

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT
NATIONAL CAPITAL REGION

Regional Memorandum Order
Number 01
Series of 2016

SUBJECT: Guidelines on the Management of Private Sponsored Staff of Elsie Gaches Village

I. Rationale

Elsie Gaches Village which is one of the Residential Care Facilities (RCFs) of DSWD-NCR provides care protection and rehabilitation to persons with intellectual/mental impairment and other persons with disabilities who are abandoned neglected and/ or orphaned.

In the period 2005 to the current year, the numbers of residents under the care of the RCF is on the average of 600. Efforts done for its continuous deinstitutionalization including the coordination with the local social welfare offices and the media are made to locate their families/relatives. However, various factors contributed to their long stay at the RCF. First is the residents' inability to provide adequate data or the lack of information that could connect them to their families. Second, if ever there are addresses known, assessment of the family's parenting capability yielded negative. Also, home wage placement, open-employment, foster care and adoption for this group of clientele had been a very tough challenge, hence their prolong stay in the RCF,

With this number of residents at the RCF, there is a bigger demand for staff complement. As stated in Administrative Order No. 15, Series of 2012 that amended Administrative Order No. 11, Series of 2007 entitled Revised Standards for Residential Care Facilities, there had to be one (1) care provider to at most 10 persons with disabilities. Under this Administrative Order, EGV lacks the organic manpower to fully provide the appropriate care of residents for 24 hours. The RCF needs at least 185 direct service care providers to deliver quality care for the residents.

Based on the existing staff complement, there are 74 DSWD workers that provide home life services to the 618 residents. Of this number, 36 are occupying regular positions, 8 are on contractual position, 25 are under Memorandum of Agreement and 5 on Job Order. Knowing the limitations of the government in fund

allocation, efforts to explore sponsorship had been undertaken to augment the manpower complement of the Center. Hence, in addition to the 74 staff, there are 42 Private Sponsored Staff (PSS) serving as caregivers making a total of 116 care providers. This number of PSS greatly supports the home life care of the residents.

As early as the year 1970s, this private sponsorship had already existed in partnership with EGV's benefactors such as Teodoro F. Valencia Foundation, Knights of Columbus and lately through the Consuelo Foundation, Friends of Elsie Gaches Village and Sisters of Charity of St. Anne among others. **Aside from these sponsors, there are 4 other private individuals/companies also sponsoring salaries of staff as of December 2015.** This private sponsorship continued because of the growing number of residents. However, the selection and management of Private Sponsored-Staff (PSS) is based on unwritten procedures of the Center which from time to time varies depending on the management.

As PSS also handles care, custody and for that matter, life of the residents, the skills, knowledge, attitude and interest of each PSS has to appropriately match the needs of its clientele. Care providers work with the residents on a 24-hour basis, and the management has to ensure that only the best qualified individuals are selected through a systematic process. Hence, the need to come up with this guidelines for the selection and management of private sponsored staff of Elsie Gaches Village.

I. Legal Bases:

- A. Executive Order No. 292 or the Revised Administrative Code of 1987 prescribing the discipline of all government employees and imposing sanctions in cases of violation.
- B. DSWD Administrative Order No. 15 Series of 2012 or the amended Administrative Order No. 11, Series of 2007 or the Revised Standards for Residential Care Facilities which emphasized the obligations of the government and its partners as duty bearers to undertake necessary measures to ensure the respect, protection and fulfillment of the rights of the claimholders and setting forth the standards of services.
- C. DSWD Code of Conduct which upholds the highest ethical standards among its officials and employees including those engaged in other arrangements such as contract of service. Memorandum of Agreement, volunteers and Government Internship Program.

- D. Memorandum Circular No. 15 Series of 2008 or the Implementing Guidelines for the DSWD Merit Selection Plan prescribing the hiring process for DSWD employees.
- E. **Administrative Order #7, Series of 2015 or the DSWD Child Protection Policy in the Workplace** approved on 25 May 2015 affirms the commitment of the DSWD to the UN-CRC and declares the policy statement and set of rules covering all officials and employees regardless of employment status.

II. Objectives

The guidelines aims to standardized the hiring/selection of private sponsored staff of EGV. It hopes to attain the following objectives:

1. Install a system in selecting PSS;
2. Come up with a mechanism in the screening of applicants complementary with the Department's selection scheme;
3. Strengthen the partnership with private, international and national foundations, accredited Non-Government Organizations, Private Charitable Institutions and Faith-Based Organizations in support of the particular endeavor; and
4. Provide growth and career development opportunities to PSS.

III. Definition of Terms:

1. **Compensation** – refers to the amount equivalent to a Houseparent I salary provided monthly to PSS in return for the services rendered to EGV and which is funded through private sponsorship.
2. **Candidates** – refers to applicants with completed documentary requirements and passed the written examination and panel interview.
3. **Competency requirements** – refers to the readiness to assume the position applied as manifested during the ten (10) working days pre-service training.
4. **Documentary requirements** – refers to medical, police, barangay and other clearances that attest to the applicant's physical, social and moral status, fitness to work and seek to establish the applicants' residency.

5. Pre-Service Training- refers to the ten days training that aims to determine the applicants' skills for the job, work related values and potential for professional growth.
6. Private Sponsored staff (PSS) refers to individuals with acceptable qualifications taken in to handle specific responsibilities/functions and are provided with **compensation** sponsored by different private individuals/groups/companies and other benefactors of EGV **thru a Memorandum of Agreement (MOA)**. Under this arrangement there is no employee-employer relationship.
7. Qualification Standards – refers to the education, training and experience requirements that the applicants must possess at the time of application.
8. Relative – refers to the relationship of the appointing authority, recommending authority and/or immediate supervisor to the appointee within the 4th civil degree of consanguinity or affinity.

IV. Scope and Coverage:

This guideline covers individuals who seek to apply as Houseparents and other needed positions of EGV through private sponsorship.

V. General Policies

1. Vacant slots for private sponsorship shall be opened to qualified individuals regardless of **sex**, gender, religion or political affiliation.
2. Applicants who had previously worked in the Department but eventually separated therefrom after having found to have inflicted abuse to residents and/or violated existing rules and regulations are disqualified to apply as PSS.
3. The existing Promotion and Selection Committee (PSC) of EGV shall be responsible for the selection of PSS. It shall be composed of the RCF Head as the Chairperson and the Head of Services as members. A secretariat shall also be designated.
4. Partners and private sponsors may be invited during the meeting of PSC especially those who will sponsor a staff.

5. The PSC shall maintain fairness, impartiality and transparency in the assessment of applicants.
6. The No Relative Policy shall be enforced in the selection of PSS.
7. The selection of PSS shall be based on the qualification standards equivalent to the position being applied set by the Civil Service Commission (CSC) and the DSWD, **copy of the qualifications for Houseparent position is herein attached.**
8. Applicants for PSS shall submit documentary requirements, pass the examinations and satisfy the competency requirements, **which shall be uniform with that of the Field Office - Human Resource & Development Service. (FO – HRDS)**
9. Candidates for PSS shall undergo the 10-days Pre-Service training (PST) without remuneration to determine readiness and manifested ability to do the job and work related values.
10. A contract (see Annex A) shall be signed between EGV and PSS before the start of private sponsorship.
11. The PSC shall determine the work assignments of all PSS.
12. Private sponsorships shall be for a period of three (3) years subject to performance evaluation **annually** as basis of continuity and/or termination of contract.
13. All PSS are required to apply for individual Phil-Health, Pag-Ibig, SSS and other contributions through voluntary payment.
14. Result of **annual** performance evaluation shall be used as basis for recommendation of the PSS to regular / casual / contractual / MOA positions in DSWD.
15. Provide the PSS with regular supervision sessions for him/her to be assisted in the discharge of ones functions/responsibilities.
16. Include the PSS in the conduct of capability building activities such as trainings, seminars, wellness activities and other staff development activities.
17. All PSS shall adhere to CSC Rules and Regulations, DSWD Code of Conduct and the DSWD Child Protection Policy in the Workplace. In case of violations, corresponding sanction shall also apply.

18. In case of loss of and/or damage to life or property of staff, residents and EGV as Residential Care Facility, the PSS shall be subject to civil, criminal and other available remedies in observance of due process.

VII. Implementing Procedures:

A. Determination of Vacant Slots for Private Sponsorship

1. The EGV-Promotion and Selection Committee shall determine the slots for private sponsorship based on the needs of the center and taking into consideration the staff-client ratio prescribed in Administrative Order No. 15 Series of 2012. This includes newly vacated slots due to the termination **or resignation** of the PSS.
2. The list of slot for private sponsorship shall be endorsed to EGV partners for possible funding.
3. Once funding is already available, the selection process shall ensue.

B. Posting of vacant Slots and Receipt of Application

1. Immediately upon determination of vacant slots, the PSC shall cause the posting of notice of vacant slots in EGV Bulletin Board, in DSWD-NCR website and in other conspicuous places at EGV for at least 10 days, including the qualifications and requirements for application and indicating the due date of submission.
2. The PSC shall receive applications during the posting period until the set due date of submission which shall not be later than five (5) days after the last day of posting. During the same period, the PSC shall review the documentary requirements and administer written examination **to be conducted by the Center Psychologist** and background check of applicants for short listing of applicants.

C. Assessment and Selection:

1. Once the short list of applicants is available, the PSC shall convene within five (5) days to conduct panel interview of applicants;
2. The PSC shall deliberate on the results of applicants' written examination and panel interview thru a comparative presentation / review and come up with recommendations on who among the applicants will be considered as candidate to undergo the Pre-Service Training, within five (5) days after the deliberation.

3. The PSC shall send notice to the candidates who were selected during the deliberation. Likewise, letter of regrets shall be sent to those other applicants, within 5 days after deliberation.
4. Candidates shall undergo the **10 days PST** and after which, the candidates will be evaluated by their immediate supervisors for recommendation as PSS.
5. If the recommendation is favorable to the candidate, a contract shall be prepared and signed by the parties to start the private sponsorship. In case the recommendation is not favorable, the second- ranking applicant, (or the third ranking applicant and so on) during the deliberation shall be required to undergo the same process before the private sponsorship starts.
6. Signed contracts and list of applicants deliberated shall be forwarded to Human Resource Development Section of DSWD-NCR for their reference.

D. Monitoring and Evaluation

1. All PSS shall be under the direct supervision of the Houseparent III.
2. All PSS shall attend monthly meetings and other special meetings with their supervisors to resolve issues and concerns on private sponsorship.
3. The immediate supervisor shall closely monitor all PSS and shall submit annual performance evaluation of each PSS with recommendation on the continuity or termination of private sponsorship. However, the PSS may be terminated even before the lapse of the period of private sponsorship in case there are valid grounds for termination as stated in their contract.
4. In case that the PSS will no longer be renewed due to poor performance, notice to the PSS shall be given at least 30 days prior to the end of the contract.
5. A report on the status of PSS shall be submitted to the concerned private sponsors every end of the semester or within five (5) days upon the request of the private sponsors.
6. The RCF shall provide training and capability building opportunities to the PSS during the period of private sponsorship whether it be through external agencies, Field Office-Initiated or RCF -Initiated.
7. Inventory of all PSS, whether still at the RCF or not shall be submitted to the Field Office through the Personnel Transaction Section every end of the quarter.

VI. Institutional Arrangement

A. Elsie Gaches Village – Promotion and Selection Committee (PSC)

1. Determine the need of the RCF in terms of manpower requirement and recommend for the selection of PSS.
2. Coordinate with private partners and benefactors to support the private sponsorship.
3. Post notice of vacancies, accept, assess and review applications and recommend for the selection of PSS.
4. Adopt a screening procedure based on the indicated timeline as well as criteria for evaluation of applicants and candidates for positions.
5. Recommend PSS for regular/casual/contractual/MOA/vacant positions.
6. Conduct of developmental activities such as wellness activities, trainings and other staff development activities for the PSS.
7. Submit list of applicants, inventory of PSS and status of private sponsorship as above-mentioned.
8. Ensure proper implementation of this guidelines.
9. Assign one (1) staff as PSC secretariat.

B. Private Sponsors

1. Support the implementation of this project through private sponsorship;
2. Attend the PSC meetings at any stage of the selection.

C. Human Resource Development Section

1. Assist EGV PSC in the selection of PSS.

3. Include in the pool of regional applicants those individuals who applied to PSS.
4. Monitor and assist the EGV-PSC in the implementation of this guidelines.

D. Personnel Transaction Section

1. Assist the EGV -PSC in the implementation and monitoring of CSC Rules and Regulations and DSWD Personnel Discipline.
2. Include the PSS in the staff complement of the Regional Office.

E. Regional Center Coordinator

1. Monitor and assist the EGV-PSC in the implementation of this guideline.

VIII. Effectivity

This guideline shall take effect immediately upon approval of the Regional Director.

Approved this 18th day of August 2016.


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Regional Director