

[DOLE DEPARTMENT ORDER NO. 22-02, APRIL 25, 2002, April 25, 2002]

**GUIDELINES IN THE PLACEMENT OF CADETS/APPRENTICES
UNDER THE JOB CORPS PROGRAM**

Pursuant to Article 72 of the Labor Code, as amended and the Memorandum of Agreement signed between and among the Job Corps, the Department of Labor and Employment, and the Maritime Sector including the Manning Agencies, Schools and Training Institutions, the following shall be the implementing guidelines of the placement of cadets or apprentices on board domestic and international ocean-going vessels:

SECTION I. Coverage. —

1. The following shall be covered:

1.1 Cadets or apprentices whose training is part of the curriculum or required for graduation or board examination, who are currently enrolled in schools and colleges which have been complied with the National and Standards of Training Certification and Watchkeeping (STCW) '95 standards.

1.2 Manning Agencies desiring to recruit and place apprentices under the Job Corps Program accredited and licensed by the Philippine Overseas Employment Administration (POEA).

1.3 Maritime Schools/Institutions offering maritime education programs accredited by the Commission on Higher Education (CHED) and have complied with National and STCW '95 requirements.

SECTION II. Qualifications for Cadets/Apprentices. —

1. The students for cadetship/apprenticeship shall:

1.1 Have successfully completed the academic requirements;

1.2 Be physically fit for the occupation in which he desires to be trained;

1.3 Possess vocational aptitude and capacity for the particular occupation as established through appropriate tests;

1.4 Possess the ability to comprehend and follow oral and written instructions; and

1.5 Have parental/marital consent as deemed necessary.

SECTION III. Job Corps Validation Committee. —

A National Job Corps Validation Committee shall perform oversight functions in the implementation of this program particularly in the provision of general criteria and direction on the screening of applicants for placement and in the monitoring and evaluation of all the participating agencies as well as cadets trained, composed of the following:

Chairperson DOLE Secretary Patricia A. Sto. Tomas

Vice Chairperson CHED Chairman Ester Garcia

Member Representative, Manning Agency

SECTION IV. Procedures/Roles and Responsibilities. —

1. Roles and Responsibilities

The specific roles and responsibilities of the parties involved in the implementation are the following:

1.1 THE MARITIME SCHOOLS SHALL:

- a. Pre-qualify or shall select cadets or apprentices for cadetship/apprenticeship training;
- b. Submit to CHED Regional Offices the pre-qualified/selected cadets/apprentices for validation;
- c. Assign a full-time and academically qualified Shipboard Training Officer;
- d. Provide cadets/apprentices International Shipping Federation (ISF)-CHED Training Record Book; and
- e. Provide DOLE Job Corps Program Director and Program Manager for Overseas Program with a list of students certified to have completed the cadetship/apprenticeship with documentary records/proofs.

1.2 COMMISSION ON HIGHER EDUCATION (CHED)

- a. Certify that the cadets/apprentices pre-qualified/selected by the Maritime Schools meet the requirements for Shipboard Training; and
- b. Issue certificate of academic completion.

1.3 DEPARTMENT OF LABOR AND EMPLOYMENT THROUGH:

The Job Corps' Program Director and Program Manager for Overseas Training shall:

- a. Conduct the validation and orientation of pre-qualified students for the Cadetship Training Program;
- b. Ensure that the terms and conditions stipulated in the Training Agreement are all