

**[ OWWA MEMORANDUM OF INSTRUCTIONS NO. 010, s. 2006, November 16, 2006 ]**

**AMENDING THE POLICY ON IMPLEMENTING RULES AND REGULATION OF THE SKILLS-FOR-EMPLOYMENT SCHOLARSHIP PROGRAM (SESP)**

In the interest of the service and in pursuance of the paradigm shift in technical-vocational training of the government which has been geared towards the development of highly skilled and more employable workers thru career enhancing courses and, in furtherance of the Secretariat's policy to provide OWWA members and their dependents technical-vocational training for overall economic gain, the following amendments to the Skills-for-Employment Scholarship Program (SESP) shall be implemented:

**GENERAL GUIDELINES**

1. SESP shall cover training in Technical-Vocational (Tech-Voc) programs/courses not exceeding one (1) year duration;
2. Applicants, however, may be allowed to enroll in two (2) year Tech-Voc programs/ courses of their choice provided that OWWA's financial exposure shall only be limited to the maximum allowable amount set forth in this MOI;
3. Only identified Tech-Voc programs/courses indicated under the Course Offerings of this MOI, which are in-demand and deemed in short supply by the government, shall be offered to applicants;
4. The applicants' personal preferences and manifestation of strong desire to learn and be trained in a specific skills shall be taken into consideration in assessing their choice Tech-Voc programs/courses;
5. Only Tech-Voc institutions/schools known for quality education, with complete (training) facilities and programs/courses registered with TESDA, DOST, MTC and/ or other government institutions, shall be considered for the program;
6. Applicants shall be given free-hand to choose their preferred institution/school from the OWWA list;
7. Drop-outs can no longer re-avail of the program, most especially if OWWA has already disbursed fund for the purpose; and
8. One (1) OWWA membership contribution is applicable to one (1) SESP benefit; succeeding availment needs three (3) additional membership contributions.

**FINANCIAL ASSISTANCE**

SESP scholars are entitled to the actual cost of tuition/training fees but in no case shall it exceed the maximum allowable amount of Php14,500/course, regardless of the duration of training programs taken. In addition, scholars are limited, under this program, to enroll in only **one (1) course or packaged course.**

If the tuition/training fee, however, is more than the allowable financial assistance, **the scholar shall personally shoulder the difference.**

## **PAYMENT OF TUITION/TRAINING FEES**

All tuition/training fees shall be paid directly to the concerned institutions/schools. Release and payment of which shall only be done upon receipt of Confirmation Slips of Enrollment from said institutions/schools.

## **COURSE OFFERINGS**

Initially, only the following Tech-Voc disciplines which are in-demand, and deemed in short-supply by the government shall be offered:

- **Health, Social and Community Services**
  - » Caregiver
  - » Medical Transcriptionist Course
  - » Other related courses
  
- **Machine/Lather Operator**
- **All Technicians/Mechanic/Electrical/Electronics Courses**
- **Information Technology (IT)**
  - » Software/Computer Programmer
  - » PC Operation
  - » PC Technician
  
- **Tourism and Hotel Management**
  - » Housekeeping
  - » Food and Beverage Service
  - » Commercial Cooking
  - » Baking/Pastry Production
  - » Front Office Service
  - » Bartending
  
- **Agriculture and Fisheries**
  - » Agriculture Crops Production
  - » Horticulture
  - » Fish Capture
  - » Animal Production
  - » Aqua Culture
  
- **Animation, Graphics Design and related courses**
- **Furniture and Carpentry**
- **Construction**
- **Welding**
- **Any applicable Aviation Course**
- **Any applicable Maritime Course**