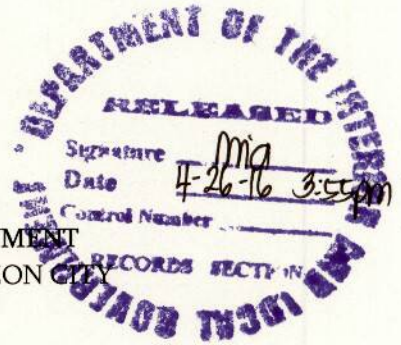




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MEMORANDUM CIRCULAR  
NO. 2016- 56

April 26, 2016

TO : ALL CONCERNED GOVERNORS, CITY AND MUNICIPAL MAYORS, MEMBERS OF THE SANGGUNANG PANLALAWIGAN/PANLUNGSOD/BAYAN, DILG REGIONAL AND PROVINCIAL DIRECTORS OF REGIONS V, VI, VII, XI AND NEGROS ISLAND REGION

SUBJECT : OPERATIONAL GUIDELINES ON THE IMPLEMENTATION OF TRAINING FOR BETTER ACCESS TO JOB OPPORTUNITIES (TraBAJO)

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#### I. PREFATORY STATEMENT

The ASEAN Economic Community (AEC), brought about a highly competitive single market and production and free flow of workforce among the member-countries, as such there would be a high risk that local workforce may become unemployed if investors or business owners cannot find the necessary skills they require in the area. Thus, there is a strong necessity to improve the skills of the local labor force to be able to compete and comply with the demands of AEC.

Workforce Development is a key component under the Business-Friendly and Competitive LGUs (BFCL) Program of the Department. The DILG initiated a workforce development program for Local Government Units (LGUs) called Training for Better Access to Job Opportunities (TraBAJO). TraBAJO aims to capacitate target LGUs in the development of their Workforce Development Program and provide support in preparing their communities develop the necessary skilled workforce requirements of the private enterprises in priority sectors such as Tourism, Agri-Business, and Information Technology - Business Processing Outsourcing (IT-BPO).

The Department issued Memorandum Circular No. 2015-138: Guidelines on the Implementation of Training for Better Access to Job Opportunities (TraBAJO) last December 01, 2015.

## II. OPERATIONAL GUIDELINES

The main goal of the project is to institutionalize a Workforce Development (WFD) Program in LGUs. The project will provide financial support as well as capacity building interventions to the following:

### A. CITIES AND MUNICIPALITIES

#### 1. WORKFORCE DEVELOPMENT PLAN FORMULATION

The Cities/Municipalities shall formulate a 3-year WFD plan to guide implementation of WFD program and services to its constituents.

1.1 The Plan should include the following:

- 1.2.1 Vision of the LGU towards economic development focusing on the economic sector;
- 1.2.2 The plan of the LGU on how to address local unemployment;
- 1.2.3 The LGU strategies in gathering information/data of the unemployed and available job opportunities;
- 1.2.4 LGU action in facilitating job matching and access to livelihood programs of the LGU and NGAs; and
- 1.2.5 List of skills needed or required by the economic sector (tourism, agribusiness, BPO and other industries in the area).

1.2 A Technical Working Group to be composed of Public Employment Service Office (PESO) Manager, Local Economic and Investment Promotion Officer (LEIPO), City/Municipal Planning and Development Coordinator (C/MPDC), City/Municipal Agriculturist, Local Tourism Officer, organized Private Sector (PS), and stakeholders concerned shall be organized to formulate the WFD Plan.

1.3 The Workforce Development Plan shall be endorsed by the Local Chief Executive (LCE) and the Private Sector (PS) partner representative.

*(Attached as Annex 1 is the Workforce Development Plan Template)*

## 2. ENHANCEMENT AND UPDATING OF SKILLS REGISTRY SYSTEM (SRS)

In support to DOLE's on-line version of the Skills Registry System (SRS), the City/ Municipality shall establish/install an SRS to be located on the PESO.

### 2.1 Training on Skills Registry System

2.1.1 The Department of Labor and Employment (DOLE) through its Regional/ Field Offices will provide support in the following:

- a) Orientation on the on-line Skills Registry System
- b) Installation and hands-on training on the operation/utilization of the on-line SRS for PESO and IT-Staff assigned in updating information in the system.

### 2.2 Setting up an On-Line Skills Registry System

2.2.1 Hardware support dedicated for the SRS

The City / Municipality are required to put two (2) computers, one (1) laptop, and router for internet connection and printer for SRS.

The computers are assigned for the following usage:

- Computer 1- Server
- Computer 2 - For client
- Laptop - Mobile registration

*(Attached as Annex 2 is the specification of computer and laptop prescribed by Department of Labor and Employment – Bureau of Local Employment.)*

2.3 Regular / Special Registration Day shall be conducted to gather information/profile of jobseekers.

2.3.1 The PESO shall screen/filter the List of Jobseekers gathered from the Special Registration Day who will qualify as TraBAJO beneficiary.

2.3.2 Target TraBAJO beneficiaries are as those residents of the LGU who are unemployed and who are not a beneficiary of current skills training program of government agencies and have high potential for employment or create community-based enterprise, with priority given to:

- a. Out-of-School Youth (OSY) under Abot-Alam Program
- b. Persons with Disabilities (PWDs)
- c. Indigenous People / Indigenous Cultural Communities (IP/ICC)
- d. Pantawid Pamilyang Pilipino Program (4Ps) beneficiaries
- e. Non-permanent employee of a Private companies who needed to upgrade their skills to have a permanent job

#### **2.4 Special coding system for TraBAJO beneficiaries**

The PESO shall use an appropriate coding system for TraBAJO beneficiaries for easy identification from other NGAs Programs for monitoring purposes.

#### **2.5 Updating Profile of Job Seekers**

2.5.1 Once TraBAJO beneficiaries have earned their National Certification from TESDA, the PESO shall update his/her profile under the SRS to include new information.

2.5.2 After the skills training, the TraBAJO beneficiary shall return to PESO for assistance in job matching for employment or facilitate enterprise support for self-employment. If beneficiaries got a job or have started an enterprise, his/her profile must also again be updated.

### **3. CONDUCT OF INDUSTRY FORUM**

The City/ Municipality shall conduct an Industry Forum. The Industry Forum should be a coordinated effort among stakeholders to maximize participation of both the job seekers and the private sector.

Industry Forum can be offered in various locations twice a year, either by the individual LGUs or by a cluster of LGUs. The City/Municipal PESO may coordinate with the Provincial PESO to avoid overlap of job seekers registration and get most out of private sector participation.

### 3.1 Preparatory Activities

The PESO together with the Local Economic and Investment Promotion Officer (LEIPO) shall:

3.1.1 Conduct an inventory of industries/employers present in the area, and shall conduct quick assessment of skills requirements and vacancies using the Quick Assessment Form. *(Attached is the Quick Assessment Form.)*

3.1.2 Organize a meeting for the Private Sector and LGU to encourage to participate in TraBAJO project specifically on the following:

- a) selection of pre-qualified beneficiaries to undergo skills training; and
- b) commitment on hiring of trained beneficiaries.

### 3.2 Actual Conduct of Industry Forum

The PESO with the LEIPO shall conduct an Industry Forum together with the Private Sector (PS) and National Government Agencies (NGAs) concerned, at least twice a year, to gather data on job seekers and availability of jobs.

3.2.1 Industry partners and target job seekers will be invited to participate in the forum. The forum may also serve as a venue for Registration (in the SRS) of other/new jobseekers.

3.3.2 The format of the forum are the following:

- a) Orientation on TraBAJO project and its benefits to the LGU;
- b) Presentation of Industry/Business Partners on the kind of business they operate, skills needs/requirements, vacancies, qualifications they are looking for, etc;
- c) Presentation of other NGAs Programs and Activities related to employment;
- d) Speed dating of TraBAJO beneficiaries with the participating industries/business sector to select/screened target beneficiaries for skills trainings (only if PS are willing and available); and
- e) Job seekers may also book an appointment with PESO desk and Private Sector for screening to qualify for skills training.

### **3.3 Post-activity**

- 3.3.1 The PESO shall further evaluate the job seekers, which was interviewed by PS or PESO, if they meet the minimum skills qualifications required by the Industries/possible employees and come up with the List of Beneficiaries who will undergo the skills training.
- 3.3.2 The PESO will notify the beneficiaries that he/she qualifies for skills training.

## **4.0 SKILLS TRAINING**

The PESO shall facilitate the participation of the qualified beneficiaries / trainees to skills training under the TESDA program in TESDA accredited Technical Vocational Institutes (TVIs).

### **4.1 Preparatory Activities**

- 4.1.1 The PESO will organize a meeting with TESDA and TESDA accredited Technical Vocational Institutions (TVIs) for the training needs of the beneficiaries and skill set requirements of the Private Sector.
- 4.1.2 TVIs will prepare Qualification Map based on training needs to be consolidated by TESDA and approved by TVI and LGU.
- 4.1.3 A MOA between LGU and TVIs shall be forged to accommodate the beneficiaries for skills training.
- 4.1.4 The payment for skills training will follow established government budgeting, accounting and auditing processes.

### **4.2 Participation to Skills Training**

- 4.2.1 Qualified beneficiaries shall be sent to TESDA accredited TVIs in the LGU or within the Province. If courses/programs are not available in the above-mentioned TVIs, trainees can be referred to other TESDA accredited TVIs in other nearby Province within the Region.

### **4.3 Payment for Skills Training**

- 4.3.1 LGUs shall pay TVIs for the beneficiaries' training and assessment fees to be charged to TraBAJO Fund. In the event that the beneficiary failed to earn NC II Certification, the succeeding assessment cost by TESDA, will shouldered by the beneficiary, which is in accordance with the TVI's payment scheme.
- 4.3.2 In case the skills training chosen by the beneficiaries lead to entrepreneurship, an additional module on entrepreneurship with a starting kit must be provided. This will be part of the skills training program.
- 4.3.3 TraBAJO Fund will not be used to support the meal and transportation of beneficiaries.
- 4.3.4 Maximum of 2 trainings per beneficiary is allowed provided that the beneficiary earned National Certification II (NC II) from the first training he/she was enrolled.

### **4.4 Facilitating Employment**

- 4.4.1 All graduates/beneficiaries which have earned their NC II Certification from TESDA, shall be assisted by PESO for job matching.
- 4.4.2 The PESO will endorse said graduates to concerned Private Sector for job placement.
- 4.4.3 Graduates who opt to be self-employed, shall be assisted by the LGU to start-up business by accessing livelihood program of NGAs and LGUs.
- 4.4.4 The PESO shall update the SRS to include new information of the graduates / beneficiaries and new job seekers for possible job hiring. Updating of the SRS should be monthly or as deemed necessary.

## **B. PROVINCES**

### **1. Workforce Development Plan Formulation**

1.1 In formulating the Workforce Development Plan for Provinces, the process will be the same with Cities and Municipalities. (see No. 1 under letter A)

1.2 Eligible activities and expenses which be charged to TraBAJO Funds are as follows:

1.2.1 Enhancement of Provincial Skills Registry System such as:  
a) Purchase of computer hardware dedicated for the SRS; and  
b) Training for on-line SRS.

1.2.2 Improvement of facilities and operation of a provincially-run training centers for skills development or TESDA facilities in the province such as procurement of tools, materials and small equipment used for trainings.

1.2.3 Activities for monitoring and providing assistance on TraBAJO projects in the target LGUs within the province.

## **2. Enhancement of Skills Registry System at the Province**

2.1 In enhancing the Skills Registry System of the Province, the same process as the Cities and Municipalities. (see No. 2 under letter A, except 2.3.1 to 2.5.2)

## **3. Improvement of facilities and operations of a provincially run training centers**

3.1 Provinces with owned Technical Vocational Training Center may improve its facilities by purchasing tools and equipment used for trainings. In cases, provinces do not have such training centers, the Province may also provide improvement to TESDA training center located in the province.

## **4. Monitoring and providing assistance on TraBAJO project implementation in the target LGUs**

4.1 Provinces may identify activities and financial support to be included in the plan such as facilitating, providing technical assistance and monitoring TraBAJO implementation in their target LGUs.

## **C. STATE UNIVERSITIES AND COLLEGES (SUCs)**

In line with the objective of TraBAJO Project to improve the capability of



LGUs to develop and manage sound and responsive workforce development program, selected SUCs located in the target Provinces / Regions are also beneficiaries of the TraBAJO Fund to provide capacity development on TraBAJO and LED4LGUs curriculum to all LGUs in the Province or Region.

1.1 SUC shall designate point person/s dedicated to provide capacity development program for LGUs on TraBAJO and LED4LGUs Curriculum.

1.2 Prepare work program for capacity development of LGUs on TraBAJO and LED4LGUs Curriculum for target LGUs and others within the target Provinces.

1.3 Conduct capacity building for LGU LED Team composed of LEIPO, PESO, Tourism Officer, Agriculturist, and City/Municipal Local Government Operations Officer on TraBAJO and LED4LGUs Curriculum.

### III. ROLES AND RESPONSIBILITIES

#### A. DILG

##### 1. DILG Central Office

1.1 Provide necessary funds for the implementation of TraBAJO.

1.2 Capacitate Regional Offices on TraBAJO.

1.3 Provide technical assistance to LGUs in the development of LGU Workforce Development Program.

1.4 Partner with NGAs with programs on workforce development for LGUs.

1.5 Conduct monitoring and evaluation activities.

1.6 In coordination with Local Government Academy (LGA), capacitate SUCs on TraBAJO and LED4LGUs curriculum.

##### 2. DILG Regional Office:

2.1 Conduct orientation-workshop on TraBAJO for target LGUs.

2.2 Capacitate LGU on the following:

- Formulation of LGU Workforce Development Plan
- Conduct of Industry Forum
- Establishment/enhancement of SRS

2.3 Forge MOA with the Province/City/Municipality/ SUCs for the transfer of TraBAJO fund.

2.4 Monitor and submit report on the implementation of TraBAJO to DILG-CO thru the Bureau of Local Government Development (BLGD).

**B. Department of Labor and Employment (DOLE)**

1. Establishment/enhancement of On-Line SRS.

1.1 DOLE through its Regional Offices shall capacitate the target LGUs of TraBAJO in the enhancement of the SRS by:

- a) installation of an on-line SRS
- b) providing orientation on the system
- c) hands-on training on the operationalization of the system
- d) technical assistance as the needs arises

**C. Technical Education and Skills Development Authority (TESDA)**

1. Recommends TVIs with TESDA accredited program for skills training.
2. TESDA will create training programs to customize the training needs of the private sector if found none.
3. TESDA will administer competency assessment to all beneficiaries of the skills training to determine the competency of the trainees.
4. TESDA will award the National Competency II to all passers of the assessment.

**D. State Universities and Colleges (SUCs):**

1. Capacitate the LED Teams of the LGUs within the target Provinces such as the LEIPOs, PESOs, Tourism Officers, Agriculturists, and LGOOs on TraBAJO and LED4LGUs Curriculum in the concerned provinces.
2. Submit quarterly report on the accomplishment and utilization of funds to DILG Regional Office.

**E. Technical Vocational Institutions (TVIs):**

1. Provide the skills training for TraBAJO beneficiaries.
2. TVIs to customize trainings to meet the needed skills set of the industries in the area.
3. Ensure proper documentation for trainees, reports back to TESDA & LGU for reporting and payment.
4. Provincial Training Centers run by the Province or NGA can receive funds to update their training facilities.

**F. Private Sector Partners:**

1. Have positions available and pledge positions to TraBAJO beneficiaries amongst group.
2. Must have job descriptions for positions.
3. Offers in house onboarding program / training for the employees.
4. Must be able to offer 'in kind' job bridging activities for PESO such as practice interviews, resume review.
5. Able to return to PESO office for interviews of TraBAJO beneficiaries for employment.

**G. Beneficiaries:**

1. Proactive in the process.
2. Committed to their training.
3. Understands the benefits to them and their families.
4. Must strive to secure the NC II.

**IV. FUND DISBURSEMENT**

1. Financial requirements of the WFD Plan charged to TraBAJO Funds are as follows:
  - 1.1 Enhancement of Skills Registry System;
  - 1.2 Conduct of Industry Forum; and
  - 1.3 Skills Trainings including additional starter-kit for those who opt to start a business.
2. Other financial requirements such as support for a start-up capital for new enterprise shall be sourced from other NGAs/LGUs and Financial Institutions who are implementing livelihood program.
3. All funding requirements relative to the conduct of enhancement / updating of Skills Registry System (SRS) such as set up of an on-line SRS and training shall be charged to TraBAJO Fund.
4. Disbursements of funds of TraBAJO Funds
  - 1.1 TraBAJO Funds shall be in accordance with the activities under the WFD Plan.
5. Unexpended Balances of Trabajo Fund
  - 2.1 In the event there are unexpended balances of the TraBAJO Fund, said balances shall be remitted / refunded to the National Treasury by the concerned LGU following the existing guidelines on the

transfer of funds (COA Circular No. 94-013 dated December 13, 2004) in January 2019. Proof of such remittance/refund shall be submitted to the concerned DILG Regional Office, which shall in turn forward the same to Financial Management Service (FMS), DILG Central Office for record purposes.

## V. MONITORING AND EVALUATION (M&E)

LGUs and SUCs shall submit a Progress Report of Physical Accomplishments and Fund Utilization to concerned DILG Regional Office. The Physical accomplishments and fund utilization must be those indicated in the WFD Plan.

1.1 The LGU shall submit a progress report of physical accomplishment and fund utilization to DILG Provincial Office verified by the LGOOs at the end of each quarter and to be submitted to Regional Office which will then be submitted to BLGD.

1.2 Information of the reports include key performance indicators such as:

- No. of registrants entered into SRS
- No. of registrants entered into SRS that are "TraBAJO" beneficiaries
- No. of training certified
- No. of registrant with new employment.

## VI. EFFECTIVITY

This Memorandum Circular will take effect immediately.

All DILG Regional Directors are hereby directed to cause the immediate and widest dissemination of this Memorandum Circular within their respective jurisdictions and provide the necessary technical assistance to ensure compliance with this Memorandum Circular.

For guidance and compliance of all concerned.

  
MEL SENEN S. SARMIENTO  
Secretary 



## Workforce Development Plan Template

| Sections  | Basic Information in the LGU Workforce Development Plan  | Notes  |
|---|--|--|
| LGU Name<br><b>I. Introduction and Background</b> | <p>Describe the:</p> <ul style="list-style-type: none"><li>A. Economic profile of the LGU, including (un)employment situation</li><li>B. LED vision and mission formulated from the LGU plans</li><br/><li>C. Key economic sectors in the LGU (tourism, agriculture, IT-BPO, other industries)</li></ul> | <p>Briefly describe your LGU, its key economic sectors (as summarized in your LGU socio-economic profile), and its local economic development vision and mission, which can be copied from your LGU's comprehensive development plan.</p> <p>Include information about the unemployment situation in your LGU (e.g. how many men and women are unemployed?)</p> <p>Provide a brief profile of the economic sector of your LGU. The following information can be found in the Tourism Plan if there is, Agriculture, IT-BPO and other industries that can generate employment in the municipality.</p> <ul style="list-style-type: none"><li>• <b>Tourism</b><ul style="list-style-type: none"><li>- Brief description of the TDA/tourism circuit in terms of its main gateways and service centers, as well as its key attraction sites.</li><li>- Trends in visitor arrivals to your LGU over the past few years,</li></ul></li></ul> |

| Sections | Basic Information in the LGU Workforce Development Plan | Notes   |
|----------|---|---|
|          |   | <ul style="list-style-type: none"> <li>- Profile of the tourist market segments to LGU, including main purpose(s) of travel to your area</li> <li>• Profile of the tourism sector in your LGU in terms of number of enterprises by subsector (accommodation establishments, travel and transport, restaurant, etc) and the number of men vs women currently employed in each subsector.</li> <li>• <b>Agriculture</b> <ul style="list-style-type: none"> <li>- Brief profile of the agriculture sector of the LGU</li> <li>- what are the potential agri-business/ livelihood enterprises</li> <li>- How much does the LGU produce such product for the past 3 years</li> </ul> </li> <li>• Other priority economic sector           <ul style="list-style-type: none"> <li>Brief profile of the sector</li> <li>- What are the projected job opportunities</li> <li>- what are the manpower/skills requirements</li> </ul> </li> </ul> |

| Sections | Basic Information in the LGU Workforce Development Plan   | Notes  |
|----------|---|--|
|          | <p data-bbox="635 248 1086 315">D. Existing LGU Policies and Programs for workforce development</p> | <p data-bbox="1118 248 1385 521">Briefly describe the Office in the LGU, if any, responsible for supporting the training and employment needs of residents. What are its current strengths and weaknesses?</p> <p data-bbox="1118 551 1385 824">What LGU existing ordinances, regulations, or programs which can help local residents gain access and support for skills training and finding employment?</p> <p data-bbox="1118 853 1385 1021">Describe the gaps of the sector related to workforce development that have been identified in your CDP</p> <p data-bbox="1118 1050 1385 1151">What were the identified needs, if any, related to:</p> <ul data-bbox="1118 1180 1385 1901" style="list-style-type: none"> <li data-bbox="1118 1180 1385 1348">• Skills trainings needed to meet the demand for more workers in certain industry sub-sectors</li> <li data-bbox="1118 1355 1385 1590">• Skills trainings needed to meet the demand for improved competencies and skill levels in certain industry sub-sectors</li> <li data-bbox="1118 1597 1385 1901">• LGU policies, programs, and information systems to be developed or enhanced in response to issues such as (i.e. absence of labor market information,</li> </ul> |

| Sections  | Basic Information in the LGU Workforce Development Plan   | Notes  |
|---|---|--|
|   | E. Employment issues  | <p>absence of information on supply of skilled workers, trainings available, etc)</p> <ul style="list-style-type: none"> <li>• Specific issues related to the protection of and support for women and child workers and other disadvantaged groups (e.g. PWD, IPs, etc.)</li> <li>• Issues on access to job and capitalization for new enterprise</li> </ul>   |
| <p><b>II. LGU Plan to address the unemployment problem through the priority economic sector</b></p> | <p>Rationale:</p> <ul style="list-style-type: none"> <li>• Briefly describe the <b>workforce/employment opportunities</b> for the LGU based on the expected growth outlook for priority sector.</li> <li>• Discuss <b>specific target beneficiaries</b> or communities whom the Plan would like to give priority to, and the <b>key constraints</b> they face in finding decent, sustainable employment through tourism.</li> </ul> <p>Given the above, describe the LGU's <b>GOAL</b> with regard to workforce development through the economic sector.</p> <ul style="list-style-type: none"> <li>• Describe the LGU's specific <b>OBJECTIVES</b> that it and its partners must achieve in certain aspects of workforce development so as to reach its <b>GOAL(s)</b>. Make sure that the objectives are specific, time-bound, and measurable.</li> </ul> | <p><b>Example:</b> <i>"The Tourism Circuit Plan has identified our LGU as the key tourism service center of the TDA. In this regard, it is expected that there will be a need for more hotel workers in the next XX years. Consequently, there will be a need for XX additional Xworkers (specify the jobs with high future demand) by 201X."</i></p> <p><b>Example:</b> <i>"There are XXXX beneficiaries of DSWD 4P's program from Brgy. XX, where the main attraction is located, who are looking for entry level positions in small to medium</i></p> |



| Sections   | Basic Information in the LGU Workforce Development Plan  | Notes  |
|--|--|--|
|  | <p>Broadly describe LGU's <b>STRATEGY</b> for achieving these goals and objectives by describing its approach to:</p> <ul style="list-style-type: none"> <li>• Providing or facilitating access to training programs for residents to gain skills needed for employment in local tourism-related establishments (can be existing businesses or those expected to open soon)</li> <li>• Dialogue/coordination with local employers to determine the specific skill areas that they most need/value and designing training programs that respond directly to these employer needs.</li> <li>• The LGU's performance of an enabling role in providing prospective workers and potential employers with mechanisms and systems for effective and efficient matching of worker and employer needs.</li> </ul> | <p><i>accommodations such as room attendants and kitchen helpers, but do not yet have the basic skills for these positions."</i></p> <p><b>Example of Goal:</b> <i>To find employment for XX residents of (Name of LGU) in tourism related establishments in the (name of TDA/tourism circuit) by 201X.</i></p> <p><b>Objectives</b> can be in relation to:</p> <ul style="list-style-type: none"> <li>• Training local unemployed residents on new skills needed to qualify for employment</li> <li>• Training current workers to gain new or enhanced skills needed to move up in their careers</li> <li>• Establishing LGU policies, programs, or systems to enable the matching of workers and/or employers for employment and improved competitiveness</li> </ul> |
| <p><b>III. RESULTS</b><br/><b>(Expected Results of the Plan)</b></p> | <p>Describe the expected results of the programs/projects of the LGU in relation to the strategy/goal/objectives of the Workforce Development Plan</p>   | <p><b>Describe the results to the beneficiaries and LGUs</b></p>   |

| Sections  | Basic information in the LGU Workforce Development Plan  | Notes   |
|---|--|---|
| <b>IV. Target Clients/<br/>Beneficiaries of the Program</b> | Describe who the beneficiaries of the program of the LGU in the WFD Plan   |   |
| <b>V. IMPLEMENTATION STRATEGIES</b>                         | <p>Describe how the LGU and its partners intend to implement the workforce development program of the LGU to:</p> <ul style="list-style-type: none"> <li>- Increase the number of employment</li> <li>- Increase investments in the area that will create more jobs</li> <li>- Have access to financing institution for capitalization of MSMEs</li> </ul> <p>Example</p> <ol style="list-style-type: none"> <li>1. Established Skills Registry System</li> <li>2. Established network/partnership with the local PS</li> <li>3. Access NGAs programs/projects/activities on workforce skills training and livelihood</li> <li>4. Investment Promotion</li> <li>5. Develop new or enhanced LGU policies to strengthen the local PESO, Tourism, and LEIPO offices as enablers of training opportunities, employment matching, and employer/investor assistance</li> <li>6. Establish/enhance/update LGU database for identifying and tracking prospective workers in the communities, by their gained skills and job interests</li> </ol> |   |
| <b>VI. KEY ACTIVITIES</b>                                   | <p>These are activities that LGU must do to implement the plan</p> <p>Or other major activities, that will contribute to the institutionalization of the Workforce Development of the LGU</p>  | Activities being translated from the Strategies |

| Sections                             | Basic Information in the LGU Workforce Development Plan  | Notes  |
|--------------------------------------|--|--|
| <b>VII. KEY PARTNERS</b>             | List the Key Partners and their roles in the Workforce Development Program of the LGU (skills training, job facilitation/employment, financing)            | Partners maybe those within the LGU, outside the LGU such as the PS, DOT, DOLE, TESDA, DTI |
| <b>VIII. BUDGET</b>                  | Describe how the LGU plan to establish and manage the relationship/network<br>Describe the costs needed and sources of funds to perform the Key Activities | Funds from LGU, NGAs, etc.   |
| <b>IX. MONITORING AND EVALUATION</b> | Show a Monitoring and evaluation based on the indicators of the activiites   |  |
| <b>X. COMMUNICATION PLAN</b>         | Describe how you communicate the plan of the LGU to its beneficiaries and implementing partners (before, during and after the im[plementation of the plan) |  |

Prepared By:

\_\_\_\_\_

PESO

\_\_\_\_\_

Private Sector Representative

Approved By:

\_\_\_\_\_

Mayor/Governor

| ITEM                   | QUANTITY                                     | SPECIFICATIONS         |  |
|------------------------|--|------------------------|--|
| Desktop 2 (Server)     | 10   | Processor:             | Intel Core i3-4010U                          |
|                        |  | Memory                 | 4GB  |
|                        |  | Storage                | 500GB  |
|                        |  | Optical Drive          | 8X SuperMulti drive, 9.0 mm slim, tray-load  |
|                        |  | Graphics               | Intel® HD Graphics technology                |
|                        |  | Network Card           | 10/100/1000 Mbps                             |
|                        |  | USB                    | Two USB 2.0 ports<br>USB 3.0 port            |
|                        |  | Input Devices          | Wireless Keyboard, Mouse, Speakers           |
|                        |  | OS                     | Windows 7 ultimate                           |
|                        |  | Display                | 19.5" 1600 x 900 resolution, LED-backlit LCD |
|                        |  | Office                 | MS Office Home and Business 2013             |
|                        |  | <b>Special Feature</b> | <b>Built-in Wireless networking</b>          |
|                        |  | Warranty               | 1 Year                                       |
|                        |  | Desktop 2 (Client)     | 10   |
| Memory                 | 4GB  |                        |  |
| Storage                | 500GB  |                        |  |
| Optical Drive          | 8X SuperMulti drive, 9.0 mm slim, tray-load  |                        |  |
| Graphics               | Intel® HD Graphics technology                |                        |  |
| Network Card           | 10/100/1000 Mbps                             |                        |  |
| USB                    | Two USB 2.0 ports<br>USB 3.0 port            |                        |  |
| Input Devices          | Wireless Keyboard, Mouse, Speakers           |                        |  |
| OS                     | Windows 7 Professional                       |                        |  |
| Display                | 19.5" 1600 x 900 resolution, LED-backlit LCD |                        |  |
| Office                 | MS Office Home and Business 2013             |                        |  |
| <b>Special Feature</b> | <b>Built-in Wireless networking</b>          |                        |  |
| Warranty               | 1 Year                                       |                        |  |
| Laptop                 | 10   |                        |  |
|                        |  | Memory                 | 4 GB   |
|                        |  | Storage                | 1TB  |
|                        |  | Graphics               | Integrated                                   |
|                        |  | Network Interface      | Gigabit Ethernet                             |
|                        |  | OS                     | Windows 7 Professional                       |
|                        |  | Display                | 14" HD                                       |
|                        |  | Office                 | MS Office Home and Business 2013             |
|                        |  | Weight                 | 2.0 kg                                       |
|                        |  | Battery Life           | at least 4 hours                             |
|                        |  | Warranty               | 1 Year                                       |
|                        |  | Printer                | 10   |
| Max Print Resolution   | 4800x1200 dpi                                |                        |  |
| Print Head             | Ink  |                        |  |
| Type                   | Cartridge                                    |                        |  |
| Print Speed            | 4 ppm color; BW 7ppm                         |                        |  |
| Paper Size             | A4, A5, B5, LTR, LGL                         |                        |  |
| SCAN                   |  |                        |  |
| Type                   | Flatbed                                      |                        |  |
| Resolution             | 2400x1200 dpi                                |                        |  |
| Max Doc Size           | A4/LTR                                       |                        |  |
| Speed                  | 15 sec                                       |                        |  |

| ITEM                   | QUANTITY                         | SPECIFICATIONS                 |   |
|------------------------|----------------------------------|--------------------------------|---|
| UPS                    | 10                               | Output Power Capacity          | 300 Watts / 500 VA  |
|                        |                                  | Nominal Output Voltage         | 230 Volt  |
|                        |                                  | Output Connections             | (1) NEMA 5-15R (Surge Protection), (3) NEMA 5-15 R ( Battery Back-up_               |
|                        |                                  | Nominal Input Voltage          | 230 Volt  |
|                        |                                  | Input Frequency                | 60 Hz +/- 3 HZ  |
|                        |                                  | Battery Type                   | Maintenance - free seald; Lead - Acid battery with suspended electrolyte: leakproof |
|                        |                                  | Typical Recharge / Backup time | 10 hours recharge time, 11.8 min half load 150w, 5.8m full load 300w                |
|                        |                                  | Control Panel                  | LED Status display with On Line: On Batteyr   |
|                        |                                  | Audible Alarm                  | Alarm when on battery: distinctive low battery alarm: overload continous alarm      |
|                        |                                  | Surge Energy rating            | 450 Joules  |
| Dimensions             | 85.00 mm x 298.00 mm x 183.00 mm |                                |   |
| Internet Security      | 10                               |                                | Kaspersky Internet Security 2015 License-<br>Lowest Quotation                       |
| Anti - Virus           | 10                               |                                | Kaspersky Anti Virus 2015 License   |
| Networking Pheriperals |                                  |                                |   |

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Training for Better Access to Job Opportunities (TraBAJO)

IMPLEMENTATION MONITORING REPORT

As of \_\_\_\_\_

Province: \_\_\_\_\_

City/Municipality: \_\_\_\_\_

| Activities  | Performance Indicators  | Targets (Annual)       | Accomplishment (reporting period) | % of Accomplishment | Funding    |                 | Remarks |
|---|---|------------------------|-----------------------------------|---------------------|------------|-----------------|---------|
|   |   |                        |                                   |                     | Programmed | Actual Expenses |         |
| 1. Formulation of Workforce Development Plan                | Workforce Development (WFD) Plan Formulated                             | 1 WFD Plan for 3 years |                                   |                     |            |                 |         |
| 2. Establishment of an on-line Skills Registry System (SRS) |   |                        |                                   |                     |            |                 |         |
| 2.1 Purchase of computer hardware                           | - No. of equipment purchased for SRS                                    |                        |                                   |                     |            |                 |         |
| 2.2 Training on SRS   | - No. of training conducted<br>- No. of trained LGU PESO and IT Officer |                        |                                   |                     |            |                 |         |

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| 2.3 Conduct of Registration Day   | <ul style="list-style-type: none"> <li>- No. of Registration Day conducted</li> <li>- No. of registrants entered into SRS</li> <li>- No. of registrants entered into SRS that are TraBAJO beneficiaries</li> </ul>                         |  |  |  |  |  |  |
| 2.4. Updating of Job Seekers' Profile   | <ul style="list-style-type: none"> <li>- No. of jobseekers' profiles updated</li> </ul>  |  |  |  |  |  |  |
| <b>3. Conduct of Industry Forum</b><br>3.1 Conduct an inventory of industries<br><br>3.2 Establishment of Partnership<br><br>3.3 Actual conduct of Industry Forum | <ul style="list-style-type: none"> <li>- List of industries in the area</li> <li>- Forged MOA</li> <li>- No. of Industry Forum conducted</li> <li>- No. of Private Sector participated</li> <li>-No. of Jobseekers participated</li> </ul> |  |  |  |  |  |  |
| <b>4. Skills Training</b><br>4.1 Establishment of Partnership between LGU and TESDA accredited TVIs   | <ul style="list-style-type: none"> <li>- No. of meetings conducted</li> <li>- No. of Qualification Map prepared</li> </ul>   |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
| <p>4.2 Conduct of Skills Training</p> <p>4.3 Competency Assessment</p>                                       | <p>-No. of MOAs forged</p> <p>- No. of beneficiaries identified enrolled graduated</p> <p>- No. of beneficiaries / graduates with National Certification II from TESDA</p> |  |  |  |  |  |  |
| <p>5. Employment / Entrepreneurship</p> <p>5.1 Job matching</p> <p>5.2 Distribution of start-up tool kit</p> | <p>- No. of beneficiaries / graduates with new employment</p> <p>- No. of beneficiaries / graduates started a new enterprise</p>   |  |  |  |  |  |  |

Prepared by:

\_\_\_\_\_

PESO

Attested by:

\_\_\_\_\_

C/MLGOO

Noted by:

\_\_\_\_\_

DILG Provincial Director



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Training for Better Access to Job Opportunities (TraBAJO)

SKILLS TRAINING PROGRESS REPORT

As of \_\_\_\_\_

Province: \_\_\_\_\_

City/Municipality: \_\_\_\_\_

| Kind/Type of Training            | No. of beneficiaries availed of Skills Training | Cost of training      | Total Cost of Training | Status of Trainee |            |            | Remarks                             |
|----------------------------------|---|-----------------------|------------------------|-------------------|------------|------------|-------------------------------------|
|                                  |   |                       |                        | Employed          | Unemployed | Enterprise |                                     |
| E.g. Housekeeping                | 35  | P 30,000.00 / trainee | P 1,050,000.00         | 35                | 0          | 0          |                                     |
| E.g Health and Wellness          | 25  | P 30,000.00 / trainee | P 750,000.00           | 10                | 0          | 15         |                                     |
| E.g English Language Proficiency | 50  | P 30,000.00 / trainee | P1,500,000.00          | 40                | 10         | 0          | 10 beneficiaries did not pass NC II |
| <b>Total</b>                     | <b>110</b>                                      |                       | <b>3,300,000.00</b>    | <b>85</b>         | <b>10</b>  | <b>15</b>  |                                     |

Prepared by:

Attested by:

Noted by:

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PESO

C/MLGOO

DILG Provincial Director

*TraBAJO Quarterly Report*