

## **[ DSWD ORDER NO. 10, S. 1998, March 25, 1998 ]**

### **GUIDELINES ON THE IMPLEMENTATION OF HOME AIDE SERVICE**

#### **I. RATIONALE**

Abuse and exploitation of domestic helpers (either here or abroad) is a reality as evident in the everyday news/features in newspapers, radio and television. A number of DH working abroad have returned to the country in "boxes." They have lost their lives in search of higher income for the family. Local "househelps" also receive media attention because of their traumatic experiences on the hands of their employers. Most often than not, they are vulnerable to physical, emotional, verbal and sexual abuse.

Apart from these batterings impinge on the domestic helpers, they are also accorded low salary and with inhumane working conditions (e.g. non-provision of food or locked in a room for hours and days). It is claimed by their abusers that such treatment is bestowed to them because they fail to perform what are expected of them.

It is for this reason that Home Aide Service was conceptualized. It aims to produce competent home aiders, allowing the possible househelps to be the best in their chosen occupation, thereby, minimizing, if not totally eradicating abuse and exploitation.

Further, acquiring the appropriate knowledge, attitudes and skills will enable them to choose their employer, negotiate for a just compensation and a better and humane working condition.

#### **II. OBJECTIVES**

*General Objective.* To improve the status of disadvantaged women by providing the opportunities to learn and acquire marketable skills for employment.

*Specific Objectives .* To enable women:

1. Develop appropriate work values and attitudes as home aiders.
2. Acquire and demonstrate knowledge and skills on home management, and care giving.
3. Acquire knowledge and skills on protective behavior to safeguard their rights as a woman and as a home aider.
4. Develop negotiation skills for employment.

#### **III. PROJECT DESCRIPTION**

- The service is a new specialization under the PSCB Phase II, a Japanese-assisted project.

- The project will provide disadvantaged women opportunities for personality development, acquisition of knowledge, attitudes and skills relevant to home management, care of the child and the elderly, protective behavior, and negotiation skills for employment.
- It will also provide disadvantaged women opportunities for development and eventual employment/job placement.

#### **IV. SCOPE AND LIMITATION**

A. *Target Beneficiaries/Eligibility Requirements* - The target beneficiaries are those who will meet the eligibility requirements of the service, to wit:

1. Disadvantaged women from 18-45 years old.
2. Physically and mentally fit as certified by a government physician.
3. A resident of the area of not less than six months as certified by the barangay chairperson.
4. Below the food threshold with an income of not more than P6,478.00/month (urban) and P5,567.00/month (rural) for a family of six.
5. Willing to attend and complete the training within the prescribed time and duration.
6. At least elementary graduate who can read, write and comprehend simple instructions.
7. Have positive attitude towards work and willing to accept supervision.

B. *Target Areas* - The pilot-testing of Home Aide Service will be undertaken in two regions, NCR (at the National Training Center and Laboratory for Women's Welfare and Development (NTCLWWD) located at 1680 F.T. Benitez St., Malate, Manila) and Region VII (Labangon, Cebu City).

On the second year of implementation, the project will be expanded to Region V and Region VIII where most househelps originate.

#### **V. TIME FRAME**

The pilot-testing of the project will be undertaken for two years from March 1998-December 1999 in NCR and Field Office VII, while for one year in 1999 in the expansion areas in Field Office V And VIII.

#### **VI. PROGRAM COMPONENTS**

1. *Social Preparation* - Disadvantaged women shall be identified and selected for the Home Aide Service using existing barangay profile, other secondary data and set eligibility requirements in coordination with FOs and LGUs through various means of media (print and broadcast).

Orientation of implementors and LGUs on their various roles and responsibilities shall also be undertaken.

Participants of the project shall also undergo orientation to know their roles and responsibilities relative to Home Aide Service.

2. *Training* - This refers to the 20-day or 160-hour training to be undertaken at the productivity centers of the Department of Social Welfare and Development (DSWD).

Content of the training shall include the 8 modules namely:

Module I	—	Worker's Personality, Values and Attitudes	Module V	—	Qualities of a Home Aider
Module II	—	The Home Aider as a Homemaker	Module VI	—	Practicum
Module III	—	The Home Aider as a Care Giver	Module VII	—	Pre-Employment Module
Module IV	—	The Home Aider as a Trustee	Module VIII	—	Synthesis and Evaluation

3. *Job Counseling and Placement* - This component ensures that the home aiders will land into gainful employment thereby maximizing their skills. Coordination with the various homeowners associations, other agencies such as the Department of Labor and Employment (DOLE) and LGUs shall be undertaken to ensure job placement of participants.

4. *Monitoring and Evaluation* - Monitoring shall be undertaken by levels to ensure that policy guidelines are strictly followed. Likewise, corrective measures shall be adopted at an early stage, whenever there are gaps in implementation.

Quarterly, mid and year end evaluation shall also be undertaken to look into the status of implementation and to determine the probable impact of the project to the target participants.

## **VII. GENERAL POLICIES**

1. Only disadvantaged women who pass the eligibility requirements can avail of Home Aide Service.
2. Home Aide Service shall be conducted for a period of 20 days at 8 hours/day or a total of 160 hours.
3. Only participants who successfully completed of 20-day training shall be issued certificate of completion.
4. Rate of subsistence assistance per day per participant is P45.00.
5. Field Offices and LGUs shall assist in job counseling and placement of at least 80% of the participants.
6. Field Offices and LGUs shall monitor the participants to determine status of employment.
7. A conference with the participants and their employers shall be undertaken for the first six months of employment and annually thereafter to ensure that both parties are benefitting from the employment.
8. Network with homeowners associations and other agencies such as the Department of Labor and Employment, LGUs, SSS, etc. shall be established to ensure job placement and provision of other support services/benefits to the participants.

## **VIII. ROLES AND RESPONSIBILITIES**

### **A. Bureau**

1. Prepare project proposal.
2. Prepare and enrich guidelines and syllabus.