

**[ OWWA MEMORANDUM OF INSTRUCTIONS NO. 003, S. OF 2009, March 18, 2009 ]**

**PROVIDING FOR THE IMPLEMENTING GUIDELINES OF THE COMPREHENSIVE PRE-DEPARTURE EDUCATION PROGRAM FOR HOUSEHOLD SERVICE WORKERS**

Pursuant to Department Order No. 95-09. Series of 2009, and to ensure that adequate information is provided to all departing household service workers, the following guidelines for the implementation of ***Comprehensive Pre-Departure Education Program (CPDEP)*** are hereby issued:

**I. The Program**

The Comprehensive Pre-Departure Education Program (CPDEP) consists of a four-day Seminar to be provided to Household Service Workers (HSWs) by accredited non-government organizations (NGOs) and OWWA. The NGOs shall administer the seminar on the first day, while OWWA shall handle the sessions during the succeeding days.

HSWs registered in the Mandarin Language Course will continue to undergo the usual seminar in addition to the one-day sessions with the NGOs.

**II. Coverage**

1. All departing HSWs who are leaving for the first time to work overseas as household service workers.
2. All HSWs who will work in a foreign country from their previous worksite.

**III. Content**

A. The first day sessions/classes which will be handled by the accredited NGOs shall run for eight (8) hours. They will include the following topics.

1. Migration Realities
2. Host Country Profile
3. Employment Contract
4. Health and Safety
5. Travel Procedures and Tips
6. Finance Management

The previous modules shall be provided by OWWA to the NGO PDOS-providers.