

DRN: \_\_\_\_\_ 0431 \_\_\_\_\_

## MEMORANDUM

**TO :** ALL RMANCOM MEMBERS  
ALL CENTER/RESIDENTIAL CARE FACILITY HEADS  
ALL SOCIAL WELFARE SPECIALISTS  
ALL UNIT/SECTION HEADS  
RPMOs

**FROM :** The REGIONAL DIRECTOR  
DSWD-NCR

**SUBJECT :** SHARING OF RMO 002 SERIES OF 2022 OR ADDENDUM  
TO THE NVRC MANUAL OF OPERATION RE:  
PROCEDURES ON FIXED ENROLLMENT SYSTEM OF THE  
NATIONAL VOCATIONAL REHABILITATION CENTER  
(NVRC)

**DATE :** 4 APRIL 2022

This is to share with you the copy of the Regional Memorandum Order No. 002 series of 2022 known as Addendum to the NVRC Manual of Operation Re: Procedure on Fixed Enrollment System of the National Vocational Rehabilitation Center (NVRC) dated March 31, 2022.

Ensure implementation of this policy guideline to monitor the compliance in your respective D/U/S/C/RCFs.

For your information, ready reference and guidance.

  
**FERDINAND LAZARO D. BUDENG**

  
MNL/MMG/rsga



**REGIONAL MEMORANDUM ORDER**No. 002

Series of 2022

**SUBJECT: ADDENDUM TO THE NVRC MANUAL OF OPERATION RE:  
PROCEDURES ON FIXED ENROLLMENT SYSTEM OF THE  
NATIONAL VOCATIONAL REHABILITATION CENTER  
(NVRC)**

*This addendum is attached to and made an integral part of the National Vocational Rehabilitation Center (NVRC) Manual of Operations (MOO).*

**I. Rationale**

All throughout the center's operation in the past years, one of the most pressing concerns surrounds the quality of training instruction and the level of learning achievement of trainees served by the Center, is the "non-fixed" enrollment system which is patterned from the residential care facilities of the Department, wherein trainees are admitted for training as they come. This system of enrollment is offering mandatory remedial sessions every time a new trainee is admitted even if classes has already started for those who are admitted earlier in a week or in a month. Hence, the training instructional objectives are often compromised and the training course does not provide each - trainees - the maximum opportunity to learn.

To address this concern, the center tried the monthly admission of trainees in 2010. The transition from daily admission to monthly admission was made possible through intensive advocacy campaigns in educational institutions, Local Government Units, Person with Disability Federations and even at the barangay levels. As a result, the number of graduates increased with an average of 20 new admissions from 2009 to 2018. This also provided a month-round training program to the trainees and staff involved in the Social and Vocational Trainings to complete the curriculum.

However, the Social Rehabilitation Training Program which is a diagnostic tool that gives emphasis in addressing the psycho-social problems of the person with disability trainees towards determination of their future vocational goals, has a minimum training period of three (3) months while the Vocational Training Program has a minimum in-center training period of six (6) months. Hence, the staff involved in the training are still employing remedial sessions – three batches in the Rehabilitation Training with one Trainer and Six (6)

**PAGE 1 of 5**

REGIONAL MEMORANDUM ORDER NO. \_\_\_\_\_, S. 2022: ADDENDUM TO THE NVRC MANUAL OF OPERATION RE: PROCEDURES ON FIXED ENROLLMENT SYSTEM OF THE NATIONAL VOCATIONAL REHABILITATION CENTER (NVRC)

DSWD Field Office NCR, 389 San Rafael St. cor. Legarda, Manila, Philippines 1008

Website: <http://www.dswd.gov.ph> / <https://nrc.dswd.gov.ph> Tel Nos.: 8733-0010 to 18 Telefax: 8488-3110



batches in the Vocational Training with one Trainer. The training objectives are still compromised but somehow is slowly being met compared to that of daily admission.

Recognizing this concern, a "multi-track" year-round training instructions with quarterly fixed enrollments shall be used to complete the three-month Social Rehabilitation Training Program with only one batch without remedial sessions and to reduce the six batches in the Vocational Training Program into two batches which shall be lessened employing remedial sessions and providing each of the trainee the maximum opportunity to learn. As per result of the turnout of enrollees, those courses with limited number of enrollees will be recommended to enroll in other courses with a high number of enrollees but will still be based on the assessed training needs.

## II. Legal Mandates

**Republic Act No. 7796, August 8, 1994 - An Act Creating the Technical Education and Skills Development Authority, Providing for Its Powers, Structure and for Other Purposes, Section 2. Declaration of Policy.** — It is hereby declared the policy of the State to provide relevant, accessible, high quality and efficient technical education and skills development in support of the development of high-quality Filipino middle-level manpower responsive to and in accordance with Philippine Development Goals.

## III. Objectives

**Generally**, this guideline aims to improve the training instructions and rehabilitation interventions of staff involved in the social and vocational trainings of the National Vocational Rehabilitation Center towards the rehabilitation and development of Persons with Disabilities and Other Vulnerable Groups.

**Specifically**, it aims to:

1. Establish a fixed enrollment system;
2. Provide a year-round multi-track training program;
3. Increase seating capacity to at least 20% which shall outweigh the cost of center's services;
4. Provide quality of learning to Persons with Disabilities and Other Vulnerable Group trainees.

## IV. Operational Definition

1. **Fixed-Enrollment System** – refers to a process of initiating trainees' attendance to a training at a given time

PAGE 2 of 5

REGIONAL MEMORANDUM ORDER NO. \_\_\_\_\_, S. 2022: ADDENDUM TO THE NVRC MANUAL OF OPERATION RE: PROCEDURES ON FIXED ENROLLMENT SYSTEM OF THE NATIONAL VOCATIONAL REHABILITATION CENTER (NVRC)

DSWD Field Office NCR, 389 San Rafael St. cor. Legarda, Manila), Philippines 1008

Website: <http://www.dswd.gov.ph> / <https://nrc.dswd.gov.ph> Tel Nos.: 8733-0010 to 18 Telefax: 8488-3110



2. **Single-Track Year Round**- refers to one enrollment period in one year
3. **Year-round calendar** - refers to a number of training days in one year
4. **Multi-Track Year-Round** - refers to a Quarterly enrollment in one year
5. **Social Rehabilitation Training** - aims to acquire knowledge, skills and attitude for an Independent Living on aspects of caring for personal health, getting around the community, selecting and maintaining environment physical appearance and communication arts, reading, writing, arithmetic, intra/interpersonal development on the Social aspect on an individual in line with work- related behaviors.
6. **Vocational Training**- refers to instructional programs or courses that focus on the skills required for a particular job function or trade to equip with vocational work readiness and competencies (basic, common & core competencies) based from current productive workforce demand, basic bookkeeping and accounting, and entrepreneurial knowledge and skills in livelihood establishment and management.

## V. General Policies

1. The center shall use four-track training instructions for the period of one year.
2. The three-month enrollment period shall be allocated for social marketing and regular admission procedures.
3. Training period for a trainee admitted in each enrollment period has a minimum of 3 months to a maximum of 12 months or 264 working days including On-The-Job Training (OJT) depending on the chosen vocational course and pacing of a Trainee.
4. Courses with below five (5) enrollees will not be made available for the quarter until it reached the required number of enrollees. Further, clients will be encouraged to enroll in other courses with a high number of enrollees.

## VI. Procedural Guidelines

### A. Pre-Enrollment Procedure

1. Intensive social marketing of the NVRC's program and services including its enrollment system must be regularly conducted to ensure



that 50 seating capacity per quarter is achieved. The year-round social marketing schedule is defined hereunder in letter "C".

- The social marketing activities shall be done by geographical location in order to capture the greatest number of potential trainees in a particular area.

### B. Enrollment Procedure

- The 1st quarter enrollment shall commence within the period of November and December of the current year. The 2nd quarter enrollment shall commence within the period of February and March of the succeeding year and so on.
- The enrollment process follows the existing pre-admission process prescribed in the Manual of Operation.
- The result of the 1<sup>st</sup> Rehabilitation Team Meeting (RTM) shall determine the number of enrollees and their desired vocational courses which shall be the basis for a year-round training program for a particular batch of enrollees.

### C. Year-Round Training Program Matrix

Batches	Current Year				Succeeding Years																					
	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	
1st Batch	Social Marketing Activities	Enrollment Period		Social Rehabilitation			Vocational Training				On-the-job Training							Enrollment								
2nd Batch			Social Marketing Activities	Enrollment Period			Social Rehabilitation			Vocational Training			On-the-job Training					Enrollment								
3rd Batch					Social Marketing Activities	Enrollment Period			Social Rehabilitation			Vocational Training			On-the-job Training											Enrollment
4th Batch							Social Marketing Activities	Enrollment Period		Social Rehabilitation			Vocational Training			On-the-job Training										Enrollment

- The 1<sup>st</sup> Track of instructions is the Social Rehabilitation Training Program for those enrolled in the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> quarters which shall commence in January, April, July and October respectively.
- Then training instructions of Vocational Training Program shall be adjusted into two batches of trainees within each six (6) month training period prior to OJT.



3. Enrolled in the 1<sup>st</sup> and 2nd quarter shall graduate in April of the succeeding year while those enrolled in the 3rd and 4th quarter shall graduate in October of the succeeding year.

## VII. Institutional Arrangement

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

#### Senior Staff with the Social Marketing Focal

- Develop and upgrade promotional campaign materials and conduct intensive social marketing activities for the promotion of NVRC's programs and services.
- Coordinate with LGUs, NGOs and other agencies for possible referrals for the on-set enrollment period.

#### Training Service

- Develop training programs based on the current trends in the job market appropriate for PWDs

### B. DSWD-Field Office

- Provide technical assistance through the Social Marketing Section on the development and production of promotional materials

## VIII. Effectivity

This Guideline shall take effect immediately.

Issued in the Manila City this 31<sup>st</sup> day of March 2022.

  
**FERDINAND LAZARO D. BUDENG**  
Regional Director

PAGE 5 of 5

REGIONAL MEMORANDUM ORDER NO. \_\_\_\_\_, S. 2021: ADDENDUM TO THE NVRC MANUAL OF OPERATION RE: PROCEDURES ON FIXED ENROLLMENT SYSTEM OF THE NATIONAL VOCATIONAL REHABILITATION CENTER (NVRC)

DSWD Field Office NCR, 389 San Rafael St. cor. Legarda, Manila, Philippines 1008

Website: <http://www.dswd.gov.ph> / <https://nrc.dswd.gov.ph> Tel Nos.: 8733-0010 to 18 Telefax: 8488-3110