

[OWWA MEMORANDUM, August 13, 2009]

**GUIDELINES AND PROCEDURES IN THE IMPLEMENTATION OF
THE OWWA-MICROSOFT TULAY PROJECT**

Date Filed: 23 September 2009

In the interest of the service, and to ensure the smooth and efficient implementation of the OWWA-Microsoft Tulay Project, the attached guidelines are hereby issued.

For immediate compliance.

Adopted: 13 Aug. 2009

(SGD.) CARMELITA S. DIMZON, DPA
Administrator

Attachment

**Guidelines and Procedures in the Implementation of the OWWA-Microsoft
Tulay Project**

1.0 PROJECT DESCRIPTION

The OWWA-Microsoft Tulay Project is a joint undertaking between the OWWA and the Microsoft Corporation designed to provide OFWs and their families access to both technology and information technology training through the Community Training and Learning Centers (CTLCs). It aims to enable OFWs and their families to find better career opportunities that can improve their economic condition, and to enrich their family relations through cost-efficient, cost-effective, real-time interactions using information and communication technology.

2.0 OBJECTIVES

2.1 To provide IT skills trainings through customized modules that would train OFWs and their families at the CTLCs in basic computer fundamentals, internet and email fundamentals, digital media, presentation and database fundamentals which would broaden career opportunities for OFWs and their dependents.

2.2 To facilitate communication within families through access to affordable, efficient, and instant interactive communications technology that would bridge family separation and enhance family solidarity.

3.0 BENEFICIARIES OF THE PROJECT

Overseas Filipino Workers and their families/dependents are the beneficiaries of the program in the following order of priority:

3.1 OFWs who are active members of OWWA;

3.2 Dependents/beneficiaries of OFWs who are active members of OWWA;

3.3 Former OFWs or former members of OWWA and their dependents/beneficiaries; and

3.4 Next-of-kin of OFWs up to the first degree of consanguinity.

4.0 PROJECT VENUE

The OWWA-Microsoft Tulay Project shall establish CTLCs both locally and overseas. Local CTLCs shall be established in the premises of the OWWA Regional Offices, while CTLCs in the overseas posts shall be located in venues identified by the overseas welfare office.

5.0 PROJECT COURSES AND SERVICES

The Project shall offer computer courses listed in Annex A^[*]. Aside from these courses, the Project shall make computer units available for communication of OFW families through the internet.

6.0 PROJECT PARTNERS

The Tulay Project shall be implemented in partnership with Microsoft through its Philippine office. For its expansion phase, a non-government organization shall be identified as partner to manage the start-up operations of the CTLCs up to a one year period through a direct grant from Microsoft Corporation.

7.0 AREAS OF RESPONSIBILITY

The role of each project partner shall be defined as follows:

7.1 Microsoft Philippines

7.1.1 Provide the software and modules/curricula for use at the CTLCs.

7.1.2 Provide grant directly to the NGO partner, in cash and in kind to include computer units, for the management of the CTLC operations for the first year.

7.1.3 Disseminate information on the project.