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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
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MEMORANDUM CIRCULAR
NO. 2015-138

TO : ALL CONCERNED GOVERNORS, CITY AND MUNICIPAL MAYORS, SANGUNIAN AT ALL LEVELS, DILG REGIONAL AND PROVINCIAL DIRECTORS, AND OTHERS CONCERNED

SUBJECT : GUIDELINES ON THE IMPLEMENTATION OF TRAINING FOR BETTER ACCESS TO JOB OPPORTUNITIES (TraBAJO)

I. BACKGROUND

In line with the goal of the Philippine Development Plan (PDP) for 2011-2016, DILG's societal outcome is poverty in multiple dimensions reduced and massive quality employment created. Contributory to the achievement of this outcome is the Business-Friendly and Competitive LGUs (BFCL) Outcome Area of the DILG.

The BFCL is composed of component projects that will provide interventions and reforms for the LGUs to enhance their enabling environment in engaging business sector, promoting local trade/businesses to generate employment. It will also improve LGUs' competitiveness towards increasing sustainable growth and ensuring that growth is inclusive.

Starting this 2015, members of the Southeast Asian Nations will integrate as ASEAN Economic Community (AEC) wherein there will be a highly competitive single market and production. For the Philippines, there is a strong necessity to improve its ability to compete and to answer the demands of its future, starting with its human resources development and capacity building. With AEC, there will be free flow of workforce coming in, as such there would be a high risk that local workforce may become unemployed if investors or business owners cannot find the necessary skills they require in an area.

Under BFCL is a key component project on workforce development entitled, "Training for Better Access to Job Opportunities" (TraBAJO), formerly known as Skills Training for Accelerated Growth in Local Governments (STAG-LG). TraBAJO aims to capacitate target local government units (LGUs) to develop their Workforce Development Program and provide support in preparing their communities the necessary skilled workforce requirements of the private enterprises in priority sectors such as Tourism, Agri-Business, And Information Technology – Business Processing Outsourcing (IT-BPO).

TraBAJO supports the National Government's thrust to provide a sustainable intervention to improve the plight and condition of the unemployed and empower them through skills training leading towards gainful employment and entrepreneurial activities.

Moreover, TraBAJO supports inclusiveness and accessibility to job opportunities by ensuring that all skills trainings are equally participated in by men and women, prioritizing the marginalized group such as out-of-school youth, person with disabilities, and indigenous people.

II. PROJECT GOAL and OBJECTIVES

- 1) TraBAJO aims to improve the capability of LGUs to develop and manage sound and responsive workforce development program:

Specifically, TraBAJO seeks to:

- a. Strengthen the capacity of LGUs to plan and implement employment program and offer timely, accurate information on job vacancies and skills needs of the poor along with assistance in the job search;
 - b. Fortify the partnership of LGUs and private enterprises to match the environment for investment and employment;
 - c. Provide target unemployed residence with access to technical and skills training required by priority sector enterprises such as tourism, agri-business and IT-BPO; and
 - d. Facilitate access to livelihood programs of National Government Agencies (NGAs) for the graduates of skills training.
- 2) TraBAJO aims to enhance the skills of estimated 6,000 beneficiaries ready to be employed and create community-based enterprises access to quality and sustainable job opportunities.

III. DEFINITION OF TERMS

Workforce Development Program – is an initiative that helps create, sustain and retain a viable workforce in order for the community to achieve social and economic prosperity, as well as to help people find jobs and help business enterprises secure the skilled employees they need.

Workforce Development Plan (WDP) - is a three-year development plan of LGUs to serve as roadmap to provide its human resources/workforce with globally competitive skills and assist them to have access to quality and sustainable job opportunities.

Skills Registry System (SRS) - is a database of active manpower supply containing the profiles of all persons who registered through the Department of Labor and

Employment (DOLE) - National Skills Registration Program (NSRP) by accomplishing the registration form.

Technical Vocational Institutions (TVIs) – are schools / training centers which undertake direct training activities for Technical Education and Skills Development Authority (TESDA).

TraBAJO Fund – is a fund provided for LGUs to finance skills training of pre-qualified trainees slated for employment by local enterprises, industry forum and establishment/enhancement of SRS.

Abot-alam Program - is a convergence program that is being undertaken by a consortium of various national government agencies, and non-government organizations (NGOs) and institutions under the leadership of Department of Education (DepEd) and the National Youth Commission (NYC). It is a national strategy to locate the out-of-school youth (OSY) nationwide and to mobilize and harmonize programs which will address these OSYs' needs and aspirations.

Out-of-School Youth (OSY) – is a person who is 15 to 30 years old and has not completed basic/higher education.

IV. TARGET LGUs

LGUs (Province/Cities/Municipalities) with defined Local Economic Development Strategies and declared Tourism Development Areas under Department of Budget and Management National Budget Memorandum No. 118 dated April 25, 2013 as LGUs with large number of poor but having high economic potential in tourism are declared focus areas for convergence of public investments from national and local agencies. (Annex 1)

V. TARGET BENEFICIARIES IN LGUs

LGU residents who are unemployed and who are not a beneficiary of current skills training by government agencies and have high potential for employment or create community-based enterprise, with priority given to:

1. Out-of-School Youth (OSY) under Abot-Alam Program
2. Person with Disabilities (PWD)
3. Indigenous People (IP)
4. Pantawid Pamilyang Pilipino Program (4Ps) beneficiary

VI. STRATEGIES

1. Partnership with concerned NGAs for TraBAJO:
 - a. TESDA for National Competency Award II and its Accredited Technical Vocational Institutes (TVIs)

- b. DOLE for the establishment or enhancement of Skills Registry System
 - c. DSWD for 4Ps recipient
 - d. DepED for Abot-Alam Program
2. **Capacity Development on Workforce Development Program**
- a. **Workforce Development Planning** to capacitate LGUs through the PESO to formulate a 3-year plan and deliver employment program and services to its constituents.
 - b. **Enhancement of Skills Registry Systems (SRS)** and other information tools to track results for evaluation, planning and decision making.
 - c. **LGU and Private Sector Partnership** for skills and human resource requirements of the private sector and job opportunities of the beneficiaries.
3. **Skills Training for Employment and Enterprises** – provide pre-qualified beneficiaries access to technical skills training demanded by priority sectors’ employers and creating and managing new enterprise. The skills training fund may be accessed by LGUs upon completion of the Workforce Development Plan.
4. **Facilitating Employment and Entrepreneurship** - job matching facilitation for new graduates as well as facilitation for enterprise support for the graduates for self-employment and community-based enterprises.

VII. Eligibility Requirements for TraBAJO FUND

The TraBAJO Fund can be accessed by eligible target provinces, cities and municipalities as mentioned in item IV upon compliance to the following requirements:

- 1. Designated Local Economic Investment and Promotion Officer (LEIPO) and Public Employment Service Officer (PESO),
- 2. Approved Workforce Development Plan endorsed by the both Local Chief Executive (LCE) and private sector partner representative, and
- 3. List of identified skills training requirements and possible beneficiaries.

TraBAJO Funds for the city and municipal level shall be used to finance the following:

- 1. Conduct of Industry Forum and special registration activity
- 2. Establishment of Skills Registry System including the purchase of a dedicated computer for SRS
- 3. Relevant skills training to identified beneficiaries based on the demand of the industry

TraBAJO funds for the province shall be utilized to finance the following:

- 1. Establishment of Skills Registry System including the purchase of a dedicated computer for SRS
- 2. Improve the facilities and operation of provincially-run technical and skills training center/institutes in the province
- 3. Facilitation, supervision, and monitoring of TraBAJO implementation in their covered cities and municipalities.

VIII. Procedures in Accessing TraBAJO Fund

1. Eligible LGUs will forge Memorandum of Agreement (MOA) with the DILG-Regional Office.
2. Eligible LGU shall obtain a certification from a Government Bank that the LGU has an existing Trust Fund to facilitate the transfer of the TraBAJO Fund.

2.1 Upon receipt of TraBAJO Fund, the LGU will issue official receipt in Acknowledgement on the amount that they received.

3. Utilization of LG:TraBAJO Fund

3.1 TraBAJO Funds at the Provincial level shall be used for the following:

- 3.1.1 Establishment of Skills Registry System including the purchase of a dedicated computer for SRS;
- 3.1.2 Improve the facilities and operation of provincially-run technical and skills training center/institutes in the province ; and
- 3.1.3 Facilitation, supervision, and monitoring of TraBAJO implementation in their covered cities and municipalities.

3.2 TraBAJO Funds at the City Municipality level shall be utilized for the following:

- 3.2.1 Conduct of Industry Forum and special registration activity;
- 3.2.2 Establishment of Skills Registry System including the purchase of a dedicated computer for SRS
- 3.2.3 Relevant skills training to identified beneficiaries based on the demand of the industry
- 3.2.4 Send their beneficiaries/trainees to TESDA accredited TVIS within the Province. If courses/programs are not available in the Provincial TVI, trainees can be referred to other TESDA accredited TVIs in other nearby Province or Region.

4. Unexpended Balances of TraBAJO Fund after skills trainings

- 4.1 In the event there are unexpended balances of the 2014 TraBAJO fund, said balances shall be remitted / refunded to the National Treasury by the concerned LGU following the existing guidelines on the transfer of funds (COA Circular No. 94-013 dated December 13, 2004). Proof of such remittance/refund shall be submitted to the concerned DILG Regional Office, which shall in turn forward the same to Financial Management Service (FMS), DILG Central Office for record purposes.

IX. ROLES AND RESPONSIBILITIES

1) DILG Central Office shall:

- a. Provide necessary funds for the implementation of TraBAJO;
- b. Capacitate Regional Offices in the development of LGU Workforce Development Programs;
- c. Provide technical assistance to LGUs in the development of LGU Workforce Development Plan, establishment/enhancement of Skills Registry System and the conduct of Industry Forum;
- d. Partner with NGAs with programs on workforce development for LGUs; and
- e. Conduct monitoring and evaluation activities.

2) DILG Regional Office shall:

- a. Conduct orientation-workshop on TraBAJO;
- b. Capacitate LGU on the following:
 - Development of LGU Workforce Development Program which includes the following:
 - Formulation of LGU Workforce Development Plan
 - Conduct of Industry Forum
 - Establishment of Skills Registry System
- c. Forge MOA with the Province/s, City/s/Municipality/s for the transfer of STAG-LG:TraBAJO fund; and
- d. Monitor and submit report on the implementation of STAG-LG:TraBAJO.

3) Provincial Government shall:

- a. Establish Skills Registry System and purchase computer for SRS;
- b. Improve the facilities and operation of provincially-run technical and skills training center/institutes in the province ; and
- c. Facilitate, supervise, and monitor the implementation of STAG-LG TraBAJO in their covered cities and municipalities
- d. Monitor the utilization of TraBAJO Funds; and
- e. Submit report to the DILG Regional Office.

4) City / Municipal Government shall:

- a. Provide Employment Support Services such as:
 - Conduct Industry Forum and special registration activity;
 - Establish/enhance Skills Registry System (SRS) and purchase of a dedicated computer for SRS;
 - Send beneficiaries/trainees to TESDA accredited TVIs in the Province. If courses/programs are not available in the Provincial TVI, trainees can be referred to other TESDA accredited TVIs in other nearby Province or Region;
 - Pay TVIs for the beneficiaries' training and assessment fees;
- b. Submit report to the Provincial Government.

X. MONITORING AND EVALUATION (M&E)

The Province/City/Municipality shall submit a Quarterly Progress Report of Physical accomplishments and fund utilization, and report of disbursement verified by the Local Commission on Audit (COA) to DILG through the Provincial Office.

The DILG Regional Office shall conduct quarterly monitoring visits and submit reports to the DILG Central Office.

All DILG Regional Directors are hereby directed to cause the immediate and widest dissemination of this Memorandum Circular within their respective jurisdictions and implement TraBAJO to concern LGUs and provide the necessary technical assistance to ensure compliance with this Memorandum Circular.

For guidance and compliance of all concerned.


MEL SENEN S. SARMIENTO
Secretary 



AMOUNT TO BE RELEASED TO SELECTED LGUs

| Region | Province | Cities/Municipalities | Amount Per Province | Amount per C/M | TOTAL AMOUNT |
|--------------|-------------------|---|---------------------|---|---------------------|
| IV-B | Palawan | | 5,000,000 | | 14,000,000 |
| | | Busuanga | | 3,000,000 | |
| | | Coron Culion | | 3,000,000 3,000,000 | |
| V | Albay | | 5,000,000 | | 24,000,000 |
| | | Guinobatan Daraga Camalig Legaspi City | | 3,000,000 3,000,000 3,000,000 10,000,000 | |
| | Sorsogon | | 5,000,000 | | |
| | | Donsol Pilar | | 3,000,000 3,000,000 | |
| VI | Northern Iloilo | | 5,000,000 | | 24,000,000 |
| | | Carles Estancia Concepcion Ajuy Banate Barotac Viejo | | 3,000,000 3,000,000 3,000,000 3,000,000 3,000,000 4,000,000 | |
| | Aklan | | 5,000,000 | | |
| | | Buruanga Kalibo Nabas Malay Ibajay Tangalan | | 3,000,000 4,000,000 3,000,000 4,000,000 3,000,000 4,000,000 | 26,000,000 |
| | Antique | | 5,000,000 | | |
| | | Culasi Libertad Pandan Sebaste Tibiao | | 3,000,000 3,000,000 3,000,000 3,000,000 3,000,000 | |
| VII | Northern Cebu | | 5,000,000 | | 28,000,000 |
| | | Bogo City Bantayan Daanbantayan Medellin Santa Fe San Remigio Madrideojos | | 5,000,000 3,000,000 3,000,000 3,000,000 3,000,000 3,000,000 3,000,000 | |
| | Siquijor | | 5,000,000 | | |
| | | Siquijor , Larena San Juan Lazi Maria E. Villanueva | | 3,000,000 3,000,000 4,000,000 3,000,000 3,000,000 3,000,000 | 24,000,000 |
| XI | Davao Del Norte | | 5,000,000 | | 15,000,000 |
| | | Island Garden City of Samal | | 10,000,000 | |
| NIR | Negros Occidental | | 5,000,000 | | 30,000,000 |
| | | Bacolod City Silay City Talisay City | | 15,000,000 5,000,000 5,000,000 | |
| | Negros Oriental | | 5,000,000 | | |
| | | Dumaguete City Tanjay City Bais City Dauin Manjuyod | | 7,000,000 5,000,000 5,000,000 4,000,000 5,000,000 | 31,000,000 |
| TOTAL | 11 | 39 | P55,000,000 | P 192,000,000 | P247,000,000 |

Skills Requirements of LGUs in the LGSP-LED Batch 3 Sites Ready for Skills Training

| Region | Province | City | Municipality | Total Number of Skilled Workforce Needs / Sector | | | Types of Skills Training | Amount per Province | Amount per C/M | Estimated Cost |
|----------------------------|-------------------|---------------------------------------|---|--|-------------|---|--|--|--|----------------------|
| | | | | Tourism | Agriculture | IT/BPO | | | | |
| IVB | Palawan | | Busuanga | 150 | | | Tour guiding Food handling | P 5,000,000 | P 3000000 | P 14,000,000 |
| | | | Coron Culion | | | | | | P 3000000 P 3000000 | |
| V | Albay | Legazpi | Guinobatan | 95 | 7 | 1000 | tour guiding front officer services food and beverage services entrepreneurial bookkeeping food packaging food processing telemarketing | P 5,000,000 | P 10,000,000 | P 24,000,000 |
| | | | Daraga Camalig | | | | | | 150 | |
| | Sorsogon | | Donsol Pilar | | | | | P 5,000,000 | P 3,000,000 P 3,000,000 | P 11,000,000 |
| VI | Iloilo | | Carles | 68 | | | tour guiding scuba diving customer service Food handling | P 5000000 | P 3,000,000 | P 24,000,000 |
| | | | Estancia Concepcion Ajuy Banate Barotac Viejo | | | | | | 136 | |
| | Aklan | | Buruanga | 90 | 75 | | tour guiding food packaging customer service health and wellness housekeeping | P 5,000,000 | P 3,000,000 | P 26,000,000 |
| | | | Kalibo Nabas Malay Ibajay Tangalan | | | | | | 218 | |
| Antique | | Culasi | 45 | 20 | 15 | tour guiding food processing customer service communication skills housekeeping | P 5,000,000 | P 3,000,000 P 3,000,000 P 3,000,000 P 3,000,000 | P 20,000,000 | |
| VII | Cebu | Bogo | Bantayan | 106 | 56 | | tour guiding housekeeping food processing customer service carpentry | P 5,000,000 | P 5,000,000 | P 28,000,000 |
| | | | Daanbantayan Medelin Sta. Fe San Remigio Madridejos | 160 30 30 | 35 | | | | P 3,000,000 P 3,000,000 P 3,000,000 P 3,000,000 P 3,000,000 | |
| | Siquijor | | Siquijor | 67 | 25 | | food processing tour guiding cooking food processing housekeeping diving tour guiding front office servicing homestay | P 5,000,000 | P 3,000,000 P 3,000,000 P 4,000,000 P 3,000,000 P 3,000,000 P 3,000,000 | P 24,000,000 |
| Negros Island Region (NIR) | Negros Occidental | Bacolod City | Silay | 36 | 50 | 1,450 | English language proficiency Communication Skills front desk food packaging | P 5,000,000 | P 15,000,000 P 5,000,000 P 5,000,000 | P 30,000,000 |
| | | | Talisay | 10 | | 50 | | | | |
| | Negros Oriental | Bais City Dumaguete Tanjay City | | 31 397 | 25 10 | | housekeeping food processing tour guiding housekeeping sugar manufacturing front office servicing | P 5,000,000 | P 5,000,000 P 7,000,000 P 5,000,000 P 4,000,000 P 5,000,000 | P 31,000,000 |
| XI | Davao del Norte | Island Garden City of Samal | | 741 | 50 | | food and beverage services food processing | P 5,000,000 | P 10,000,000 | P 15,000,000 |
| TOTAL | 11 | 9 | 39 | 3089 | 1081 | 2560 | | P 55,000,000 | P 192,000,000 | P 247,000,000 |