

Republic of the Philippines  
**Department of Social Welfare and Development**  
National Capital Region

REGIONAL MEMORANDUM ORDER

No. 001

Series of 2012

**SUBJECT: GUIDELINES ON THE PROVISION OF GRATUITY TO TRAINEES/CLIENTS OF THE NATIONAL VOCATIONAL REHABILITATION CENTER (NVRC)**

**I. RATIONALE**

The National Vocational Rehabilitation Center (NVRC) is one of the four (4) Regional Vocational Rehabilitation Centers of the Department of Social Welfare and Development that provides comprehensive and integrated rehabilitation programs and services designed for the restoration and development of the capacities of Persons with Disabilities (PWDs) and other Special Groups.

One of NVRC's services, since 1954, is the provision of **GRATUITY** to Persons with Disabilities (PWDs) and special groups who are qualified to undergo Social Rehabilitation and Vocational Training at the Center.

**Gratuity** as defined in the Area Vocational Rehabilitation Center Manual published by the Department of Social Welfare and Development (DSWD) on March 2007; refers to the cash assistance intended primarily to subsidize the actual transportation expenses of the trainees on the duration of their rehabilitation training at the above-mentioned center.

The stipulation of gratuity or subsidy as one of the services is to afford a privilege for the target trainees (PWDs and Special Groups) of NVRC. Most of the PWDs and Special Group catered at NVRC are assessed to belong to the low or no income families. Evidently, they are financially constraint to shoulder their transportation expenses and other training needs but very willing to undergo and pursue social and vocational rehabilitation.

Recognizing the implication of gratuity stated above in the completion of social and vocational rehabilitation activities offered to the clientele group served by NVRC, there is an eminent need for the development of a Guideline to establish clear policies and procedures in providing gratuity or financial assistance to NVRC trainees. Provisions shall include qualification requirements of a trainee to be provided with gratuity, computation of gratuity on deductions and day coverage, and termination of gratuity.

**II. LEGAL BASES**

**DSWD Administrative Order No. 19 series of 2010**, a guidelines issued by the Department of Social Welfare and Development (DSWD) to ensure proper implementation of the Comprehensive Program for Children/Person with Disabilities.

**United Nations Convention on the Rights of Person with Disabilities (UNCRPD)**, the eighth treaty signed by the Government of the Republic of the Philippines (GRP) on **September 25, 2007**, mandated the government to be the primary duty bearer for the promotion and protection of human rights of persons with disabilities through legislative, administrative, judicial and other measures.

**Administrative Order No. 59 series of 2003**, a guidelines issued by the Department of Social Welfare and Development (DSWD) for the Local Government Units for the implementation of the auxiliary social services for *persons with disabilities in conformity with Republic Act No. 7277 and Local Government Code of 1991*.

**Republic Act No. 7277 of 1991 – Magna Carta for Persons with Disabilities (PWDs)** – an Act providing for the rehabilitation, self-development and self reliance of disabled persons and their integration into the mainstream of society and for other purposes. Specifically, under Title II – Rights and Privileges of Disabled Persons:

Chapter I, Section 9. Vocational Rehabilitation – Consistent with the principle of equal opportunity for disabled workers and workers in general, the State shall take appropriate vocational rehabilitation measures that shall serve to develop the skills and potentials of disabled persons and enable them to compete favorably for available productive remunerative employment opportunities in the labor market.

The Department of Social Welfare and Development shall design and implement training programs that will provide disabled persons with vocational skills to enable them to engage in livelihood activities or obtain gainful Employment. Shall likewise design and conduct training programs geared towards providing disabled persons with skills for livelihood.

**Republic Act No. 7277**, otherwise known as Magna Carta for Disabled Persons which mandates the provision of educational assistance to persons with disability, for them to pursue primary, secondary, post tertiary as well as vocational or technical education, in both public and private schools, through the provision of scholarship, grants, financial aids, subsidies and other incentives to qualified persons with disability including support for books, learning materials and uniform allowance to the extent feasible. Provided, that persons with disability shall meet minimum admission requirements.

**Republic Act No. 5416 of 1968**, elevated the former Social Welfare Administration (SWA) into a status of a Department. With the enactment of the Law, the Office of Vocational Rehabilitation (OVR) became a Bureau which expanded the clientele to cover the Special Groups which include the Released Prisoners, Negative Hansenites, Recovered Drug Dependents and Alcoholics, Disadvantaged Women, Mentally Retarded and Improved Mental Patients.

**Republic Act No. 2615 of 1959**, Amends Republic Act No. 1179 that provides for the establishment of nine (9) regional rehabilitation training centers and also extends the six month period of Vocational Training for the disabled trainees for a period of one year.

**Republic Act No. 997 of 1956**, provides for the reorganization plan which defines the organizational functional structure of the office including that of the Vocational Rehabilitation Section at the Regional Office.



**Republic Act 1179 of 1954**, provides for the promotion of vocational rehabilitation of the blind and other disabled and their return to civil employment. It provides for the establishment of the OVR which is charged with the responsibility of implementing the major programs or vocational rehabilitation of the former SWA.

### III. OPERATIONAL DEFINITION

**Absence** - refers to the incurred absences of a trainee with valid reasons within or not beyond two (2) consecutive days **with gratuity**.

**Dependent** - refers to the immediate family member of a PWD such as parents, spouses, children and siblings within the 1<sup>st</sup> degree of consanguinity (16 years old and above).

**Gratuity** – refers to the cash provided to trainees primarily to subsidize the transportation expense that will be incurred while undergoing their training activities at the Center.

**Persons with Disabilities (PWDs)** - refers to the clients of NVRC who are suffering from restriction or different abilities, as a result of a mental, physical and sensory impairment to perform an activity in the manner within a range considered normal for a human being.

**Postponement** - refers to the deferral of training period of trainees **without gratuity due to health reasons and domestic concerns within and not beyond ten (10) days**.

**Rehabilitation Team** - refers to the multidisciplinary team who closely formulate, implement, monitor and evaluate the rehabilitation plan.

**Special Group** - refers to the clients of NVRC who are suffering from restriction to social integration as a result of illness (e.g. improved mental patient, negative hansenite, arrested PTB, etc.) and persons deviated from social norms (e.g. recovered drug dependents, released prisoners and the like).

**Suspension** - refers to the deferment of training period of trainees **without gratuity** as a form of sanction within and not beyond fifteen (15) days due to less grave offenses (e.g., absence without permission, drunkenness, dishonesty, vandalism and quarrelling) they committed.

**Termination** - refers to the discontinuance of the training program of a trainee.

**Trainees** – refers to the PWDs and Special Groups requesting admission from NVRC who were assessed, evaluated and qualified for the program and services of NVRC.

### IV. OBJECTIVES

This guideline aims to establish clear policies and procedures in providing gratuity or cash assistance to subsidize the transportation expense of the trainee while undergoing social and vocational rehabilitation trainings.

*Specifically, it aims to:*

1. Facilitate efficient provision of gratuity to trainees/clients;

2. Establish control measures to monitor the provision of gratuity services to clients.

## **V. COVERAGE**

All clients assessed to be qualified to undergo Social and Vocational Rehabilitation Trainings and qualified for the provision of gratuity in the National Vocational Rehabilitation Center are covered by this guidelines.

## **VI. GENERAL POLICY**

1. Gratuity is open for cost-sharing with Local Government Units (LGUs), Non-Government Organizations (NGOs) and other stakeholders for the augmentation of the trainee's/client's needs, e.g., food, board / rentals, etc., incurred during their training period at the Center.
2. The Gratuity shall be provided to trainees/clients depending on the duration of their training period based on their Rehabilitation Plan but shall not exceed to one (1) year.
3. Timely provision of trainee's/client's gratuity shall be ensured.
4. Qualified PWD and dependent trainees shall receive a gratuity for a period of one year only. The Center shall only accommodate 10% of PWD with dependents out of its total annual target of new clients.
5. An amount of Php150.00 shall be granted to each trainee/client per day excluding Saturdays, Sundays and non-working Holidays. However, payments shall be made to trainees when required to report for any purpose during Saturdays, Sundays and Special non-working Holidays. The amount of gratuity is subject for increase in accordance with inflation rates and subject to the approval of DSWD-NCR Management.

## **VII. IMPLEMENTING PROCEDURES**

### **A. Assessment**

All clients shall undergo an assessment through a Rehabilitation Team Meeting prior to admission to the training program to ensure that training is in accordance to client's interest and capacity.

### **B. Gratuity Allowance Provision**

1. Provision of gratuity will start on the first day of training until completion of vocational course or graduation.
2. The report on the absences incurred as certified by the Instructors and the Training Supervisor shall be the basis for the computation of actual gratuity payment.
  - a. The deduction of the corresponding amount incurred for absences of the trainee shall be charged in the next payment period of gratuity disbursement.
  - b. On the other hand, there will be a retro-active system of gratuity allowance if the reason of absences is justifiable, i.e., afflicted sickness



while on training require undergoing physical therapy as recommended by the NVRC Physician, and the like. However, the allowable number of incurred absences with valid reason/s shall not exceed beyond two (2) consecutive days. The trainee should submit an excuse letter indicating the valid reason/s for being absent, duly certified by the client's Social Worker for the Center Head's approval.

3. The recommendation for the provision of the Trainee's/Client's Gratuity will be forwarded for funding within twenty-four (24) hours to the Field Office upon the approval of the Center Head.
4. The Gratuity shall be given every 15<sup>th</sup> and 30<sup>th</sup> of the month in cash and properly received through cash assistance payroll.

#### **C. Grounds for Postponement/Suspension and Termination of Gratuity**

1. Gratuity shall be postponed when a trainee has requested for postponement of the training due to medical reasons, domestic, and other urgent concerns, validated by the Social Worker on Case and approved by the Center Head. The period of postponement should not exceed ten (10) days.
2. When a trainee has, upon assessment and validation of the Social Worker with the Disciplinary Committee for Trainees, committed less-grave offenses that include absence without permission, drunkenness, dishonesty, tardiness and quarreling, said trainee will be suspended from training without gratuity within 5 days but not beyond 15 days as decided upon by the Committee through a majority vote.
3. Gratuity shall be terminated when a trainee did not complete the training due to immediate employment and transfer of residence to other region or due to commission of grave offenses that include acts of lasciviousness, sexual abuse, drug pushing or usage, physical violence or assaulting co-trainee or staff, continuous demonstration of conduct unbecoming, misuse of gratuity, and possession of deadly weapons.

### **VII. INSTITUTIONAL ARRANGEMENT**

#### **A. NATIONAL VOCATIONAL REHABILITATION CENTER (NVRC)**

##### **1. Social Adjustment Service (SAS)**

- Validate and certify reasons of absence and postponement.
- Conduct case conference to discuss issues and concerns on a particular trainee who is reported to have committed offenses as basis for suspension or termination of training program.
- Submit report on suspension or termination of cases to the Center Head.
- Coordinate with LGUs, NGOs and other agencies before acceptance of client to the program for possible augmentation on the provision of gratuity (cost sharing) and possible augmentation for other trainees' needs.

## 2. Medical/Dental Service

- Prepare and submit a medical/dental evaluation on health condition of trainees/clients as basis for postponement due to medical reasons.

## 3. Training Service

- Conduct daily checking of Daily Time Records of trainees/clients to determine their attendance and punctuality and provide feedback report to the SAS as basis for their appropriate intervention.
- Instructors/Trainers will ensure timely submission of Monthly Trainee Performance Evaluation Report noted by the Training Supervisor which shall be the basis of SAS and the Rehabilitation Team in monitoring the problems and behavior of trainees/clients.
- Submit incident report on unbecoming behavior of trainees/clients.

## 4. Disciplinary Committee for Trainees

- The Committee shall convene and deliberate the case on hand reported by the SAS.
- Prepare a report containing the degree of offense committed by a trainee and necessary recommendations on the number of days of suspension or enumerate the basis for termination, for the Center Head's appropriate action within five (5) working days.

## 5. Administrative Unit

- Perform the computation and disbursement of gratuity to trainees/clients.
- Prepare and submit documentary requirements for gratuity allowance to the Field Office for fund allocation.
- Ensure timely disbursement of trainee's/client's gratuity.
- Ensure the judicious utilization of gratuity fund.
- Ensure timely submission of liquidation report.
- Submit monthly financial report on the utilization of gratuity fund to the Field Office.
- In coordination with the Field Office, shall conduct evaluation every end of the year to determine the efficiency and effectiveness in the implementation and utilization of gratuity fund.

## **B. DSWD-Field Office**

- Provide technical assistance on quarterly basis relative to the implementation of NVRC's program and services.
- Monitor and evaluate the provision of gratuity and provide recommendation for further enhancements.

- Validate fund utilization of the cash advance for the provision of gratuity.

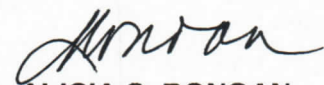
#### VIII. FUNDING

The gratuity of the NVRC trainees shall be funded by the General Appropriations Act. Specifically, it shall be chargeable against Direct Release Fund of Maintenance and Other Operating Expenses (MOOE) under the object code Grants and Donations.

#### IX. EFFECTIVITY

This Guidelines shall take effect immediately upon approval.

Issued in the Manila City this 18 day of JUN 2012.

  
MA. ALICIA S. BONOAN  
Regional Director  
