISSI Handout (1992). Module 9. Do I Have What It Takes to Become an Entrepreneur. pp. 245-256.)

## Scoring instructions for the Staff who will administer the Questionnaire:

1. Using the table below, do the following:
  - a. Enter the ratings from the completed questionnaire on the lines above the item numbers in parentheses.
  - b. Do the addition and subtraction indicated in each row to compute each PEC score. Note that the item numbers in the columns are consecutive. Item No. 2 is below No. 1, and so on.
  - c. Add all the PEC scores to get your total raw score. (For now, disregard the last column on “correction factor.” You’ll have a chance to work on it later.)

Ratings of statements							Score	PEC					
$\overline{(1)}$	+	$\overline{(12)}$	+	$\overline{(23)}$	-	$\overline{(34)}$	+	$\overline{(45)}$	+	$\overline{6}$	=	_____	Opportunity seeking
$\overline{(2)}$	+	$\overline{(13)}$	+	$\overline{(24)}$	-	$\overline{(35)}$	+	$\overline{(46)}$	+	$\overline{6}$	=	_____	Persistence
$\overline{(3)}$	+	$\overline{(14)}$	+	$\overline{(25)}$	+	$\overline{(36)}$	-	$\overline{(47)}$	+	$\overline{6}$	=	_____	Commitment to work contract
$\overline{(4)}$	+	$\overline{(15)}$	+	$\overline{(26)}$	+	$\overline{(37)}$	-	$\overline{(48)}$	+	$\overline{6}$	=	_____	Demand for quality/ efficiency
$\overline{(5)}$	-	$\overline{(16)}$	+	$\overline{(27)}$	+	$\overline{(38)}$	+	$\overline{(49)}$	+	$\overline{6}$	=	_____	Risk taking
$\overline{(6)}$	-	$\overline{(17)}$	+	$\overline{(28)}$	+	$\overline{(39)}$	+	$\overline{(50)}$	+	$\overline{6}$	=	_____	Goal setting
$\overline{(7)}$	+	$\overline{(18)}$	-	$\overline{(29)}$	+	$\overline{(40)}$	+	$\overline{(51)}$	+	$\overline{6}$	=	_____	Information seeking
$\overline{(8)}$	+	$\overline{(19)}$	+	$\overline{(30)}$	-	$\overline{(41)}$	+	$\overline{(52)}$	+	$\overline{6}$	=	_____	Systematic planning / monitoring
$\overline{(9)}$	+	$\overline{(20)}$	+	$\overline{(31)}$	-	$\overline{(42)}$	+	$\overline{(53)}$	+	$\overline{6}$	=	_____	Persuasion and networking
$\overline{(10)}$	-	$\overline{(21)}$	+	$\overline{(32)}$	+	$\overline{(43)}$	+	$\overline{(54)}$	+	$\overline{6}$	=	_____	Self-confidence
$\overline{(11)}$	-	$\overline{(22)}$	-	$\overline{(33)}$	-	$\overline{(44)}$	+	$\overline{(55)}$	+	$\overline{18}$	=	_____	Correction factor

**Now that you've finished the rating table, you may now go on to the next step.**

1. Get the net score by subtracting the correction factor from the total raw score. The correction factor is used to determine whether or not a person tries to present a very favorable image of himself or herself. If the total score on this factor is **20 or greater**, then the total scores on the PECs must be corrected to provide a more accurate assessment of the strength of the PEC scores for the individual. Follow the steps below:
  - a. Go to the last column of the ratings table. Total the scores in Items 11, 22, 33, 44 and 55. The sum you will get is the correction factor score.
  - b. Now that you have the correction factor score, use the following guide in figuring how much to subtract from the raw score. Encircle or highlight the numbers that correspond to the score.

**If the correction factor score is:**

**Subtract the following number  
from each PEC score:**

24 or 25	7
22 or 23	5
20 or 21	3
19 or less	0

- c. Now, you can correct the raw scores in each PEC. Use the following table while referring to the original ratings table.

<b>PEC</b>	<b>Original Score</b>	<b>–</b>	<b>Correction Number</b>	<b>=</b>	<b>Corrected Total</b>
Opportunity seeking		–		=	
Persistence		–		=	
Commitment to work contract		–		=	
Demand for quality/ efficiency		–		=	
Risk taking		–		=	
Goal setting		–		=	
Information seeking		–		=	
Systematic planning / monitoring		–		=	
Persuasion and networking		–		=	
Self-confidence		–		=	

3. Get the PEC profile by transferring the corrected PEC score to the profile sheet below. Using the profile sheet, follow the steps below:
  - a. Mark an "X" at the appropriate point on the horizontal line for each PEC.
  - b. Draw a heavy vertical line connecting the "Xs" for each PEC and you have constructed your PEC profile.

**PEC Profile Sheet**

Opportunity seeking					
Persistence					
Commitment to work contract					
Demand for quality/ efficiency					
Risk taking					
Goal setting					
Information seeking					
Systematic planning / monitoring					
Persuasion and networking					
Self-confidence					
	0	5	10	15	20
				25	

4. Discuss the PEC Profile Sheet data with the concerned individual. Emphasize that there is a need to improve ones personal entrepreneurial competencies if her/his score for each is below 20. Moreover, it is imperative to double ones effort to improve ones PEC if her/his score is below 10.
5. After the discussion, you may now use the Catalogue of Skills and Livelihood and Other Support Services to refer the client for relevant trainings.

**Adapted from Management Systems International (MSI) and McBer and Company: Entrepreneurship Workshop.**

(c.f. UPISSI Handout (1992). Module 9. Do I Have What It Takes to Become an Entrepreneur. pp. 245-256.)



## Appendix 2. Career Interest Assessment

### THE HOLLAND VOCATIONAL PREFERENCES MODEL

Self awareness is a very important step in career planning. A better understanding of oneself enables an individual to realistically plan and direct ones life and career. As one goes through answering the attached instrument, one will begin to have a clearer view of oneself, what one really wants to achieve and what type of work can best maximize ones potentials. It begins by examining ones interests.

One of the most widely used approaches to guide career choices is the Holland vocational preferences model. This theory consists of three major components. First, Holland found that people have varying occupational preferences; we do not all like to do the same things. Second, his research demonstrates that if you do a job you think is important, you will be a more productive employee. Personality of worker may be matched to typical work environments where that can occur. Third, you will have more in common with people who have similar interest patterns and less in common with those who don't (DeCenzo and Robbins, 2005).

The Holland vocational preferences model identifies six vocational themes (realistic, investigative, artistic, social, enterprising, conventional) presented below. An individual's occupational personality is expressed as some combination of high and low scores on these six themes. High scores indicate that you enjoy those kinds of activities. Although it is possible to score high or low on all six scales, most people are identified by three dominant scales. The six themes are arranged in the hexagonal structure. This scale model represents the fact that some of the themes are opposing, while others have mutually reinforcing characteristics (DeCenzo and Robbins, 2005).

**Realistic** – rugged, robust, practical, prefer to deal with things rather than people; mechanical interests. Best job matches are Agriculture, Nature, Adventure, Military, Mechanical.

**Investigative** – scientific, task-oriented, prefer abstract problems, prefer to think through problems rather than to act on them, not highly person-oriented, enjoy ambiguity. Corresponding jobs are Science, Mathematics, Medical Science, Medical Service.

**Artistic** – enjoy creative self-expression, dislike highly structured situations, sensitive, emotional, independent, original. Corresponding jobs are Music/Dramatics, Art, Writing.

**Social** – concerned with the welfare of others, enjoy developing and teaching others, good in group settings, extroverted, cheerful, popular. Corresponding jobs are Teaching, Social Service, Athletics, Domestic Arts, Religious Activities.

**Enterprising** – good facility with words, prefer selling or leading, energetic, extroverted, adventurous, enjoy persuasion. Corresponding jobs are Public Speaking, Law/Politics, Merchandising, Sales, Business Management.

**Conventional** – prefer ordered, numerical work, enjoy large organizations, stable, dependable. Corresponding job is Office Practices.

Source: Adapted from Making Vocational Choices, 2<sup>nd</sup> edition, Psychological Assessment Resources, Inc. (1992). (C.f. DeCenzo and Robbins (2005). Fundamentals of Human Resource Management. p. 234.)



<b>INVESTIGATIVE</b>	
<b>Grado/Rating</b> <b>0 = walang interes/no interest</b> <b>1 = napaka-kaunti ng interes/very little interest</b> <b>2 = kaunting interes/little interest</b>	
<b>3 = interesado/interested</b> <b>4 = lubhang interesado/very interested</b>	
	<b>Kailangan kong maunawaan nang mabuti ang mga bagay-bagay.</b> I need to understand things thoroughly.
	<b>Maaari akong mag-ukol ng ilang oras upang pag-isipan ang isa o ilang bagay.</b> I can get absorbed for hours thinking something out.
	<b>Nakapupuno ng kasiyahan sa kalooban ang sumubok ng mga bagong ideya.</b> It's satisfying to explore new ideas.
	<b>Minsan ay maaari akong umupo ng matagal at sagutin ang mga palaisipan o magbasa o magmuni-muni ukol sa buhay.</b> Sometimes I can sit for long periods of time and work on puzzles or read or just think about life.
	<b>Nasasabik akong magbasa ukol sa anumang paksang nakapukaw ng aking interes.</b> I'm eager to read about any subject that arouses my curiosity.
	<b>Kailangan kong suriin ng mabuti ang isang problema bago ko ito aksyunan.</b> I need to analyze a problem pretty thoroughly before I act on it.
	<b>Patuloy akong nagtatanong ng "bakit"?</b> I keep asking "why".
	<b>Kailangan kong huwag iwanan ang isang problema hanggat hindi ako nakakahanap ng kasagutan dito.</b> I need to stay with a problem until I figure out an answer.
	<b>Gusto kong malaman ang lahat ng bagay ukol sa mga paksang interesado ako.</b> I'd like to learn all there is to know about subjects that interest me.
	<b>Noon pa man ay lagi ko nang nais malaman kung paano at bakit ganoon ang kalikasan.</b> I've always been curious about the way nature works.

<b>ARTISTIC</b>	
<b>Grado/Rating</b> <b>0 = walang interes/no interest</b> <b>1 = napaka-kaunti ng interes/very little interest</b> <b>2 = kaunting interes/little interest</b>	
<b>3 = interesado/interested</b> <b>4 = lubhang interesado/very interested</b>	
	<b>Kahit anong uri ng musika, kulay at ganda ay talagang nakaaapekto sa aking nararamdaman.</b> Music, color, beauty of any kind can really affect my moods.
	<b>Natututuwa ako sa mga magagandang kapaligiran; ang mga kulay at disenyo ay malaki ang kahulugan sa akin.</b> I appreciate beautiful surroundings; color and design mean a lot to me.
	<b>Ako ay laging naghahanap ng mga bagong paraan upang ipahayag ang aking pagkamalikhain.</b> I always seem to be looking for new ways to express my creativity.
	<b>Mayroon akong napakalawak na imahinasyon.</b> I have a great imagination.
	<b>Talagang gusto kong magsubok ng mga malikhaing bagong ideya.</b> I love to try creative new ideas.
	<b>Gusto kong maipahayag ang aking mga nararamdaman sa pamamagitan ng aking trabaho.</b> I like my work to be an expression of my moods and feelings.
	<b>Ang kagandahan ng kalikasan ay tumitimo sa kalaliman ng aking kalooban.</b> The beauty of nature touches something deep inside me.
	<b>Kapag ako'y lumilikha, madalas ay hindi ko alintana ang iba pang mga bagay.</b> When I'm creating, I tend to let everything else go.
	<b>Nakatutuwag kapag ikaw ay nasa pakiramdam na gusto mong subukan o gumawa ng bagay na hindi pangkaraniwan.</b> It's fun to be in a mood to try or do something unusual.
	<b>Mahirap maisip ang buhay ko nang walang kagandahang nakapaligid sa akin.</b> It would be hard to imagine my life without beauty around me.

<b>SOCIAL</b>	
<b>Grado/Rating</b> <b>0 = walang interes/no interest</b> <b>1 = napaka-kaunti ng interes/very little interest</b> <b>2 = kaunting interes/little interest</b>	
<b>3 = interesado/interested</b> <b>4 = lubhang interesado/very interested</b>	
	<b>Mga tao ang nakapagpapayaman at nakapagbibigay kahulugan sa aking buhay.</b> People enrich my life and give it meaning.
	<b>Gusto kong palaging may kasama o mga kasama.</b> I love company.
	<b>Mahalaga sa akin na maibahagi sa ibang tao ang bagay na mahalaga sa akin.</b> I value being able to share personal concerns with people.
	<b>Madalas kong nararamdaman na kung ang isang tao ay kailangan makipag-usap sa ibang tao.</b> I can often sense when a person needs to talk to someone.
	<b>Bumubuti ang aking pakiramdam kapag nakapag-aalaga ako ng ibang tao.</b> It makes me feel good to take care of people.
	<b>Kung may problema ako sa isang tao, mas gusto kong pag-usapan at ayusin ito.</b> If I have problem with someone, I prefer to talk it out and resolve it.
	<b>Gusto kong makahanap ng mga paraan upang tulungan ang mga tao na kailangan ang isa't-isa.</b> I like to find ways to help people care more for each other.
	<b>Madalas akong magbigay daan upang pansinin ang mga taong mukhang nangungulila at walang kaibigan.</b> I often go out of my way to pay attentions to people who seem lonely and friendless.
	<b>Naniniwala ako na ang mga tao ay likas na mabuti.</b> I believe that people are basically good.
	<b>Madalas na ang mga tao ay sinasabi sa akin ang kanilang mga problema.</b> People often seem to tell me their problems.

<b>ENTERPRISING</b>	
<b>Grado/Rating</b> <b>0 = walang interes/no interest</b> <b>1 = napaka-kaunti ng interes/very little interest</b> <b>2 = kaunting interes/little interest</b>	
<b>3 = interesado/interested</b> <b>4 = lubhang interesado/very interested</b>	
	<b>May tiwala ako sa aking sarili na kaya kong gumawa ng mga bagay.</b> I have confidence in myself that I can make things happen.
	<b>Nakatutuwa sa akin na ako ay isang taong mahalaga sa isang grupo.</b> Being a key person in a group is very satisfying to me.
	<b>Nakapagpapasaya sa akin na maorganisa at mapakilos ang mga tao.</b> I enjoy getting people organized and on the move.
	<b>Gusto ko na ako ay inaasahan na magawa ang isang bagay.</b> I like to have people rely on me to get the job done.
	<b>Matapos akong makapagmungkahi ng plano, nais kong iba na ang mag-asikaso ng mga detalye nito.</b> After I suggest a plan, I prefer to let others take care of the details.
	<b>Nakakapukaw ng damdamin ang makibahagi sa paggawa ng mga mahahalagang desisyon.</b> It's exciting to take part in important decisions.
	<b>Ang mabigyan ng mas mataas na posisyon at pag-asenso ay mahalaga sa akin.</b> Promotions and advancement are important to me.
	<b>Nakatutuwa ang makapag-impluwensya ng mga tao.</b> It's exciting to influence people.
	<b>Handa ako gumawa ng mapanganib na bagay upang umasenso.</b> I'm willing to take some risks to get ahead.
	<b>Nakatutuwa na makapag-paunawa ng mga ideya sa ibang tao.</b> It's fun to get ideas across to people.

<b>CONVENTIONAL</b>	
<b>Grado/Rating</b> <b>0 = walang interes/no interest</b> <b>1 = napaka-kaunti ng interes/very little interest</b> <b>2 = kaunting interes/little interest</b>	
<b>3 = interesado/interested</b> <b>4 = lubhang interesado/very interested</b>	
	<b>Gusto ko ng malinaw na direksyon upang matiyak ang aking mga gagawin.</b> I appreciate clear directions so that I know exactly what to do.
	<b>Kailangan kong isaayos ang aking kapaligiran upang matapos ko ang aking gawain.</b> I need to get my surroundings in order before I start a project.
	<b>Ang isang mahusay na nakagawiang pamamaraan ng paggawa ay nakakatulong sa akin magampanan ang trabaho ko.</b> A good routine helps me get the job done.
	<b>Natutuwa akong malaman na nagampanan ko ang itinakdang gawain ng maingat at buong-buo.</b> I'm satisfied knowing that I've done an assignment carefully and completely.
	<b>Mas gusto ko sa isang posisyon na hindi ako kailangang managot sa mga desisyon.</b> I prefer being in a position where I don't have to take responsibility for decisions.
	<b>Lagi akong masaya na ipaubaya sa iba ang pangunguna.</b> I'm always glad to have someone else take charge.
	<b>Ang maayos na gawain, para sa akin, ay ang maingat na paggawa ng takdang dami ng gawain araw-araw.</b> Efficiency, for me, means doing a set amount carefully each day.
	<b>Gusto ko ng tiyak na mga kautusan at malinaw na mga alituntunin kapag ako ay nagsisimula ng bagong bagay.</b> I like exact directions and clear rules when I start something new.
	<b>Hindi ko gustong gumawa ng mga bagay hanggat hindi ko natitiyak na ito'y nasang-ayunan.</b> I don't like to do things unless I'm sure they're approved.
	<b>Gusto kong matiyak kung ano ang inaasahan sa akin.</b> I appreciate knowing exactly what people expect of me.

Adapted from Michellozi, B.N. (1998). *Coming alive from nine to five: The career search handbook* (3<sup>rd</sup> edition). Mountaing View, CA: Mayfield Publishing Company. (C.f. San Jose State University. [www.careercenter.sjsu.edu](http://www.careercenter.sjsu.edu). 03/30/07.)

## Scoring instructions for the Staff who will administer the Questionnaire:

1. Add up the ratings of each item to determine the total score per type of people.
2. Now, using the table below, enter the total score from the completed questionnaire on each of the indicated type of people.

Type of People*	Score
<b>Realistic</b> – people who have athletic or mechanical ability, prefer to work with objects, machines, tools, plants, animals, or to be outdoors.	
<b>Investigative</b> – people who like to observe, learn, investigate, analyze, evaluate, or solve problems.	
<b>Artistic</b> – people who have artistic, innovating, or intuitive abilities, and like to work in unstructured situations, using their imagination or creativity.	
<b>Social</b> – people who like to work with people to inform, enlighten, help, train, develop or cure them, or are skilled with words.	
<b>Enterprising</b> – people who like to work with people to influence, persuade, perform, lead, or manage for organizational goals or for economic gain.	
<b>Conventional</b> – people who like to work with data, have clerical or numerical ability, carrying things out in detail or following through on instruction.	

\*Source: San Jose State University Career Center (2007)

Adapted from Michellozi, B.N. (1998). *Coming alive from nine to five: The career search handbook (3<sup>rd</sup> edition)*. Mountaing View, CA: Mayfield Publishing Company. (C.f. San Jose State University. [www.careercenter.sjsu.edu](http://www.careercenter.sjsu.edu). 03/30/07.)

3. Encircle from the table the three (3) areas in which the scores are highest to develop a better understanding of that type of people (personality style, abilities, interests) and learn how each one relates to possible career options which are indicated below.

## REALISTIC

Personality	Style Abilities	Interests
<ul style="list-style-type: none"> <li>• Practical</li> <li>• Athletic</li> <li>• Straightforward</li> <li>• Mechanically inclined</li> <li>• A nature lover</li> <li>• Curious about the physical world</li> <li>• See results of labor</li> </ul>	<ul style="list-style-type: none"> <li>• Fix electrical things</li> <li>• Solve mechanical problems</li> <li>• Pitch a tent</li> <li>• Play a sport</li> <li>• Read a blue print</li> <li>• Plant a garden</li> <li>• Operate tools and machinery</li> </ul>	<ul style="list-style-type: none"> <li>• Work with machines</li> <li>• Work outdoors</li> <li>• Be physically active</li> <li>• Use your hands</li> <li>• Build things</li> <li>• Tend and train animals</li> <li>• Work on cars</li> </ul>
Career Possibilities		
<ul style="list-style-type: none"> <li>• Agricultural Extension Agent</li> <li>• Air Traffic Controller</li> <li>• Archeologist</li> <li>• Athletic Trainer</li> <li>• Cartographer</li> <li>• Correction Officer</li> <li>• Dancer</li> <li>• Engineer</li> <li>• Farmer</li> <li>• Forrester</li> </ul>	<ul style="list-style-type: none"> <li>• Horticulturist</li> <li>• Industrial Safety Expert</li> <li>• Landscape Architect</li> <li>• Licensed Nurse</li> <li>• Livestock Manager</li> <li>• Military Officer</li> <li>• Physical Education Instructor</li> <li>• Physical Fitness Expert</li> <li>• Physical/Occupational Therapist</li> </ul>	<ul style="list-style-type: none"> <li>• Pilot</li> <li>• Police Officer</li> <li>• Production/Manufacturing Specialist</li> <li>• Public Transportation Manager</li> <li>• Recreation Administrator</li> <li>• Therapeutic Recreation Specialist</li> <li>• Vocational Education Teacher</li> </ul>

## INVESTIGATIVE

Personality	Style Abilities	Interests
<ul style="list-style-type: none"> <li>• Inquisitive</li> <li>• Analytical</li> <li>• Scientific</li> <li>• Observant</li> <li>• Precise</li> <li>• Autonomous</li> </ul>	<ul style="list-style-type: none"> <li>• Think abstractly</li> <li>• Solve math problems</li> <li>• Understand physics theories</li> <li>• Do complex calculations</li> <li>• Use a microscope</li> <li>• Interpret formulas</li> </ul>	<ul style="list-style-type: none"> <li>• Explore ideas</li> <li>• Use computers</li> <li>• Work independently</li> <li>• Perform lab experiments</li> <li>• Read scientific or technical magazines</li> <li>• Analyze data</li> </ul>
Career Possibilities		
<ul style="list-style-type: none"> <li>• Actuary</li> <li>• Agronomist</li> <li>• Airplane Pilot</li> <li>• Anthropologist</li> <li>• Architect</li> <li>• Biologist</li> <li>• Chemist</li> <li>• Computer System Analyst</li> <li>• Conservationist</li> </ul>	<ul style="list-style-type: none"> <li>• Criminologist</li> <li>• Dentist</li> <li>• Ecologist</li> <li>• Economist</li> <li>• Engineer</li> <li>• Geologist</li> <li>• Horticulturist</li> <li>• Immunologist</li> </ul>	<ul style="list-style-type: none"> <li>• Industrial and Fire Safety</li> <li>• Nutritionist</li> <li>• Oceanographer</li> <li>• Pharmacist</li> <li>• Physician</li> <li>• Psychologist</li> <li>• Speech Pathologist</li> <li>• Technical Writer</li> <li>• Veterinarian</li> </ul>

## ARTISTIC

Personality	Style Abilities	Interests
<ul style="list-style-type: none"> <li>• Creative</li> <li>• Intuitive</li> <li>• Imaginative</li> <li>• Individual</li> <li>• Flexible</li> </ul>	<ul style="list-style-type: none"> <li>• Design fashions or interiors</li> <li>• Sketch, draw, paint</li> <li>• Play a musical instrument</li> <li>• Write stories, poetry, music</li> <li>• Sing, act, dance, direct</li> <li>• Solve problems</li> </ul>	<ul style="list-style-type: none"> <li>• Attend concerts, theatre, art exhibits</li> <li>• Read fictions, plays, poetry</li> <li>• Work on crafts</li> <li>• Take photographs</li> <li>• Express yourself creatively</li> </ul>
Career Possibilities		
<ul style="list-style-type: none"> <li>• Architect</li> <li>• Artist</li> <li>• Cartographer</li> <li>• Cartoonist</li> <li>• Critic/Reviewer</li> <li>• Dance Instructor</li> <li>• Director</li> <li>• Editorial Assistant</li> </ul>	<ul style="list-style-type: none"> <li>• Fashion Illustrator</li> <li>• Fashion Model</li> <li>• Foreign Language Interpreter</li> <li>• Graphics Designer</li> <li>• Interior Decorator</li> <li>• Journalist</li> <li>• Landscape Architect</li> </ul>	<ul style="list-style-type: none"> <li>• Librarian</li> <li>• Museum Curator</li> <li>• Organizational Executive</li> <li>• Performer</li> <li>• Photographer</li> <li>• Recreation Specialist</li> <li>• Writer</li> </ul>

## SOCIAL

Personality	Style Abilities	Interests
<ul style="list-style-type: none"> <li>• Friendly</li> <li>• Helpful</li> <li>• Idealistic</li> <li>• Insightful</li> <li>• Outgoing</li> <li>• Understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Teach and train others</li> <li>• Express yourself clearly</li> <li>• Lead a group discussion</li> <li>• Mediate disputes</li> <li>• Plan and supervise an activity</li> <li>• Cooperate well with others</li> </ul>	<ul style="list-style-type: none"> <li>• Work in groups</li> <li>• Help people with problems</li> <li>• Participate in meetings</li> <li>• Do volunteer service</li> <li>• Work with young people</li> <li>• Play team sports</li> </ul>
Career Possibilities		
<ul style="list-style-type: none"> <li>• Art and Music Therapist</li> <li>• Campus Minister</li> <li>• Career Counselor</li> <li>• Community Service Admin.</li> <li>• Counselor</li> <li>• Dietician</li> <li>• Educational Administrator</li> <li>• Environmentalist</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental Health Engineer</li> <li>• Gerontologist</li> <li>• Interpreter</li> <li>• Nurse</li> <li>• Occupational Therapist</li> <li>• Parole Officer</li> <li>• Pastoral Counselor</li> </ul>	<ul style="list-style-type: none"> <li>• Personnel Interviewer</li> <li>• Physical Fitness Expert</li> <li>• Physical Therapist</li> <li>• Psychologist</li> <li>• Public Health Service Officer</li> <li>• Recreation Director</li> <li>• Religion teacher</li> <li>• Sales Representative</li> </ul>

## ENTERPRISING

Personality	Style Abilities	Interests
<ul style="list-style-type: none"> <li>• Self-confident</li> <li>• Assertive</li> <li>• Sociable</li> <li>• Persuasive</li> <li>• Enthusiastic</li> <li>• Energetic</li> </ul>	<ul style="list-style-type: none"> <li>• Initiate projects</li> <li>• Convince people to do things your way</li> <li>• Sell things or promote ideas</li> <li>• Give talks or speeches</li> <li>• Organize activities and events</li> <li>• Lead a group</li> </ul>	<ul style="list-style-type: none"> <li>• Make decisions affecting others</li> <li>• Be elected to an office</li> <li>• Win a leadership or sales award</li> <li>• Start your own service or business</li> <li>• Participate in a political campaign</li> <li>• Meet important people</li> </ul>
Career Possibilities		
<ul style="list-style-type: none"> <li>• Advertising Executive</li> <li>• Attorney</li> <li>• Banker</li> <li>• Campaign Manager</li> <li>• Communication Manager</li> <li>• Customer Service Manager</li> <li>• Event Planner</li> <li>• Insurance Underwriter</li> <li>• Journalist</li> </ul>	<ul style="list-style-type: none"> <li>• Labor arbitrator</li> <li>• Lobbyist</li> <li>• Manufacturer's Rep.</li> <li>• Market Analyst</li> <li>• Personnel Recruiter</li> <li>• Politician</li> <li>• Production Manager</li> <li>• Public Administration</li> <li>• Public relations Specialist</li> </ul>	<ul style="list-style-type: none"> <li>• Radio/TV Announcer</li> <li>• Real Estate Agent</li> <li>• Retail Manager</li> <li>• Sales Rep./Manager</li> <li>• School Principal</li> <li>• Sports Info. Director</li> <li>• Stockbroker</li> <li>• Trade Association Director</li> </ul>



## CONVENTIONAL

Personality	Style Abilities	Interests
<ul style="list-style-type: none"> <li>• Well-organized</li> <li>• Accurate</li> <li>• Numerically inclined</li> <li>• Methodical</li> <li>• Conscientious</li> <li>• Efficient</li> </ul>	<ul style="list-style-type: none"> <li>• Work well within a system</li> <li>• Do a lot of paper work in a short time</li> <li>• Keep accurate records</li> <li>• Use a computer terminal</li> <li>• Write effective business letters</li> </ul>	<ul style="list-style-type: none"> <li>• Follow clearly defined procedures</li> <li>• Use data-processing equipment</li> <li>• Work with numbers</li> <li>• Type or take shorthand</li> <li>• Be responsible for details</li> </ul>
Career Possibilities		
<ul style="list-style-type: none"> <li>• Accountant</li> <li>• Actuary</li> <li>• Administrative Assistant</li> <li>• Air Traffic Controller</li> <li>• Auditor</li> <li>• Bank Teller/Manager</li> <li>• Bookkeeper</li> <li>• Budget Officer</li> <li>• Business Teacher</li> <li>• Cartographer</li> <li>• Computer Programmer/Operator</li> <li>• Corrections Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Cost Analyst</li> <li>• Court Reporter</li> <li>• Credit Analyst</li> <li>• Customer Service Representative</li> <li>• Detective/Police Officer</li> <li>• Financial Aid Officer</li> <li>• Financial Analyst</li> <li>• Fire Inspector</li> <li>• Insurance Underwriter</li> <li>• Inventory Controller</li> <li>• Librarian</li> <li>• Market Research Analyst</li> </ul>	<ul style="list-style-type: none"> <li>• Medical Records Technician</li> <li>• Paralegal Assistant</li> <li>• Phototypesetter</li> <li>• Proofreader</li> <li>• Real Estate Title Examiner</li> <li>• Registrar</li> <li>• Safety Inspector</li> <li>• Statistician</li> <li>• Surveyor</li> <li>• Tax Consultant</li> <li>• Ticket/Travel Agent</li> <li>• Transit manager</li> </ul>

4. Discuss your findings with the concerned client and explore career or employment options. In career exploration, it is to best to explain clearly the above information so that the client will be well-informed of the options that are available to her and should not be forced to choose a possible career without knowing its demands and viability to pursue in the long run.

## ABOUT THE CATALOGUE

The return and reintegration process of the migration cycle is often more problematic than the initial departure for migration; yet it is also the least subject to policy interventions. Reintegration programmes to assist return migrants to readjust and to fit back into the labour market, society and family tend to be ad-hoc and on such a limited scale that they have not been able to reach the mass of returning migrants.

This Catalogue seeks to provide trafficked persons with wider options to address their economic difficulties upon return. It is also intended to assist service providers in facilitating the economic reintegration of trafficked persons based on their individual needs and aspirations and ensuring that they receive the appropriate skills, vocational and enterprise development training programs that are linked to a market demand.

While this Catalogue is initially intended for victims of trafficking, it can also be used by return migrants in general who face financial and other economic difficulties upon their return.

**International Labour Organization**  
Regional Office for Asia and the Pacific  
United Nations Building, Rajdamnern Nok Avenue  
Bangkok 10200, Thailand  
Tel. No. +66 2288 1234  
Fax No. +66 2288 3062  
[www.ilo.org/asia](http://www.ilo.org/asia)

ASIAN **2006**  
DECENT WORK  
DECADE **2015**