

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

REGIONAL MEMORANDUM ORDER

No. 003
Series of 2023

SUBJECT: GUIDELINES ON THE USE OF NVRC TRAINEES' DORMITORY

I. Rationale

Persons with disabilities are among the vulnerable groups in our society, worldwide and in the Philippines. They are often excluded and denied of their human rights. Social exclusion, low educational attainment, unemployment, low self-esteem, and limited opportunities to participate in social and political life are few of their challenges and the effects of disability-based discrimination.

The International Labor Organization (ILO), on the other hand, estimates that ¹one billion of the world population are people with disabilities. Of these, approximately 470 million are of working age, including 238 million in Asia Pacific.

However, based on the 2020 Census of Population and Housing (²2020 CPH), of the 97.60 million household population in the Philippines, 8.49 million persons or 8.7 percent had disability. The recorded figure of persons with disability was 8,469,426 which was 8.68 percent of the household population.

³Of the total number of persons with disability, 65% were in the working age group (aged 15 to 64 years) giving a figure of 5,527,498 persons with disability. These are the persons with disability that may access the rehabilitation and vocational training programs and services of the National and Area Vocational Rehabilitation Centers established by the Department of Social Welfare and Development (DSWD) in four (4) regions, namely: National Vocational Rehabilitation Center (NVRC) in NCR, Area Vocational Rehabilitation Center in Region 1, Area Vocational Rehabilitation Center in Cebu and Area Vocational Rehabilitation Center in Zamboanga.

⁴Among the 17 regions, **Region IV-A** had the highest number of persons with disability at 1,158,034 persons. This was followed by **Region III** (Central Luzon) with 1,046,090 persons and the **National Capital Region** (NCR) with 958,859 persons. Adding the

¹Source: https://www.ilo.org/asia/areas/WCMS_143340/langen/index.htm#:~:text=Worldwide%2C%20one%20in%20six%20people,238%20million%20in%20Asia%20Pacific.

²Source: PSA - Functional Difficulty in the Philippines: For Household Population Five Years Old and Over (2020 Census of Population and Housing)

³Source: PSA - Number of Household Population Five Years Old and Over With At Least One Domain of Functional Difficulty by Age Group and Sex Ratio: Philippines, 2020

⁴Source: PSA - Persons Five Years Old and Over With At Least One Functional Difficulty Domain by Region

figures in these regions, there are 3,162,983 persons with disability or 37.34% of the total number of persons with disabilities.

Applying the 65% to the total number of persons with disability in the above-mentioned regions will provide a figure of **2,055,938** persons with disability in the working age. These are potential trainees of NVRC who can be accommodated in the Center to avail social and vocational rehabilitation training and activities for gainful employment.

For more than 65 years of operation of the National Vocational Rehabilitation Center with an average of 100 persons with disabilities served annually, only 6,500 or .68% were served out of the 958,859 from NCR alone. This was brought about by the non-responsiveness of the center to reach out for those persons with disabilities living in far cities in the metropolitan and adjacent provinces. Also, persons with disabilities from far cities in the metropolitan area have difficulties accessing the programs and services of the center due to economic constraints for transportation expenses.

Although there are three (3) existing boarding houses that accommodate persons with disabilities located in Quezon City namely, San Lorenzo with 5 persons capacity, Joy House with 10 females with visual disability capacity and Beam House with 10 males with visual impairment capacity, they can not respond to at least 100 trainees at a given time.

Hence, the establishment of NVRC Trainees' Dormitory was conceptualized and funded by the Department of Public Works and Highways (DPWH) in 2021 for those persons with disabilities living in far cities and adjacent provinces to increase the number in having access to the programs and services of NVRC.

Although the need to house trainees living from far cities and adjacent provinces is an important function of the NVRC Trainees' Dormitory, it is not the most important reason for investing institutional resources in such. Organizing the peer environment in the NVRC Trainees' Dormitory as a means of facilitating various aspects of trainees' cognitive and psychosocial growth and development is the principal reason for investing institutional resources for the NVRC Trainees' Dormitory

Hence, the intention of these guidelines is to establish rules and principles for the persons with disability trainees of NVRC to have opportunities in experiencing communal life with **discipline** and **character formation** under the circumstances suitable for social and vocational rehabilitation pursuits.

II. Scope

The guidelines cover matters pertaining to the administration and operation of the dormitory, and the structure and duties of the managing bodies, as well as the basic rules that trainees should follow in the dormitory, the sanctions to be applied when necessary and the criteria for prioritizing trainees' dormitory residents.

III. Legal Mandates

The Philippines is a signatory to the international laws and covenants and enacted national policies that aim to protect and promote the rights and welfare of the Persons

with Disability. The following legal bases are based on international and national legal instruments:

International Covenant

- a. **The United Nations Convention on the Rights of Persons with Disabilities (UN-CRPD)** which the country ratified in 2008 aims to “promote, protect and ensure the full and equal enjoyment of all human rights and fundamental freedoms by all persons with disabilities, and to promote respect for their inherent dignity”. This was preceded by the Convention on the Rights of Person with Disabilities Optional Protocol adopted on 13 December 2006 at the UN Headquarters in New York, and opened for signature on 30 March 2007. It is the first comprehensive human rights treaty of the 21st century and is the first human rights convention to be open for signature by the regional integration organizations.

- b. **ILO Convention No. 159 – Vocational Rehabilitation and Employment (Disabled Persons), 1983**

Aims at ensuring that appropriate vocational rehabilitation measures are made available to all categories of persons with disabilities and promoting employment opportunities for them in the open labor market

Regional Mandate

Incheon Strategy to Make the Right Real for Persons With Disabilities in Asia and the (2012)- Establishing 10 Goals

Goal 1: Reduce Poverty and enhance work and employment prospects towards decent work and economic growth, and reduced inequalities.

Goal 3: Enhance physical and information accessibility towards quality education

National Laws

- a. **Republic Act 9442, An Act Amending Republic Act 7277**

Otherwise known as Magna Carta for Disabled Persons and for other purposes and Republic Act 7277 of 1992, entitled “An act providing for the rehabilitation, self-development, and self-reliance of persons with disability and their Integration into the mainstream of society and for other purposes.

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.

Under Title 2: Rights and Privileges of Disabled Persons,

Section 9: Vocational Rehabilitation

The Department of Social Welfare and Development shall design and implement training programs that will provide disabled persons in the rural areas. In addition, it shall promote cooperation and coordination between the government, non-government organizations and other private entities engaged in the vocational rehabilitation activities. The Department of Labor and Employment shall likewise design and conduct training programs geared towards providing disabled persons with vocational skills for livelihood.

Section 10: Vocational Guidance and Counseling

The Department of Social Welfare and Development shall implement measures providing and evaluating vocational guidance and counseling to enable disabled persons to secure, retain and advance in employment. It shall ensure the availability and training of counselors and others suitably qualified staff responsible for the vocational guidance and counseling of disabled persons.

Page 3, Special Education Needs, indicated the provision of the special equipment, facilities or resources, modifications of physical environment and specialized teaching techniques needed by persons with disabilities.

b. Republic Act 1179 of 1954

“An Act to Create a Social Security System Providing Sickness, Unemployment, Retirement, Disability and Death Benefits for Employees. It also provides for the promotion of the vocational rehabilitation of the blind and other disabled and their return to civil employment. It further provides for the establishment of the Office of Vocational Rehabilitation (OVR) which is in-charge of implementing the major programs or vocational rehabilitation programs of the former Social Welfare Administration (SWA).”

DSWD Issuances

a. Area Vocational Rehabilitation Center (AVRC) Manual of Operation (2007)

Serves as the operational procedures for the efficient and effective implementation of programs and services, including the provision of gratuity allowance to trainees of the National and Area Vocational Rehabilitation Centers.

b. Administrative No. 05, series of 2005, Guidelines in the Implementation of Enriched Curriculum of the Vocational Rehabilitation Centers

Seeks to upgrade the training courses of the vocational rehabilitation centers to enable the trained persons with disabilities meet the demand of the competitive labor markets.

IV. Objectives

General Objective:

To provide persons with disabilities and other vulnerable group trainees with a safe, healthy and supportive home and family-like environment and achieve the rehabilitation outcomes of every trainee of the National Vocational Rehabilitation Center (NVRC).

Specific Objectives:

1. Make every individual trainee feel the essence of being part of the family like in home away from home experience.
2. Provides a conducive environment for everybody to feel the essence of real home.
3. Be able to provide responsible and well-disciplined dormitory resident trainees.
4. Provides quality rehabilitation training and activities through monitoring group studies, reviews and status of trainees in the center.
5. Provides approachable dormitory administrators for the trainee's queries, suggestions and counseling.
6. Provides 24-hours security management for the safety of the trainees within the dormitory community.

V. Operational Definition

For the purposes of these guidelines, the following terms are defined:

1. "Center, refers to the National Vocational Rehabilitation Center (NVRC)
2. "Dormitory" refers to the NVRC Trainees Dormitory
3. "Dormitory Manager" refers to an Administrator of the dormitory.
4. "Dormitory Management Committee" refers to the entire management team consisting of the Training Center Superintendent, Dormitory Managers, Security Guard, Social Worker, Psychologist, Medical Officer, and Trainees Dormitory Council
5. "Dormitory Office Administration" refers to the Administrative Service within the Center responsible for management of the dormitory
6. "Guidelines" refers to this document
7. "Resident Trainees" refers to the NVRC admitted trainees entitled with temporary accommodation in the dormitory
8. "Trainees" refers to NVRC admitted clients
9. "Training Center Superintendent" refers to the Head of NVRC
10. "Trainees Dormitory Council" refers to the organized resident trainees.

VI. General Policies

1. Dormitory shall be a **temporary** accommodation for qualified **trainees** for a maximum of one (1) year, and an integral part of the National Vocational Rehabilitation Center.
2. The Dormitory shall be managed and administered through the supervision of the **Dormitory Office Administration**, and directly by the **Dormitory Managers** as administrators and the **Trainees Dormitory House Council**.
3. The representative of the Trainees Dormitory House Council shall be elected democratically by all the trainees of the dormitory. The Trainees Dormitory Council along with the Dormitory Managers are responsible for ensuring that trainees abide by the house rules and regulations set forth in this document as well as general, moral, and ethical standards.
4. Instances of misconduct that occur on dormitory property shall be referred to the "Dormitory Management Committee by the Dormitory Manager with notifications sent to the Trainees Dormitory Council for appropriate action.
5. Trainees living in the dormitory shall be provided with privilege to organize special events (parties) subject to the approval of the Training Center Superintendent provided that:
 - a. Birthday Party and Christmas Party of resident trainees are special events that shall only be allowed.
 - b. The venue for special events shall include only the NVRC covered court.
 - c. A prior written permission shall be obtained from the TCS II with recommendation of the Dormitory Manager and the date of the event shall be set jointly by the trainee and administration. The sleeping quarters shall not be used for special events.
 - d. The organizer/trainee shall be responsible for cleaning the space in which the event is held.
 - e. The administration shall be required to inspect the area after the event and to note any damages incurred during the event.
 - f. The costs of repairing damages shall be covered by the event organizer/trainee.
 - g. Residents/Trainees hosting the event including their invited close relatives shall be responsible for the behavior of the guests invited, the number of which cannot exceed 20.
 - h. Alcoholic beverages and smoking shall not be allowed during events.
 - i. Karaoke/Videoke shall only be allowed until 10:00 in the evening.

- j. Events shall only be allowed during Friday, Saturday, or Holiday from 5:00 pm-10:00 pm (Friday), Saturday/Holiday from 10:00 am to 10:00 pm
6. Close relatives visiting trainees (parents, spouses, siblings) and friends shall be allowed for periods not exceeding three days per month until 6:00 PM only.
7. Trainees are not allowed to bring electronic appliances. The center is not responsible for any case of loss and damage of trainees' properties.
8. Visitors/families shall submit their belongings to the guard for inspection and shall be issued a visitor's pass/ID.

VII. **Dormitory Management Bodies and Their Duties**

The managing bodies of the dormitory shall consist of:

1. **Dormitory Management Committee** – Training Center Superintendent, Dormitory Managers, Security Guard, Social Worker, Psychologist, Medical Officer and the President of the Trainees Dormitory Council

The Dormitory Management Committee shall convene monthly upon the summons of the Training Center Superintendent with the following tasks:

- a. Determining the general rules and principles for the dormitory
 - b. Evaluating complaints and suggestions concerning the dormitory
 - c. Deciding whether to sanction trainees or expel them from the dormitory because of investigations conducted into situations and behavior that violate the Dormitory House Rules and Regulations.
 - d. Determining the Dormitory Calendar for each training year.
2. **The Dormitory Manager II (Manager) and Manager 1 (Assistant Manager)** – shall be hired by the Field Office

Under direct supervision of the Training Center Superintendent II, the Dormitory Manager II acts as the **Dormitory Supervisor** responsible for the overall management of the dormitory and efficient management of manpower and resources. The primary tasks include but not limited to the following:

- a. Coordinates and publishes schedule and calendar on utilization of the NVRC Trainees Dormitory to serve as reference for the Social Workers.
- b. Supervises assigning and setting up dormitory accommodations according to resident trainees' requirements.
- c. Supervises the work of staff in cleaning and maintaining the dormitory facilities.

- d. Recommends and implements upon approval, an annual "Dormitory Facilities Maintenance, Improvement and Upgrading Plans."
- e. Prepares, recommends and implements upon approval "Policies, and procedures in the Dormitories Use and Operations" to ensure efficient dormitory operations.
- f. Oversees the preparation of Dormitory rooms based on reservation requests to ensure its readiness for occupancy.
- g. Sets policies and operational guidelines and procedures on garbage and waste disposal to ensure cleanliness and sanitation and optimize waste recovery.
- h. Oversees ground upkeep and landscaping surrounding the vicinity of the dormitory to maintain a conducive environment for learning.

Under direct supervision of the **Dormitory Manager I**, acts as the Assistant Dormitory Manager responsible for supervising trainees, assuring the cleanliness and orderliness of dormitory living quarters and the carrying out of household and other chores in the dormitory. The primary tasks include but not limited to the following:

- a. Assists resident trainees with transition to training and residence hall life.
- b. Enforces center and dormitory hall rules and regulations.
- c. Remains available to resident trainees while on-call.
- d. Assists in supervising resident trainees and responding to complaints, reports, requests, and emergencies.
- e. Submits reports on infractions, violations, and safety issues.
- f. Promotes dormitory events.
- g. Informs trainees about relevant center activities.
- h. Facilitates resolution of disagreements between trainees.
- i. Manages the front desk and signs trainees and visitors in accordance with security protocols.
- j. Attends and participates in staff meetings and training sessions. • Organizes and directs regular floor meetings with trainees.
- k. Ensures that resources are used efficiently and to undertake cost-cutting measures to keep operating costs at acceptable levels.
- l. Supports resident trainees' team efforts by accomplishing related tasks as needed.

- m. Monitors all resident trainees moving into the dormitory and for the issuance/retrieval of access passes.
3. **The Trainees Dormitory House Council** – shall be elected by the Resident Trainees

The Trainees House Council shall be organized to promote the general welfare of resident trainees, their needs and interests, by representing the resident trainees to the administration, to other organizations, and to the public. The primary tasks include the following:

- a. Schedules, plans, and conducts Trainees House Council meetings
- b. Maintains knowledge of NVRC House Rules and Regulations
- c. Ensures that all Trainees House Council activities and decisions are within center's policies
- d. Attends and keep records of minutes during Dormitory Committee meetings
- e. Reports to Dormitory Administrators activities, events, and violations of trainees in the dormitory
- f. Seeks concerns of the trainees to relay to Dormitory Management Committee and represents the trainees' views on issues

VIII. Rules and Procedures

A. Qualifications

- A.1. Must be a bonafide trainee of the National Vocational Rehabilitation Center (NVRC).
- A.2. Must be a resident within Metro Manila but shall be limited only to those residing more than 12 kilometers radius from the National Vocational Rehabilitation Center, and those residing outside Metro Manila.

B. Admission Procedures

- B.1. The trainee shall inform the Social Worker (Rehabilitation Team) regarding application to occupy dormitory during the initial assessment or while ongoing training. The Social Worker shall assess the trainee to determine qualification for dormitory occupancy including the allowable length of stay and present the result to the Rehabilitation Team for evaluation and appropriate interventions.
- B.2. The Training Center Superintendent shall approve or disapprove the application based on the recommendation of the RTM. If approved, "Occupancy Form (Annex A) shall be endorsed to the Dormitory Manager for room accommodation.

B.3. The trainee status in the dormitory shall be considered "VALID" provided that all procedures were accomplished.

C. Rooms and Services

C.1. ROOM Amenities

- Bathroom with shower, mirror, sink, towel clipper, and flush toilet.
- 1 cabinet
- Study Table
- Chairs
- Soft Bed/Mattress
- Window Curtains
- Toiletry Basket

C.2. OTHER DORMITORY Facilities and Equipment

- Laundry Area (washing machine, laundry rack, laundry basket, flat iron)
- Kitchen/Dining Area (stove, stove tank, refrigerator, dining table & chairs, kitchen cabinet, water dispenser, sink & faucet, electric fan)
- Launch Area (Television, electric fan,
- Self-Service Laundry of Clothes
- Self-Service Ironing of Clothes
- Free Basic Medicines
- Free First Aid Splints and Bandages
- 24- hours Security Safety Monitoring
- Safety fixtures
- Emergency vehicle is always available

D. Emergency Cases

- D.1. Trainees' safety is the most priority of the dormitory administrators, records of emergency contact numbers shall be posted in every floor of the dormitory.
- d.2. Trainees shall immediately inform the dormitory administrator if there is an emergency.
- D.3. If, during the day, the center nurse shall monitor the condition of the trainees from time to time to make sure that everything is going fine.
- D.4. All resident trainees shall be required to attend and participate in the regular disaster preparedness activities conducted yearly such as but not limited to fire drill and National Simultaneous Earthquake Drill (NSED).

E. Requirements

Trainees shall be required to bring the following upon staying in the dormitory:

- E.1. Consent Letter (**Annex B**) from Parents/Guardians/Close Relatives.

E.2. Letter of Agreement/KASUNDUAN (**Annex C**) signed by both the Resident Trainee, Parents/Guardians and the Center Head

E.3. Personal Hygiene Kit as follows:

Toiletries, Soap, Toothbrush, Toothpaste, Shampoo
Other Personal Hygiene Things

E.4. Personal Things

Coffee Cup/Water Glass
Towels
Personal medicines
Sandals & Slippers/Shoes
Personal Lamp
Blanket & Pillows
Extension Cord
Cell phone/Tablet
Clothes and Uniforms
Personal Money

Other personal things not listed above can be brought to the dormitory subject to the approval of the Dormitory Manager.

F. Schedule of Activities

F.1. UPON ADMISSION

- Orientation about the Dormitory Rules and Regulations
- Securing Agreement Manual (**Annex D**)
- Providing Rules and Regulations of the Dormitory **Handbook (Annex E)**
- Demonstrating of all electronic facilities.
- Walking around the dormitory premises including location of Kitchen, Dining Area, Laundry Area, Dorm Administrators Room, Drivers, Security Guard Station and other emergency areas.
- Discussing Room Assignment and Other Obligations.

F.2. Weekday Schedule (Monday-Friday)

5:30 – 6:00 am	:	Wake Up Call
6:00 – 7:00 am	:	Marketing/Cooking & Breakfast Time
7:00 – 7:45 am	:	Self-Preparation
7:45 – 8:00 am	:	Going to Training
8:00 – 9:00 am	:	Gardening
9:00 – 12:00 noon	:	Regular Training Time
12:00 – 1:00 pm	:	Lunch Break
1:00 – 3:30 pm	:	Regular Training Time
3:30 – 5:00 pm	:	Wellness Activities
5:00 – 5:30 pm	:	Resting / Freshen up

5:30 – 7:00 pm	:	Marketing/Cooking & Dinner Time
7:00 – 9:00 pm	:	Study Time, self or group
9:00 – 10:00 pm	:	Snack Time/Play Time/TV Time/ Free Time
10:00 pm	:	Turning Off of all Gadgets
10:30 pm	:	Sleeping Time, Lights Off (Curfew Hour)

Make sure that the Trainee signed an “Out-on-Pass” form” (**Annex F**) and notes the time when she/he went out and back in doing marketing in the logbook for evaluation and records.

F.1. WEEKENDS/HOLIDAYS

8:00 – 10:00 am	:	Wake Up Call/Marketing/Cooking/Breakfast Time
10:30 – 11:30 am	:	Cleaning Time (Saturday)
9:30 – 11:00	:	Sunday Worship Service
11:30:00 – 01:00 pm	:	Cooking/Lunch Time
01:00 – 04:00 pm	:	Malling/Pasyal/Free Time
04:00 – 7:00 pm	:	Malling/Pasyal Time/Free Time
5:30 – 7:00 pm	:	Marketing/Cooking/Dinner Time
7:00 – 10:00 pm	:	Resting/Doing Assignments/Snacks/TV Time
10:00 – 10:30 pm	:	Turning Off all Gadgets
10:30 –	:	Sleeping Time/ Lights Off

Cooking beyond the prescribed time shall no longer be allowed.

Make sure that the Trainee signed an “Out-on-Pass” form” (**Annex F**) and notes the time when she/he went out and back in doing marketing in the logbook for evaluation and records.

G. Late and Absences

- G.1. Trainees who are late from classes shall be reported by the respective Trainer for demerit points.
- G.2. Late from curfew compliance shall be given demerit points.
- G.3. Sleepiness in classes shall also be reported by the Trainer for demerit points.
- G.4. Late from Meals are automatically shall not be given special treatment to eat outside as part of discipline.
- G.5. Absent from classes without valid reason shall lead to disciplinary action.

H. Training Performance

- H.1. Providing social and vocational competencies is the number 1 priority of NVRC dormitory, therefore every trainee must comply with the group study when it is necessary to avoid failing grades.

- H.2. If the trainee has failed subjects, internet surfing and playing of video games or other free time activities shall be suspended.
- H.3. If the trainees finish all their work, they must pick up a good book and do personal reading.
- H.4. Group study shall be required once a week from 6:00 pm to 8:00 pm.
- H.5. Trainees who have received below 85% on their report card per month and have problems in doing homework shall attend the group study every day.

I. Damages and Liabilities

- I.1. Trainees agree to be fully responsible & liable for any damages that may occur to the dormitory property during their residency
- I.2. Both trainees of each damaged room shall be equally responsible for the costs of repairs.
- I.3. Trainees are also fully responsible for ensuring their own personal property against loss due to natural and manmade circumstances.
- I.4. Trainees are strongly encouraged not to bring valuable things.

J. House Rules and Regulations

The following house rules and regulations shall be observed for the purpose of ensuring the general welfare and well-being of the resident trainees. The primary consideration behind these rules is the need to create an atmosphere that is conducive to independent living growth and psycho-social development.

J.1. Signing In and Out

Trainees who leave the dormitory and its premises for purposes other than to attend their training are required to sign an "Out-on-Pass" form" (**Annex F**) and notes the time when she/he went out and back in the logbook for evaluation and records.

J.2. Observance of Curfew Hours

The main door shall be opened at 5:00 AM, Curfew starts at 7:00 PM during weekdays and 9:00 PM during weekends and shall be strictly observed. Resident Trainees who wish to stay out beyond 9:00 PM must secure Permission Form (**Annex G**) for either **Late Permit** or **Overnight Permit**, depending on the length of time they wish to be out beyond curfew hours, provided that their reasons are valid and must be approved by the Training Center Superintendent.

J.3. Permits (**Annex G**)

A **Weekend Pass** shall be issued to those who go home regularly and to those whose parents have expressed no restrictions. For new admitted trainees, approval of request for such permit shall be based on family consent as reflected.

A **Late Permit** shall be good only up to 11:00 pm, whereas an **Overnight Permit** shall allow the resident until the morning of the following day at 7:00 am.

The Weekend Pass, Late and Overnight Permits, can only be secured before 3:00 pm. Permits shall be filed in person.

J.4. Silence in the Hall

To create an atmosphere conducive to study all throughout the day, trainees shall tone their radios, televisions and other such gadgets, as well as avoid overly loud talk and scandalous boisterous laughter. This rule shall be observed especially inside rooms, along corridors and in study areas. Moreover, the 7:00 pm to 7:00 am silent hours shall be strictly observed.

J.5. Visits and Social Calls

To maintain order and safety in the hall as well as to secure the resident trainees general wellbeing, visits and social calls shall be regulated as follows:

- a. Visitors and callers during weekends shall be entertained from 7:00 am to 7:00 pm only. Visitors who wish to stay beyond the period indicated shall not be allowed.
- b. Resident Trainees shall be responsible for any violation of house rules and regulations committed by their guest/s during the latter's visit at the dormitory hall.
- c. Non-resident trainee/s shall not be allowed to stay overnight inside the rooms of the resident trainees as well as the entire premises.
- d. Calls and visits made outside of schedule shall be subject to the approval of the Dormitory Manager and the Training Center Superintendent. Provided that, the acceptable and valid reason is for the purpose of parents, relatives, guardians on urgent and emergency calls shall be considered.
- e. Visitors are to be entertained only at the Launch Area. Parents, relatives and guardians may visit the resident trainees in their rooms provided with the permission of either the Dormitory

Manager or the Training Center Superintendent shall be first secured.

J.6. Conduct and Discipline

Resident Trainee/s are expected to behave decently and in a socially acceptable and appropriate manner. They must also be cooperative, considerate, and respectful at all times.

Bringing in, using, and/ or doing the following acts shall be prohibited:

- a. Intoxicating liquors or drinks
- b. Prohibited drugs and substances
- c. Firecrackers and other pyrotechnics
- d. Firearms and other deadly weapons
- e. Gambling
- f. Pornographic materials
- g. Brazen public display of sexual intimacy or affection
- h. Smoking in places is not allowed.

Cases of serious misconduct is punishable by **outright ejection** include, but are not limited to the following:

- a. Destruction of the facilities and/ or any part of the dormitory
- b. Gross disrespect to the dormitory administrators and other resident trainees
- c. Drunken behavior or breach of peace
- d. Other serious forms of misconduct such as theft, vandalism and sexual acts and harassment
- e. Using of fire exits or windows as entrance and exits of resident trainees at anytime

The Dorm Manager on duty shall submit an incident report to the Rehabilitation Team for deliberation on any violation or prohibited acts committed by the residents.

Sanctions against simple misconduct, as well as all other violations of these rules and regulations are as follows:

- a. First Violation – Written Reminder
- b. Second Violation (whichever is applicable)
 1. Letter of reprimand/ warning. Parents or Guardian shall be called to attention and furnish a copy of the letter.
 2. Curtailment of dormitory privileges.
- c. Third Violation – Eviction Notice without prejudice to any other disciplinary action that may be taken against the erring trainee/s.

J.7. Grooming

Resident Trainees shall be expected to appear properly attired in the common areas of the dormitory. Wearing of clothes that are too skimpy and/ or for bedroom wear only shall be prohibited in these areas.

J.8. Room and Corridor Upkeep

Resident Trainees shall be responsible for maintaining the cleanliness and tidiness of their rooms and corridors. Any improvement involving permanent or extensive alteration or modification of the physical design and/ or configuration of the room or corridor, including any furniture or property of the dormitory therein, shall, however, be subject to prior approval of the Training Center Superintendent.

J.9. Use and Care of Facilities

Resident Trainees shall be expected to take care in using the facilities, furniture, and properties of the dormitory. Should a resident trainee, either intentionally or otherwise, destroy, deface any of the latter, the resident trainee shall bear the full cost of repair or replacement provided, however, this should be without prejudice to any other sanctions or set of sanctions that the management may deem appropriate to impose.

If the damaged or defaced property is a part of or has been issued to a particular room, wing, or any of the common areas, and no violator comes forward to own responsibility for the damage, the full cost of either repair or replacement shall be **COLLECTIVELY** borne by all the occupants of that room, wing, or all the resident trainees through the Trainees House Council, respectively.

No place of furniture or dormitory property shall be moved from one place to another without permission from the Training Center Superintendent or from the Dormitory Manager.

J.10. Use of Bathroom, Washroom and Sink

Cleanliness, proper hygiene and due consideration for other users shall be required of all resident trainees in the use of these facilities. The following shall be strictly observed:

- a. Toilets must be flushed after use and their seats left clean and dry.
- b. Sanitary napkins and alike such objects should never be flushed down toilets.
- c. Only light washing of intimate clothing shall be allowed and should not be left for soaking in washrooms; and
- d. Dishes and eating utensils shall be washed inside the washrooms shall not be allowed.
- e. Eating regular meals (breakfast, lunch, dinners shall only be allowed in the dining area.

J.11. Use of Appliances

The use of appliances shall not be authorized beyond the prescribed hour.

The presence of undeclared use of appliances without the approval of the Administrator shall be subject for sanctions and may be a cause for denial of future accommodation/ or cancellation and discontinuation of resident trainee/s dormitory accommodation.

J.12. Safety and Security

Notwithstanding J.1. of these guidelines, Resident Trainees shall be advised to secure personal belongings while inside the dormitory premises. The management shall not assume responsibility for the loss of any personal items. Resident Trainees shall likewise be required to cooperate with management in the adoption of measures to prevent fire accidents and/ or theft, as well as mechanisms to avoid the spread of diseases such as covid 19 virus, dengue and the like.

J.13. Matters at the Prudent Discretion of the Training Center Superintendent

To provide for flexibility in the management of the dormitory, the Training Center Superintendent is always, in consultation with the Trainees House Council, shall have authority over the following matters:

- a. Schedules and rules governing use of amenities and services such as televisions, water service and laundry service
- b. Assignment or designation of available areas/ facilities for purposes that are not consistent with existing rules, regulations, and policies.
- c. Adoption of supplementary security and health measures that are inconsistent with existing rules, regulations, and policies.

Resident Trainees facing problems at the dormitory may consult the Dormitory Managers or any NVRC Staff they are most comfortable with. In cases where the problems may remain unresolved, the matter shall be referred to the Rehabilitation Team Meeting (RTM) together with the Training Center Superintendent.

IX. Institutional Arrangement

A. NATIONAL VOCATIONAL REHABILITATION CENTER (NVRC)

The Social Worker

- Conducts assessment and evaluation to determine qualification for dormitory accommodation.

- Has regular coordination with the trainee resident's family or guardian.
- Monitors progress of resident trainees in achieving their rehabilitation goals
- Coordinates with the rehabilitation team members on matters essential to the rehabilitation of resident trainees.
- Provides direct one-on-one advice to resident trainees.

The Psychological and Vocational Guidance Section

- Assesses and identifies motor skills, language skills, behavior modification needs, socialization skills levels, or living skills.
- Coordinates with the RTM to share observations and cooperatively develop and implement appropriate individual training plan for each trainee.
- Provides care, supervision, and group counseling for a group of trainees in the dormitory.
- Provides guidance and assistance to trainees in the accomplishment of daily living skills such as personal hygiene, chores and meals.
- Monitors, observes, and records the activity and behavior of the resident trainees and intervenes when necessary.

The Medical and Dental Section

- Conduct assessment to determine those with special accommodation needs, those with infectious diseases and other conditions and formulate appropriate medical & dental intervention plans.
- Dispense medications and assist trainees with prescriptions as necessary.
- Monitor and provide health guidance to resident trainees.

The Trainer

- Teach Daily Living Skills such as budgeting, personal hygiene, cooking, housekeeping, marketing and clothing management among others.
- Design and assign effective homework to reinforce skills learned in the classroom.
- Facilitate group study sessions from time to time as necessary.
- Monitors, evaluates and provides feedback on the training performance of resident trainees to the trainees themselves and to the RTM.

The Rehabilitation Team

- Shall assess and recommend entitlement of an admitted trainee for dormitory accommodation.
- Shall monitor and assess performance of resident trainees in attaining their rehabilitation goals.
- Shall recommend mechanisms and regulations as necessary for the general welfare and well-being of resident trainees.

The Training Center Superintendent

- In consultation with the Dormitory Management Committee, shall approves/disapproves trainees' accommodation and permits
- Monitors the overall operation of the dormitory
- In consultation with the General Staff, develops mechanisms and policies necessary for the general welfare and well-being of resident trainees
- Shall report to the Regional Management Development Committee on matters needing appropriate actions and support.

The Guards on Duty

- Shall always ensure the safety and security of the resident trainees, staff, and properties.
- Shall report to Training Center Superintendent incidents and other circumstances needing appropriate actions.
- Shall collaborate with the Dormitory Administrators in ensuring resident trainees' adherence to the Dormitory House Rules and Regulations

The Ambulance Driver

- Shall be always available on call should an emergency occur.

B. DSWD-Field Office

- Provide technical assistance and other support for the efficient and effective operation of the NVRC Trainees' Dormitory.

X. Effectivity

These Guidelines shall take effect immediately.

Issued in Manila City this 27th day of December 2023.


ATTY. MICHAEL JOSEPH J. LORICO
Regional Director