

## **[ OWWA MEMORANDUM OF INSTRUCTIONS NO.005, S. 2004, August 24, 2004 ]**

### **IMPLEMENTING GUIDELINES FOR THE COMPREHENSIVE ORIENTATION PROGRAM FOR PERFORMING ARTISTS (COPPA)**

Pursuant to Department Order No.048-03, Series of 2003 which directed the implementation of COPPA and its integration into the regular PDOS Program, and the provisions of OWWA Board Resolution No.18, Series of 2004, the following guidelines shall henceforth govern the COPPA implementation:

1. COPPA shall be the pre-departure orientation seminar for Overseas Performing Artist (OPAs). It shall focus in helping OPAs cope with adjustment difficulties and realities of a foreign work environment.
2. COPPA Providers shall ensure that COPPA can be appreciated by OPAs as a key factor towards their personal success as migrant workers.
3. The 2-day COPPA curriculum design composed of six (6) modules as agreed upon by representatives of NGOs and the entertainment industry shall be pilot-tested for a period of three (3) months.
4. The first day of the orientation seminar shall be facilitated by the industry COPPA Providers and the second day by the NGO COPPA Providers. Exchange of observers from the NGOs and the industry may be effected.
5. For purposes of the NGO-facilitated day, a referral system shall be adopted. The system shall be agreed upon by the industry and the NGOs, where a particular agency shall refer its OPAs to the NGO Forum with the commitment that said OPAs shall be endorsed by the Forum to a single NGO PDOS Provider closest in location from the referring agency.
6. Industry associations namely Confederated Association of Licensed Entertainment Agencies (CALEA), Philippine Association of Service Exporters Inc. (PASEI), and Overseas Placement Association of the Philippines (OPAP);
7. NGO PDOS Providers; and agencies which are accredited PDOS Providers for OPAs, shall be registered as COPPA Providers.
8. OWWA shall produce the COPPA Certificate of Attendance which shall be co-signed by industry and NGO COPPA Providers. The certificate shall have a validity period of three (3) years, provided that the OPA shall be deployed to the same receiving country;
9. COPPA shall be conducted at least three (3) weeks before scheduled deployment.