



Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION
Department of Labor and Employment



OVERSEAS WORKERS WELFARE ADMINISTRATION
RECORDS MANAGEMENT DIVISION
OFFICIAL ISSUANCE

MEMORANDUM OF INSTRUCTIONS NO. 003
Series of 2023

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Date: **MAR 23 2023** **MAR 23 2023**
Received: **MA CYNTHIA M. ERMA**

AMENDMENT ON THE SPECIFIC PROVISIONS OF MOI NO. 13 SERIES OF 2003 OR THE POLICIES AND GUIDELINES FOR MANAGING THE PRE-DEPARTURE ORIENTATION SEMINAR (PDOS)

Further to the MOI NO. 013 series Of 2023, the following provisions are prescribed as amendatory guidelines:

1. Item E of MOI 13 series of 2003, to read as follows:

E. Management Action on Application for Registration

1. PDOS Provider

a) The evaluation process for registration purposes shall be based on compliance with documentary requirements, availability of qualified PDOS Trainer, and favorable results of inspection of the identified PDOS venue. *The favorable result of inspection refers to **substantial compliance** on the part of the PDOS Provider as regards the classroom size, sitting capacity, ventilation, lighting, and toilet availability and orderliness/cleanliness requirements, but not limited to such, giving the PDOS Provider the opportunity to make improvements and provide the desired result based on the degree of compliance as indicated in the PDOS Monitoring Form.*

2. Item H. of MOI 13, series of 2003, to read as follows:

H. Renewal of Registration

1. **For PDOS Providers whose registration is about to expire**

The PDOS Providers must signify their intention to renew their registration through formal letter sent via official email. Such intentions are encouraged to be signified within three months before the expiration of their two-year registration validity. OWWA, thru a notice of acknowledgment, will send a list of requirements for renewal thru official email at **pdos@owwa.gov.ph** and a registration link to capture the details of applicants. OWWA-PDMU will notify applicants of any lacking documents. Once complete documentary requirements are received, the applicant shall be scheduled for re-orientation and re-inspection of PDOS training venue.

2. **For PDOS Providers whose registration validity expired**

PDOS Providers whose registration validity expired are deemed not compliant and are not authorized to continue to conduct PDOS. OWWA shall notify them officially on delisting them from the list active PDOS Providers

The List of Active PDOS Providers shall be regularly submitted to the Land-based Center of the Department of Migrant Workers, copy furnished OWWA RWO NCR. The OWWA-PDMU shall maintain and submit regularly to the Office of the Administrator a List of Inactive PDOS Providers for the Administrator's information.

Expired validity/inactive PDOS provider can renew registration as indicated in Item H.1.

All PDOS Providers are enjoined to strictly participate in any PDOS related continuing education and consultations.

All Secretariat issuances or parts thereof inconsistent with the provisions of this MOI are hereby repealed, amended or modified accordingly.

For compliance.



ARNALDO A. IGNACIO
Administrator

PDOS MONITORING FORM (PMF)**Name of Agency** (To be filled-out by PDMU Staff): _____**Address** (To be filled-out by PDMU Staff): _____**Telephone Number:** _____ **Email Address:** _____

Please rate the PDOS providers on a scale of 1 to 3 based on the degree of compliance, where
 1 = Poor 2 = Satisfactory 3 = Very Satisfactory

PROGRAM ITEM		
I. COMPLIANCE WITH PDOS CURRICULUM		Refers to curriculum required by OWWA
1. Trainer used the approved PDOS curriculum.	3	Strictly comply
	2	Partially comply
	1	Does not comply
2. Only PDOS-related matters are discussed during the PDOS sessions.	3	Strictly comply
	2	Partially comply
	1	Does not comply
II. TRAINING MATERIALS/ TRAINING AIDS & EQUIPMENT		
3. Instructional Materials e.g. PowerPoint presentation/audio visual presentation	3	Used extensively
	2	Occasionally
	1	Unavailable
4. LCD Projector & Computer	3	Fully functional and not in use
	2	Not working
	1	Not available at all
5. Audio Equipment (e.g. microphone)	3	Fully functional and in use
	2	Not working
	1	Not available at all
III. ACCREDITED TRAINER/RESOURCE PERSON		
6. The trainer is knowledgeable with the subject matter	3	Superior knowledge
	2	Adequate knowledge
	1	Inadequate knowledge
7. The trainer expressed idea clearly and fluently	3	Highly confident
	2	Confident
	1	Difficulty in expressing him/herself
8. The trainer encouraged class participation and interaction.	3	Excellent interaction
	2	Occasionally encourage class participation and interaction
	1	No class participation/ trainer or resource person is boring
9. Grooming	3	Appropriate attire and neat
	2	Neat but not appropriate
	1	Inappropriate attire and untidy
IV. TRAINING VENUE ROOM		
10. Classroom	3	Spacious
	2	Spacious but not conducive to learning
	1	Crowded
11. Classroom chairs	3	1:1 ratio
	2	1:1 ratio but exceed the required number of participants

	1	Lacking
12. Ventilation	3	Adequate ventilation
	2	Inadequate ventilation
	1	Poor ventilation
13. Properly lighted	3	Complied
	2	Not properly lighted
	1	Poorly lighted
14. Safety rules and evacuation routed were prominently displayed	3	Complied
	2	Complied but not prominently displayed
	1	Does not comply
15. First aid kit and fire extinguisher are available and easily accessible	3	Complied
	2	Complied but not prominently displayed
	1	Does not comply
16. Toilets are available, clean and in working condition	3	Well-kept and in order
	2	Available but not well-maintained
	1	Not in working condition
V. ATTENDANCE		
17. All participants as listed in the attendance sheet are present	3	Complete attendance
	2	Incomplete attendance
	1	List of participants is not prepared
18. PDOS Provider is handling the correct category of participants*	3	Properly categorized
	2	Mixed categories
	1	Not aware

PDOS Providers' Training Participants**NGO:** household service worker AND Overseas Performing Artists;**LB Provider:** own recruited workers for all categories except HSWs;**SB Provider:** own recruited seafarers;**LB Industry Association:** All categories except HSWs;**SB Industry Association:** seafarers;**Country Specific Providers:** *PILMAT (specific to Taiwan bound workers except HSWs) and PAMADEL specific to the Middle East bound workers except HSWs.***NOTE:**

- In order to be substantially compliant, a minimum score of 47 must be achieved by the applicant, provided that for items number 1,3, 5, 12-14, 16, and 17-18, the applicant achieved a perfect score of 3, and no score of 1 in all other items.
- Any deficiency can be complied with before the issuance of the Certificate of Registration (?)

REMARKS:

PDOS Monitoring Officer: _____ Date: _____
 (Name and signature)

PDOS Monitoring Officer: _____ Date: _____
 (Name and signature)

PDOS Trainer or Agency Representative: _____ Date: _____
 (Name and signature)

Thank you!