

**[DOLE DEPARTMENT ORDER NO. 03, S. 1997,
April 07, 1997]**

**IMPLEMENTING GUIDELINES FOR THE WORK APPRECIATION
PROGRAM (WAP) OF THE PRESIDENTIAL YOUTH WORK
PROGRAM OR KABATAAN 2000**

Pursuant to Executive Order No. 139, dated November 28, 1993, creating the year-round Presidential Youth Work Program or KABATAAN 2000, the following guidelines are hereby issued to provide the mechanics in implementing the Work Appreciation Program (WAP).

OBJECTIVES

The Work Appreciation Program (WAP) is one component of the President's Youth Work Program or the KABATAAN 2000, which is implemented by the Department of Labor and Employment (DOLE). It is intended to provide youth participants exposure to meaningful and productive activities.

The WAP's main objective is to provide the youth opportunities to be able to appreciate work and develop proper work ethics by exposing them to actual work situations. In this regard, they will be given opportunities to gain experiences in working environments provided by the sponsoring companies. The youth would be introduced to work procedures, work standards, machines, tools and work environment relevant to the performance of a specific work.

This program, in general, aims to increase awareness of the youth of the important role they play in the economic advancement of the country. It is also expected to promote closer coordinative linkages among DOLE, other government agencies, employer groups, civic organizations, schools, media and private establishments in undertaking youth programs.

COVERAGE

The WAP is undertaken on a nationwide scale. The program is open to all unemployed; in-school and out-of-school youth between 18 to 25 years old who are physically fit to the type of training program to be undertaken.

This also applies to any private employer/establishment, regardless of employment size, who is interested to avail of the program to provide training opportunities for values formation and work appreciation, and is willing to pay seventy five percent (75%) of the prevailing minimum wage as stipend to youth trainees.

IMPLEMENTORS

The DOLE will coordinate the implementation of the WAP. The program's

implementation shall involve employer groups, civic organizations, schools, media and private establishments.

The Employment Promotion Division of the DOLE Regional Office (RO-EPD) and the Public Employment Service Office (PESO) are the front-line implementors of WAP. To ensure the effective implementation of this program, the DOLE inspectors shall include this in their inspection report.

The Bureau of Local Employment is tasked with the technical supervision, program coordination and monitoring of the WAP at the national level.

The Undersecretary for Employment and Manpower Development of DOLE is in charge of the over-all supervision of WAP implementation.

AVAILMENT PROCEDURE

For the Youth Trainees

All interested and qualified youth applicants can register at the DOLE RO-EPDs and PESOs nearest their place of residence. Training referrals to sponsoring companies will be given if the youth applicant is found qualified. In some instances, vacancy information/application can be obtained/submitted directly to the companies.

For the Sponsoring Companies

Companies who are interested to participate in the WAP shall submit company pledges/vacancies to the DOLE RO-EPDs and PESOs nearest their office. Qualification requirements of training participants shall be specified in their pledge/vacancy forms. They shall strictly adhere to the training modules stipulated in the WAP Training Framework.

The number of WAP trainees shall not be more than ten percent (10%) of the company's total regular workforce for the whole year.

WAP TRAINING PERIOD

Youth participants can avail of the program only once a year for a maximum period of three (3) months.

There shall only be four (4) batches of trainees in the company following the period January-March, April-June, July-September, and October-December.

WAP TRAINING AGREEMENT

A formal WAP Training Agreement shall be signed by the sponsoring company and the trainee which specify, among others that:

- a. there shall be no employer-employee relationship between the trainee and sponsoring company;
- b. the sponsoring company shall provide stipend for the trainee equivalent to seventy five percent (75%) of the prevailing minimum wage. For companies which