



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Intramuros, Manila

## **DEPARTMENT ORDER NO. 03**

Series of 1997

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 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, school, 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 the 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 provide food (i.e. meals and/or snacks) to trainees, facility evaluation shall be secured from the Regional Office as to the fair cost of food to be deducted from the stipend;
- c. the sponsoring company shall not expose the trainee to hazardous undertaking, and under no circumstances shall the trainee be required to report to the company beyond eight hours or during Sundays or holidays or during night time;
- d. the sponsoring company shall provide assistance/support to the trainee in case of death, injury or sickness in the form of benefits/insurance during the training period; and
- e. the trainees shall not be allowed to be assigned in casinos, nightclubs, cocktail lounges, beer houses, massage clinics, bars or similar establishments.

## **WAP TRAINING FRAMEWORK**

The employer and the youth trainee shall strictly adhere to the training modules of a specific position/task provided in the WAP Training Framework, which should be implemented for a maximum period of (3) months. The training modules shall be prepared by the employer and to be approved by the DOLE Regional Director.

## **MONITORING SYSTEM**

At the end of each training period, sponsoring companies shall submit to the PESO a report of trainees who participated in the program. A copy of the report shall be forwarded to the DOLE RO-EPD for consolidation. Regional reports shall be submitted to the Bureau of Local Employment which shall monitor the submission of the regional reports of the WAP.

The Bureau of Local Employment shall submit consolidated regional reports on WAP to the Undersecretary of Employment and Manpower Development for update/information.

## **EFFECTIVITY**

This Order supersedes Department Order No. 12, series of 1994, and all provisions of existing rules and administrative issuances not otherwise repealed, modified or inconsistent with this Order shall remain in full force and effect.

This Order takes effect this 7th day of April, 1997 in the City of Manila, Philippines.

**(Sgd) LEONARDO A. QUISUMBING**  
**Secretary**