

**SUBJECT : POLICY ON GRANTING TRAINING ALLOWANCE TO
PROJECT CLIENTS OF RSW**

I. RATIONALE:

The Rehabilitation Sheltered Workshop is a government facility managed and operated by the Department of Social Welfare and Development-National Capital Region. It is a non-residential business like facility that renders vocational rehabilitation and temporary work training to persons with disabilities through sheltered workshop for them to become gainfully engaged in productive work and contributing members of the society.

At present the center, caters to sixty-six (66) clients of various disabilities such as visually impaired, hearing and speech impaired, multi-disability, deaf, cerebral, orthopedic and mentally challenged. All of them were trained and currently participating in various productivity projects to prepare and enhance their inner skills for possible employment outside and/or self-sufficiency by putting up their own livelihood activity.

Republic Act 7277 otherwise known as the Magna Carta for the Disabled Persons specifically Title Two, Section 6, provides among others that if suitable employment for disabled persons cannot be found through open employment the state shall endeavor to provide it by means of sheltered employment. It is along this context that RSW has always been trying to do its best in assisting PWDs through sheltered workshop despite limitations in resources.

The center idealizes to become business like in operation thus we always try to inculcate work discipline to all our clientele so that they would be ready for possible eventual open employment in industries in the future.

As a practice, the newly admitted client of RSW is given an initial orientation of the programs and services of the center. Aside from the orientation, they will be given an opportunity for a hands-on training under close supervision of their respective supervisor to gauge their skills and interest and for them to be trained along the usual rudiments of the job. However, during the course of ten working day training period, the client will incur for the transportation and food expenses in which as per experience most of the clients who underwent training sometimes failed to report due to financial constraints. It is along this context why the center is proposing this policy in order to help those newly admitted clients completed the ten-day work training period.

The objective of which is for the project client to adjust to the normal phases of productivity work and become productive after the duration of the training period. This is also the discovery stage wherein the Manpower Development staff would determine if a potential client is really suited for a specific job or not taking into consideration their work performance as well as work behavior.

Usually during OJT stage, clients are still making work adjustments and cannot be expected to produce sufficient output based on the required standards and therefore not able to earn adequate amount to suffice for daily needs such as transportation and food. It is along this premise that the center propose to provide transportation allowance to the newly admitted clients in order to comply with the ten-working days training period. Each client will receive P150.00 per day or P1,500.00 for the whole ten-day duration of training. This proposal is more or less trying to incorporate industry practice but not exactly the same in the sense that the activity is to be done within the context of rehabilitation.

It is important to state that some of our clientele in the past have articulated this kind of suggestion. Based on past experiences some newly admitted clients were not able to finish or complete the training period due to the absence of transportation allowance.

The proposed policy guidelines will certainly enhance the attainment of one of the rehabilitation objectives which is to inculcate proper work behavior suitable to industry standards. Once given a training allowance clients would be motivated and encourage to report and stick to the training period thus they will be able to adjust adequately and smoothly with phases of productivity work and pave way to becoming a skillful and productive worker earning income that would augment their needs and that of their families.

II. LEGAL BASES

This proposed policy guidelines has the following legal basis to wit:

- a. **Republic Act No 7277, otherwise known as the Magna Carta for the Disabled Persons** specifically Title Two, Section 6, provides among others that if suitable employment for disabled persons cannot be found through open employment the state shall endeavor to provide it by means of sheltered employment.
- b. **Administrative Order No.7 Series of 2004:** Guidelines for the Implementation of Sheltered Workshop for PWDs and Older Persons which provides that "during the vocational training, project workers shall be given incentive for their work to keep them motivated".

- c. **Section 23, Item No. 2 of Reorganization Plan 50**, provides for the administration of the sheltered workshop under the Pilot Rehabilitation Training Center (now RSW) for the disabled persons. The PRTC has a dual purpose of training clients and production of goods for sale in marketing outlets.
- d. **Manual of Operations** of RSW provides among others that the workshop shall extend a rate/income to PWD clients comparable with community standards.

III. DEFINITION OF TERMS

- a. **Person with Disabilities (PWDs) – refers to** those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.
- b. **Sheltered Employment– refers to** the provision of productive work, in workshop providing special facilities, in income-generating projects or thru homework schemes, for persons with disability to give them opportunity to earn a living, earning wage and enabling them to acquire a working capacity required in open industry.
- c. **Project Clients – refers to** PWD clients admitted in the center whether assigned from any of the different productivity projects available in the center.
- d. **Disability – refers to** a physical or mental impairment that substantially limits one or more psychological, physiological or anatomical function of an individual or activities of such individual.
- e. **Training Allowance - refers to** the granting of cash to the newly admitted project clients undergoing on-the-job training for 10-days in a specified productivity project while still making adjustment with phases of production work and hence cannot produce sufficient outputs for income purposes.

IV. OBJECTIVES

This proposed policy guidelines is being formulated with the following purposes:

General Objective:

To come up with a general frame of reference in the granting of training allowance to Persons With Disabilities clients of the center.

Specific Objectives:

- a. To set the criteria for the availment of training allowance.
- b. To establish procedures, rules and regulations in the implementation of the policy.
- c. To institutionalize roles and responsibilities of stakeholders/key players in the operationalization of the policy.

V. SCOPE AND COVERAGE

This guideline will cover all newly admitted PWD clients of the center who were initially assessed by the social workers fit to work based on the job requirement.

The following are the legitimate clients who can avail for the granting of training allowance to wit;

- a. All new clients admitted in the different productivity projects such as Garment Trade Project, Doormat Project, Canteen Project, Carpentry, Metal Craft Project, Silk Screen Project and other other future output based productivity projects of the center.
- b. Clients admitted as OJT from NVRC shall not be covered by this guidelines considering that they are still covered by their Gratuity Allowance as client of NVRC.
- c. While clients are on work training, as practice they will be paid based on their daily work output.

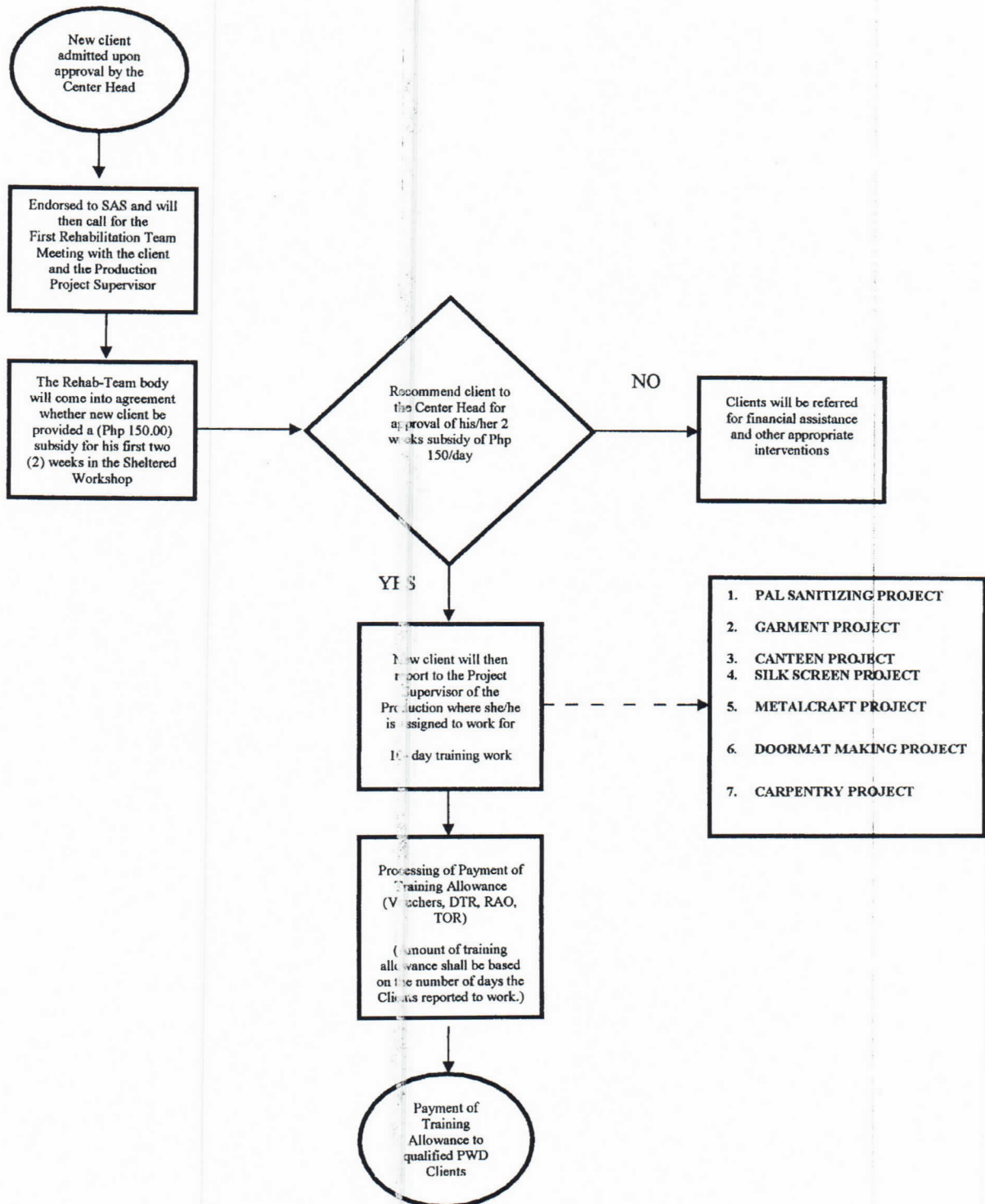
VI. GENERAL POLICIES AND PROCEDURES

A potential project clients will be assessed by the social service in coordination with the production service. If found initially fitted for job requirement, client would be allowed to undergo work training for about ten-working days. They are entitled to receive an amount of P150.00/day for 10 days duration of their OJT. Provision of Php 150.00 allowance shall cover all newly admitted clients of the center. The training period shall be enforced as part of pre-workshop engagement.

Below is the procedural steps along implementation of the policy:

- a. Upon receipt of referral for client's admission, Social Auxiliary Service (SAS) shall call for a pre-admission/rehab meeting with the different Unit Heads and Senior Staff to officially present and discuss client's case for disposition.
- b. The Social Service after a thorough assessment together with all Senior Staff as member of the Rehabilitation Team shall submit a recommendation to the center head of the client's admission for work training on productivity project.
- c. The Officer In-Charge shall act accordingly on the submitted recommendation for approval. Once the client has been approve for admission, SAS will officially endorse the new clients to the production service.
- d. The Project Supervisor shall orient the project clients about the rudiments of the job and if found acceptable, the client will be informed as to their schedule as basis for the granting of allowance for the 10-days period. Close supervision shall be provided by the supervisor to adequately assist them make proper adjustment along the phases of the job.
- e. The total amount to receive by the client shall be based on the number of days reported. Like wise, absences and lates shall be automatically deducted from the said allowance.
- f. Processing of allowance shall be in payroll type and will be facilitated by the designated center's Special Disbursing Officer (SDOs). Attachment / Annexes should be the following:
 1. Regional Administrative Order (RAO)
 2. Terms of Reference (TOR)
 3. Individual Daily Time Record (DTR) of clients
- g. At the end of ten-day training period allowance shall be automatically terminated.
- h. The production service will conduct evaluation on the result of training taking into consideration work adjustment as to productivity, attendance, punctuality, ability to work with others, ability to work under supervision, and work tolerance. The evaluation shall be submitted to the social service for their guidance and reference and further action.

FLOW CHART IN GRANTING TRAINING ALLOWANCE TO NEW CLIENT



VII. INSTITUTIONAL ARRANGEMENT

1. Roles and Responsibilities of Services Involved:

1.1 Social Auxilliary Service

- Conducts overall assessment of client's eligibility for temporary sheltered work in the center.
- Initiate the conduct of Rehabilitation Team Meeting (RTM) with all Senior Staff.
- Directs case management of clients with the involvement of other Rehab. Team Members.
- Conducts monitoring and coordination with Project Supervisor on the status of the client while undergoing the 10-day on the job training.
- Assess the result of the evaluation of the production service regarding the clients' training performance and submit recommendation to the management.

1.2. Production Service:

- Assist the Rehab Team in determining productivity projects suited to clients' interest, inclination, skills and capability.
- Provide close and efficient supervision to clients in the course of the ten-day training engagement in a productivity project of the center.
- Conduct evaluation on the ten-days training period and submit result to the social service for their guidance and reference and further action.
- Implement provision of training allowance to qualified project clients of the center
- Share inputs to the rehab team on concerns/issues related to rehabilitation of clients.

1.3. Field Office-NCR

- Facilitate processing and approval of the payroll, Regional Administrative Order and Terms of Reference (TOR) as an attachment.

VIII. FUNDING SOURCE

Payment shall be chargeable against RSW Direct Release Fund as per approved WFP for the reference year.

IX. EFFECTIVITY

This policy/guidelines takes effect immediately upon its approval. Issued in Manila, this 02 day of August, 2017.


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Regional Director