



Education Subsidy:

Helping Achieve
MDG Goal
On Universal
Primary Education

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For questions or inquiries about this project, you may get in touch with the Project Manager, Mr. Ricardo Casco, at rcasco@iom.int.

Opinions and interpretations expressed in this publication do not necessarily reflect the views of the IOM, its member states.

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**JOINT PROGRAMME ON ALTERNATIVES TO
MIGRATION:**

Decent Jobs for Filipino Youth

Education Subsidy:

**Helping Achieve MDG Goal On
Universal Primary Education**



Table of Contents

Page No.	Section
5	Messages
9	Introduction
13	Process Flows
21	IOM-OWWA Project Implementation Agreement
27	Terms of Reference
37	Sample IOM-School Memorandum of Agreement
43	Application Form
47	Criteria Point System Score Sheet
51	Acceptance and Commitment Form
52	Monthly Allowance Voucher
53	Progress Report Form
55	Recommendation for Special Assistance





**International Organization for Migration
Manila (Global) Administrative Centre &
Mission for the Philippines**

MESSAGE

The Philippines education system continues to face challenges in attracting new and maintaining regular attendance of existing children in school. This may be attributed to various reasons where poverty and access to affordable and convenient education system remain crucial factors. This is markedly true for the provinces of Masbate, Antique, Maguindanao and Agusan del Sur, which all belong to the 44 poorest provinces in the country. It is for this reason that the International Organization for Migration (IOM), in partnership with the Overseas Workers Welfare Administration (OWWA), the Department of Education (DepEd), and the Department of Social Welfare & Development (DSWD), has implemented the education subsidy component of the *Joint Programme on Alternatives to Migration: Decent Jobs for Filipino Youth*, in cooperation with the International Labor Organization (ILO), United Nations Children's Fund (UNICEF), and the United Nations Population Fund (UNFPA).

The primary goal of the education subsidy is to contribute to increasing the level of school participation and retention rate in secondary education among disadvantaged youth, including children of Overseas Filipino Workers (OFW) in 15 selected public high schools under the Child Friendly School System (CFSS) in the target sites. The education subsidy benefits students at the risk of dropping out (SARDOs) and out-of-school youth (OSYs) who are not beneficiaries of or do not qualify under other educational support programmes which are often based on meritorious academic record. This education subsidy adopts a more inclusive approach so that a greater number of youth will get the chance to complete high school education, without discriminating against those with average academic performance.

This publication documents the education subsidy scheme and its implementation experience and offers itself as a convenient tool kit which may serve as a useful reference for replication by governments in their public school system.

The success of this project would not have been possible without the commitment and unwavering support of the OWWA, DepEd, DSWD, all Partner Schools and the Local Government Units of the beneficiary provinces. To them, and to all the others who contributed to this undertaking, IOM would like to express its sincerest gratitude.



Mr. Ovais Sarmad

Chief of Mission,
IOM Philippines
&
Director,
Manila (Global)
Administrative Centre



Carmelita S. Dimzon, DPA
OWWA Administrator



**Republic of the Philippines
Department of Labor and Employment
Overseas Workers Welfare Administration**

M E S S A G E

The Overseas Workers Welfare Administration congratulates the International Organization for Migration (IOM) for taking the lead, together with the United Nations Country Team, composed of the ILO, UNICEF and UNFPA, in implementing the project, *Joint Programme on Alternatives to Migration: Decent Jobs for Filipino Youth*, under the thematic window of Youth, Employment, and Migration (YEM). The experience that has been shared by the implementers and grantees has been gratifying and encouraging.

The Filipino youth sector, just like the other sectors of society, has concerns which government has to address with responsive programs. We, therefore, thank IOM for designing a program that addresses the special needs of a particular group of young people – the students at risk of dropping out (SARDO) and the out-of-school youth.

The IOM project is indeed a giant step in helping bring back to school children of overseas Filipino workers in the poor provinces of the country, who for some reasons, have dropped out of school or are about to drop out. Through the education subsidy scheme, the target student beneficiaries are able to continue their studies and complete secondary education. With proper guidance and monitoring, they can even take one step further and pursue higher education. The empowerment and educational preparation that the program provides will, undoubtedly, help the youth land in decent jobs which is the primary value we would like to achieve.

We thank IOM for the partnership. With the active participation and committed support of the government agencies involved in the project, like DepEd and DSWD, as well as the local government units on the ground, we are certain that MDG-YEM will continue to be a success.



**Republic of the Philippines
Department of Education**

MESSAGE

My sincere congratulations to the IOM and the men and women behind the success of the Spanish-funded MDG-F Joint Programme on Alternatives to Migration: Decent Jobs for Filipino Youth, specifically the recently concluded second round of secondary education subsidy and orientation of the beneficiaries.

Such undertaking embodies strongly the spirit of "bayanihan", "pagtutulungan" (teamwork, cooperation, brotherhood, and, partnership) to improve the lives of poor Filipino families, specifically the youth.

In the Philippines, the government recognizes that education is an area where the impact of poverty is easily manifested. Millions of school-age children are denied of education or are being pushed away from school due to poverty. It is for this reason that our government, throughout the years, continues to invest in education. In fact, basic education has the biggest share in the annual budget. With this magnanimous act of the Joint Programme (JP) that ensures that our Filipino learners will finish their secondary education, one big step to reach their dreams has been taken.

The Department of Education sincerely looks forward to significant partnerships like this, which DepEd considers as one of the most meaningful partnerships it has entered into.

Good luck to your undertakings. God bless!



Br. Armin A. Luistro FSC
DepEd Secretary



JOINT PROGRAMME ON ALTERNATIVES TO MIGRATION: Decent Jobs For Filipino Youth

EDUCATION SUBSIDY: Helping Achieve MDG Goal On Universal Primary Education

Background

The *Joint Programme on Alternatives to Migration: Decent Jobs for Filipino Youth* under the thematic window of Youth, Employment and Migration (YEM), was developed by members of the UN Country Team (i.e. International Labour Organization, International Organization for Migration, United Nations Children's Fund and United Nations Population Fund) in support of the Philippine Government's vision of a productive and competitive youth, and is envisioned to contribute to the attainment of the Millennium Development Goals (MDGs) by the Government of the Philippines.

Among the aims of the Joint Programme (JP) is to increase access to decent work for poor, young women and men, through public-private partnerships, more inclusive approaches to basic education and life skills, career guidance, including safe migration, vocational training, and entrepreneurship.

In support of inclusive approaches to basic education at the secondary level to reach disadvantaged youth and improve school participation and retention rates (Output 2.5), one of the interventions under the MDG-YEM Joint Programme is the establishment of a secondary education subsidy for children of Overseas Filipino Workers (OFWs) and other disadvantaged youth in the JP target sites: Masbate (Region V), Antique (Region VI), Maguindanao (ARMM), and Agusan del Sur (CARAGA Region). This subsidy primarily caters to children of migrant workers (including former OFWs), who do not qualify for existing OFW education support programmes, as well as other disadvantaged youth who have no access to educational support.

The Education Subsidy component is being implemented by the International Organization for Migration (IOM) in partnership with the Overseas Workers Welfare Administration (OWWA) for the inclusive school years of 2010-2011 and 2011-2012. Other government partners include the Department of Education, Department of Social Welfare and Development, local government units and partner YEM schools.

A total of 288 secondary school beneficiaries from 12 YEM Pilot Schools have received support under the programme for School Year 2010-2011. For School Year 2011-2012, this number increased to 450 beneficiaries from 15 YEM Pilot Schools.

For every school year, which consists of ten months, each beneficiary receives a monthly allowance of P1,000 that is intended to cover school transportation fare, meals, supplies, project materials and other incidentals. In addition to the monthly allowance the sum of P500 was paid directly to the school for every beneficiary per school year to defray the cost of other miscellaneous school fees, which would otherwise be collected from the student beneficiary. Under the program, all beneficiaries were also qualified to receive special assistance from IOM that could be used to cover costs of remedial classes, psycho-social support, and other medical needs. This provision is intended to address other concerns that may adversely affect the student beneficiaries' academic performance.

Implementation

The implementation of the secondary education subsidy is divided into three major components: selection of beneficiaries, distribution of allowance, and monitoring of beneficiaries' academic performance. Throughout the implementation process, all partners from the national and regional government agencies, local government units and YEM Pilot Schools were engaged to ensure the smooth implementation of the education subsidy and to make sure that all necessary interventions could be undertaken promptly to prevent the dropping out of students.

The screening of applicants and selection of beneficiaries were carried out with the support of the localized Provincial Education Subsidy Committees (PESC) which involves representatives from the concerned OWWA Regional Offices, DepEd Divisions, YEM Partner Schools, Provincial Government, and IOM Field Coordinators. Applicants were screened based on their socio-economic conditions. Out-of-school youth, students at risk of dropping out, students facing financial difficulties and other disadvantaged youth were prioritized in the selection process. To ensure objectivity in selecting the beneficiaries, a Criteria Point System was established.

Selected beneficiaries were provided with ten (10) vouchers, one for every month of the school year. These were given to the students during the Orientation and Launch Ceremony conducted by IOM for each province. Invited in this ceremony were the students, their parents, school administrators, representatives from the partner government agencies and officials from the local government units. This is to ensure that all parties are aware of their responsibilities in the programme's implementation. Each voucher is equivalent to P1,000 which the student beneficiaries present to their school principals every first Monday of the month. Redeemed vouchers are then sent to IOM for liquidation purposes.

For the whole duration of the programme, the performance of each student was monitored with the aid of their teachers, guidance counselor and principals. Quarterly progress reports for each student beneficiary were submitted by the school to OWWA and IOM to make sure that students complied with the minimum requirements set for the continuation of the education subsidy. The reports were also used to check if other forms of support were needed by the students which the education subsidy fund might address. In such cases, a formal request is submitted to IOM using the Request for Special Assistance Form.

Impact

The education subsidy allowed students, who would have dropped out of school due to financial difficulties, to go back to school. The lack of financial capacity on the part of some families to support students' needs would mean that some students would have to walk great distances because they do not have the money for transportation; or, would fail classes because they do not have the resources to do their school projects and assignments; and sometimes, would deliberately miss classes because they do not have food to bring with them to school. These are the concrete concerns that the education subsidy aimed to address.

With the provision of the education subsidy, students were not only encouraged to remain in school, but were also empowered to do more than what is expected of them as students. The education subsidy prompted initiatives from the students to further enrich their well-being by using the savings from their monthly allowances to fund worthwhile projects. One school in Agusan del Sur initiated a Saver's Club for the student beneficiaries who managed their allowances well enough so that their

savings could be put to good use later on. This enabled the teachers and their parents to teach them lessons on how to save and how to value money. Another school from the same province also started their own small entrepreneurship ventures where the savings of the students were used to set up pig and poultry farms, the profits of which were also distributed among the students. This small profit-earning project hoped to add extra income for the students which they can use as additional support for when they pursue further studies after graduating from high school.

In addition, the subsidy pays off the school with P500 per beneficiary for miscellaneous fees incurred in socio-civic learning activities. Overall, the beneficiaries derive P10,500 each for the entire school year.

Challenges

Although successes from this project can be identified, challenges which are inevitable in any endeavor have also cropped up. One major concern of the students which affected their studies was the pervasiveness of problems within their families. Most common among the individual cases was the lack of sustainable income for the students' families. For this reason, some beneficiaries were hard-pressed to augment their family's budget by contributing their monthly allowances which ought to be used for their needs in school. Taking into account this unfortunate reality, while IOM reserved the right to suspend or revoke the monthly allowance if violations to the terms and conditions attached have been observed, the students were allowed to be flexible on how they will spend the money as long as they meet the minimum academic and non-academic requirements. In very isolated cases, truancy due to lack of interest in studying were also reported.

On the operational side of the project, difficulties were also encountered in terms of the accessibility of the school officials for constant monitoring and feedback. The location of the schools factored substantially in this difficulty as they are situated in the poorest communities in the country where the transportation and communication infrastructure is least developed. This affected the timely response of the schools to the various reporting mechanisms set in place including submission of liquidation and progress reports.

Despite these difficulties, the education subsidy can be said to have contributed greatly to the performance of the students and the retention of those who would have, otherwise, dropped out. For some, it was also the opportunity which allowed them to go back to school and earn their high school diploma. The modest amount each student received monthly served as the bridge between them and their dreams of finishing high school. Upon earning their diplomas, student beneficiaries can now take advantage of the opportunities offered only to those who are high school graduates.

Moreover, the efforts of the students to remain in school were matched by the commitment of school administrators and other government partners to ensure that they do. This is manifested in the commitment of some government units to match IOM's education subsidy by supporting the beneficiaries that will be enrolling in colleges or technical-vocational courses after high school. There were also promises for future employment.

Overall, the success of the education subsidy project is something that any project implementing partner can be proud of. Although the number of those who graduated due to the financial support given by IOM is really commendable, it will only be years after that the real fruits of this project will be visible, especially on the lives of the students and their families. It is for this reason that IOM is pleased to share the mechanisms and processes which propelled the implementation of this project. It is hoped that much can be learned and, therefore, replicated in other areas so that more lives will be changed.

SUMMARY OF DATA ON BENEFICIARY PROFILE

SCHOOL	SY 2010 -2011 Slots	SY 2011 -2012 Slots	No. of Grantees for SY 2010 -2011 only	New Grantees for SY 2011 -2012	Total No. of Grantees for 2 years	SY 2010 -2011			SY 2011 -2012		
						SARDO	OSY	OFW	SARDO	OSY	OFW
ANTIQUE											
Barasanan NHS	24	26	24	10	34	17	2	5	23	0	3
Gen. Fullon NHS	24	28	24	10	34	19	3	2	27	0	1
Antique NS	24	48	24	16	40	21	0	3	44	3	1
AGUSAN DEL SUR											
Sibagat NHS	24	29	24	19	43	24	0	1	29	0	0
Prosperidad NHS	24	31	24	18	42	24	0	1	18	13	3
Sta. Cruz NHS	24	27	24	14	38	24	0	1	28	1	2
MAGUINDANAO											
Mamasapano NHS	24	28	24	14	38	13	0	11	26	0	2
Maguindanao NHS	24	29	24	13	37	11	0	13	24	1	4
Datu Saudi Uy MNHS	24	28	24	8	32	17	0	7	24	2	2
Parang NHS	n/a	36	0	36	36	0	0	0	34	2	0
Talayan NHS	n/a	30	0	30	30	0	0	0	16	4	10
Buluan NHS	n/a	28	0	28	28	0	0	0	25	2	1
MASBATE											
Bangalisan NHS	24	26	24	5	29	23	0	1	26	0	0
F. del Rosario	24	24	24	0	24	24	0	0	24	0	0
Mobo NHS	24	32	24	2	26	24	0	0	32	0	0
TOTAL											
	288	450	288	223	511	241	5	45	400	28	29

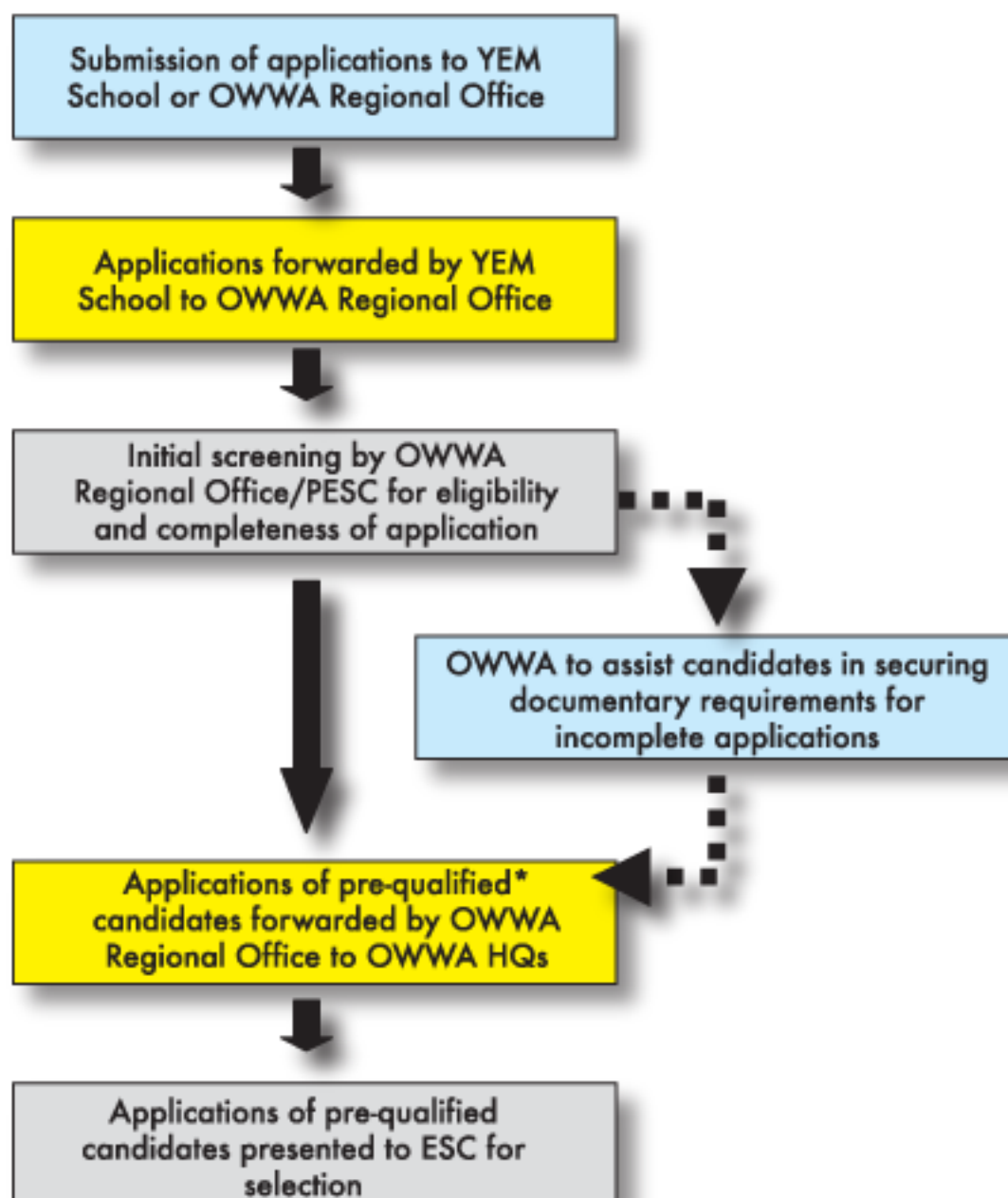
Legend:

SARDO - students at risk of dropping out

OSY - out-of-school youth

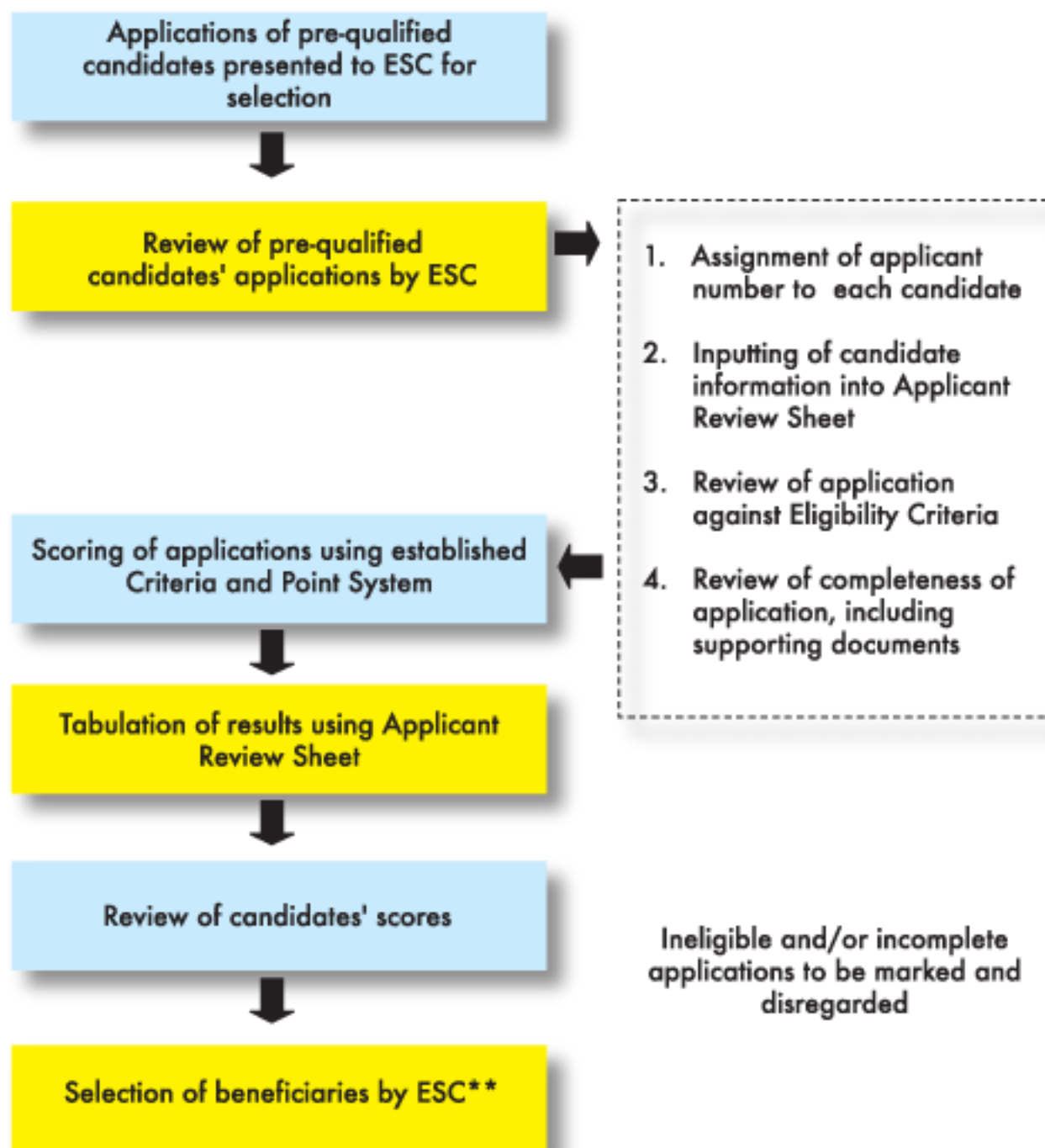
OFW - children of OFWs

APPLICATION & PRE-SCREENING PROCESS



**Pre-qualified refers to candidates who have been determined by OWWA ROs to meet the Eligibility Criteria and Documentary Requirements established*

REVIEW & SELECTION PROCESS



**Applications reviewed by target site and YEM Pilot School*

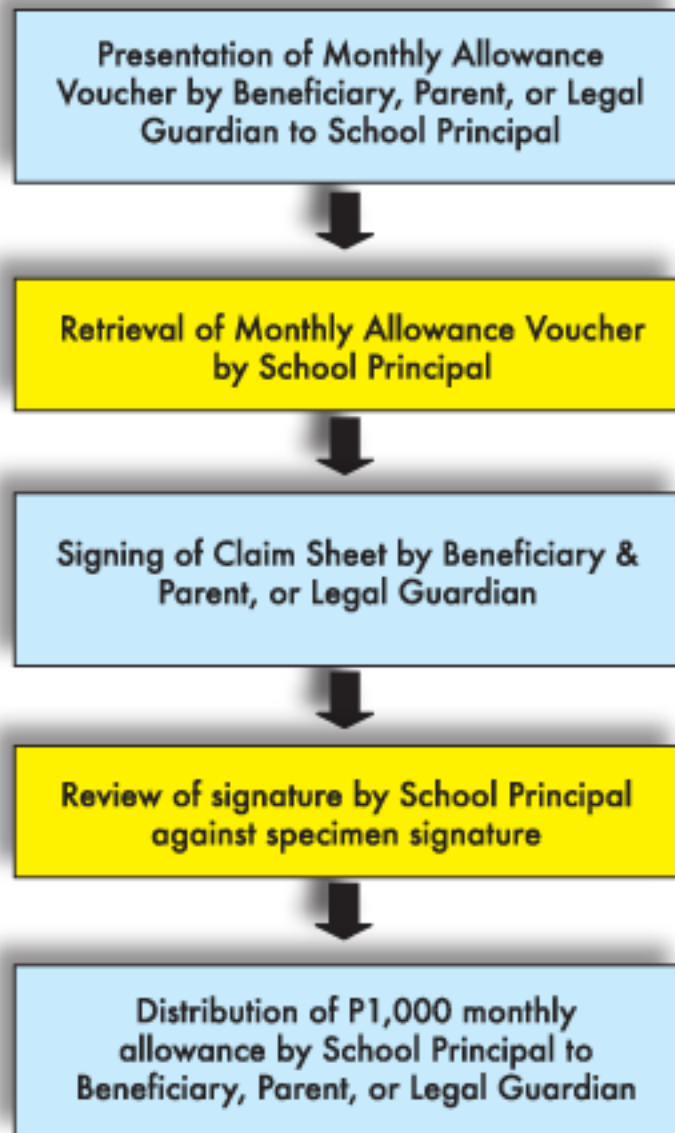
*** For SY 2011-2012, the ESC delegated much of the process to the PESC to facilitate the timely selection of beneficiaries.*

NOTIFICATION, ACCEPTANCE & ORIENTATION PROCESS



MONTHLY ALLOWANCE DISTRIBUTION

1st Monday of the Month:

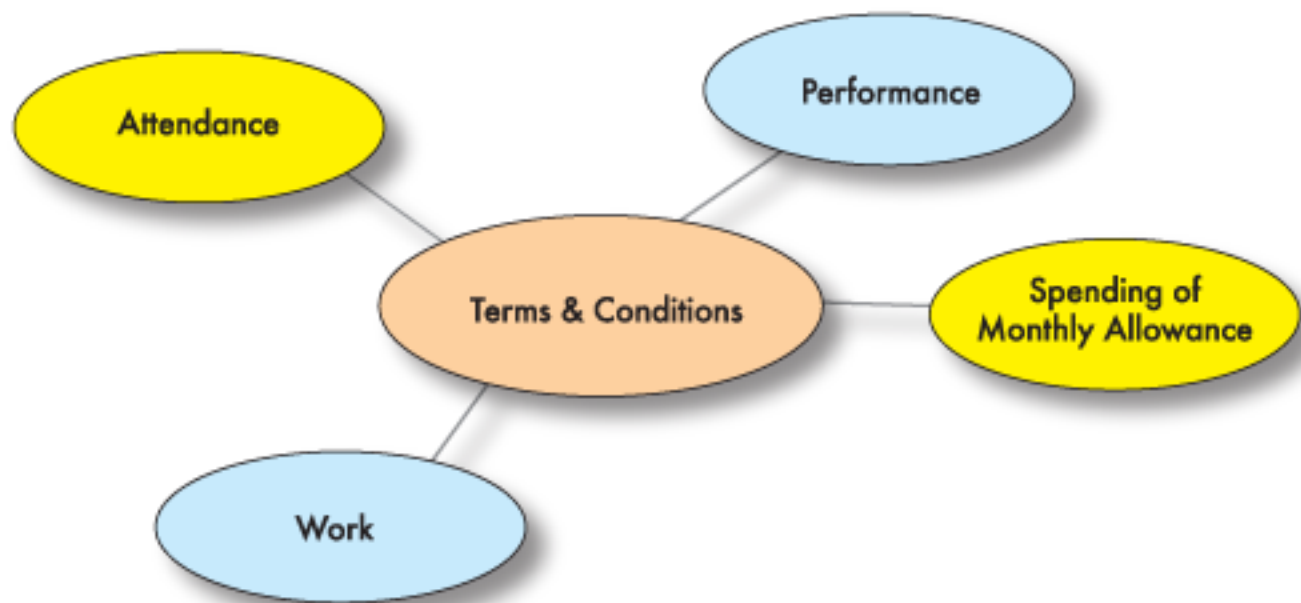


Cash Advance Liquidation:

Requirements:

1. Photocopy of Signed Education Subsidy Claim Sheet
2. Monthly Allowance Vouchers
3. Group Certificate of School Attendance

MONITORING PROCESS



YEM Schools:

1. Monitoring of attendance
2. Monitoring of performance
3. Conduct of home visits and interviews
4. Recommendation for Special Assistance, where necessary
5. Preparation of Progress Reports
6. Preparation of Quarterly Reports
7. Recommendation for suspension or revocation of subsidy support

OWWA Regional Offices:

1. Coordination with YEM Schools
2. Coordination with PESC
3. Field monitoring
4. Verification of Progress Reports
5. Verification of Recommendation for Special Assistance
6. Preparation of Programme Monitoring Reports

DOLE Provincial Offices:

1. Monitoring of work conditions, where necessary

IOM:

1. Review of Progress Reports
2. Review of Quarterly Reports
3. Review of Programme Monitoring Reports
4. Field monitoring

ESC:

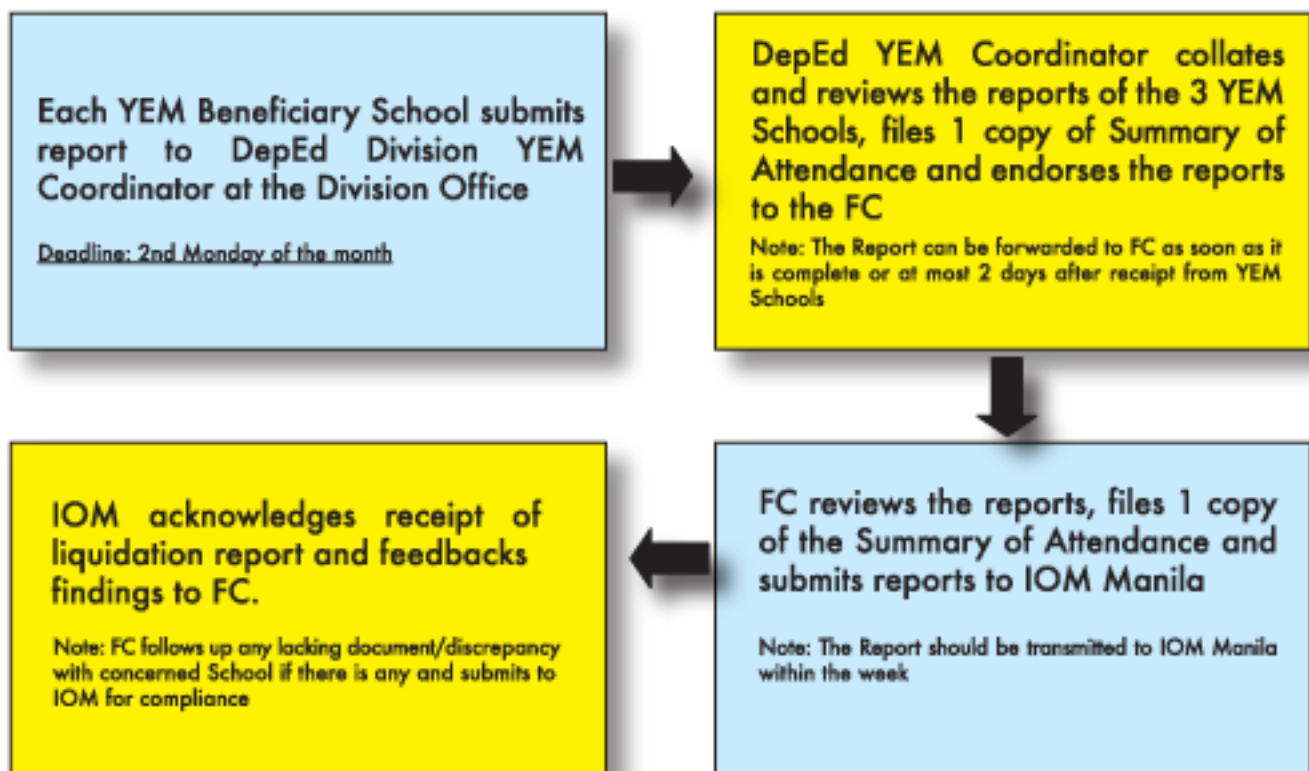
1. Evaluation of Recommendation for Special Assistance
2. Evaluation of cases of violation of Terms & Conditions
3. Suspension or revocation of subsidy support

MONTHLY LIQUIDATION PROCESS

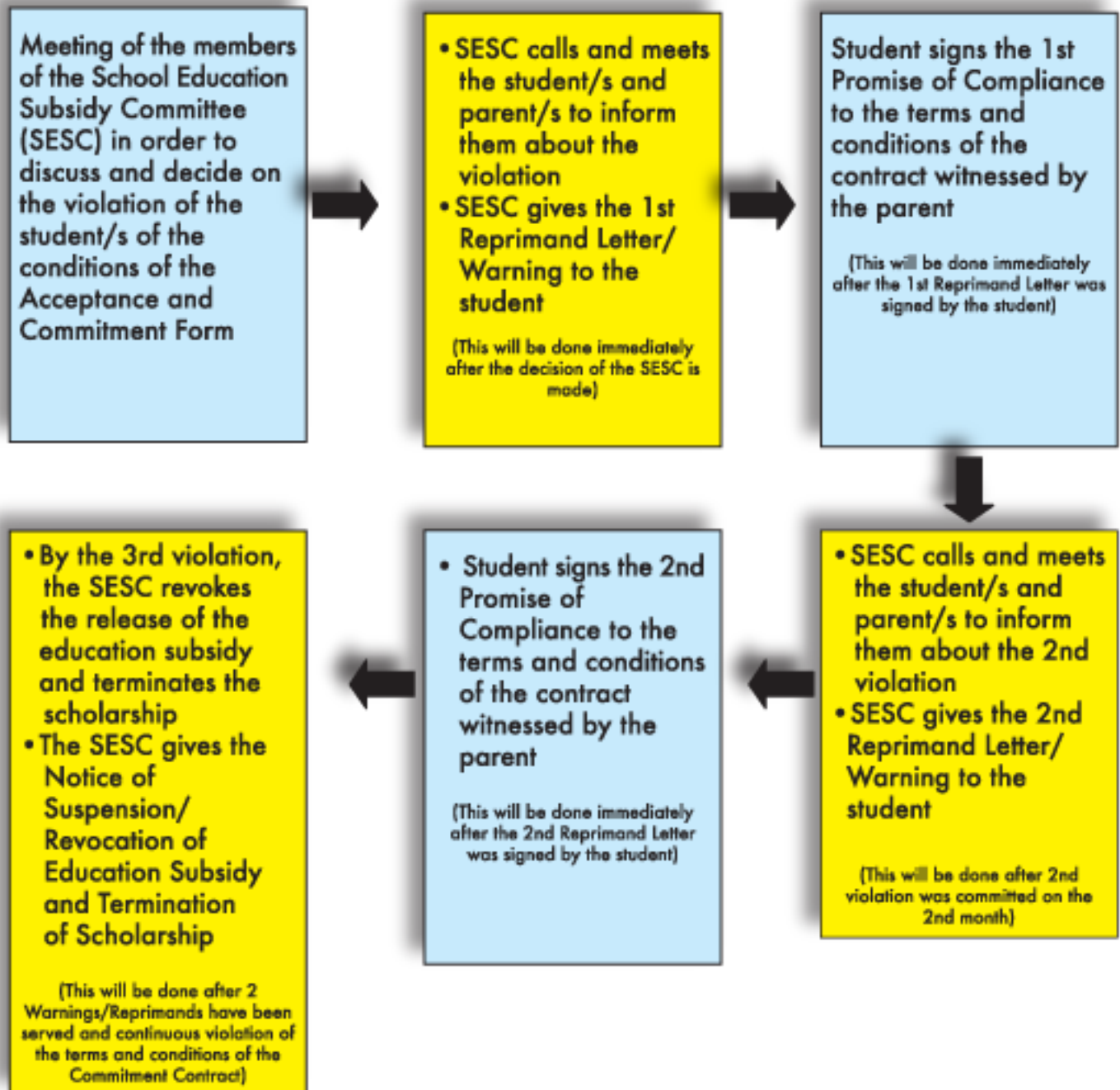
Monthly Liquidation Report from YEM School includes:

- Summary of Attendance of the previous month (copies = 1 for DepEd Division Office, 1 for Field Coordinator and 1 for IOM)
- Monthly Allowance Voucher of beneficiaries (for IOM)
- Photocopy of Payroll/Claim Sheet (for IOM)

Report Flow



SUSPENSION OR REVOCATION PROCESS





Project Implementation Agreement



PROJECT IMPLEMENTATION AGREEMENT

**on the
SECONDARY EDUCATION SUBSIDY FOR CHILDREN OF OVERSEAS FILIPINO WORKERS
(OFWS) AND OTHER DISADVANTAGED YOUTH**

**under
Output 2.5-INCLUSIVE APPROACHES TO BASIC EDUCATION
(SECONDARY LEVEL)**

**of the
MDG ACHIEVEMENT FUND JOINT PROGRAMME ON
ALTERNATIVES TO MIGRATION: DECENT JOBS FOR FILIPINO YOUTH
(MDG-F Joint Programme on Youth, Employment, and Migration)**

This Project Implementation Agreement or Agreement is entered into between the International Organization for Migration (herein referred to as "IOM") represented by its Regional Representative a.i., Manila, and the Overseas Workers Welfare Administration (herein referred to as "OWWA") represented by its Administrator.

I. Preamble

WHEREAS, IOM significantly partakes responsibility to lead the implementation of specific components of the MDG-F Joint Programme on Youth, Employment, and Migration (YEM) (hereinafter, the Programme), jointly with the United Nations Country Team (UNCT) Joint Programme team (of ILO, IOM, UNICEF and UNFPA) and in partnership with the national government and other sectors, in particular, the establishment of a secondary education subsidy for children of OFWs and other disadvantaged youth;

WHEREAS, IOM and OWWA maintain their terms of cooperation as per the Memorandum of Understanding (MOU) between them signed in Manila on the 21st day of April 2004 acknowledging, among others, that migrant workers face special challenges that may adversely affect themselves, their families and their communities;

WHEREAS, in reference to the same MOU, IOM and OWWA obliged to continue to explore possible areas of cooperation, draw specific Terms of Reference (TOR) for each joint undertaking which may be agreed upon and ensure assistance to each other to facilitate the implementation of joint undertakings pursuant to agreed TOR;

WHEREAS, OWWA, an attached agency of the Department of Labor and Employment (DOLE) which is a signatory to the MDG-F Joint Programme on YEM, maintains a track record in the administration of scholarship, educational assistance and livelihood support programmes for OFWs and their families and operates an institutional structure down to the grass roots level to make its services accessible;

WHEREAS the provision of secondary education subsidy for children of OFWs and other disadvantaged youth aims to contribute to increased participation and retention rates of the youth

in secondary education in identified sites for the inclusive school years 2010-2011 and 2011-2012;

WHEREAS a gross sum of USD 180,000 has been earmarked for the implementation and monitoring of the education subsidy for the duration of the project period, covering two full school years;

NOW, THEREFORE, IOM and OWWA hereby commit to implement the provision of the secondary education subsidy for children of OFWs and other disadvantaged youth (hereinafter, the Project) under the specific Terms of Reference (TOR) defined in Annex I and sub-annexes constituting an integral part of this Agreement.

II. Obligations & Responsibilities of Parties

IOM and OWWA shall implement the Project in accordance with Annex I under the overall framework of the Joint Programme. In particular, the Parties shall commit to the following obligations and responsibilities in the fulfillment of this Agreement:

IOM and OWWA shall, at all times, jointly and/or respectively:

1. Ensure that the Project contributes to the improvement of retention rates and reduction of drop-out rates among high school youth in the identified schools and targeted provinces;
2. Comply with agreed guidelines in the promotion of the Project selection of beneficiaries and administration of the education assistance or subsidy in accordance with the agreed project time table;
3. Provide a system of monitoring and control consistent with their respective institutional monitoring and audit mechanisms and the programme donor requirements;
4. Safeguard the Project from undue interventions not within the MDG-F Joint Programme Document;
5. Mobilize the respective concerned staff and specially appropriated resources in the fulfillment of their respective obligations to implement the Project.
6. Observe timely response to any issues which may arise;
7. Comply with the principles of confidentiality, protection of personal data, and impartiality.
8. Maintain constructive cooperative linkage between and among the UNCT Joint Programme team, OWWA, Department of Education (DEPED), participating schools, Provincial/Municipal Social Welfare Development Offices (P/MSWDO's), local government units (LGUs) and other relevant organizations in the implementation of this Project alongside the Joint Programme (JP) Coordinator;

Further, the IOM shall:

1. Prepare, in consultation with OWWA, the orientation programme for beneficiaries, their parents and guardians;
2. Organize and Co-Chair the Education Subsidy Committee (ESC) to be composed of OWWA, IOM, UNICEF, JP Coordinator, DEPED, Department of Social Welfare and Development (DSWD);
3. Be responsible for the disbursement of education subsidy to schools, beneficiaries and support groups;
4. Closely monitor the implementation of this Agreement, including all its annexes, in partnership with OWWA, through the conduct of ocular inspection and other means of verification.
5. Reimburse OWWA for actual expenses incurred in administering the Project, such as but not limited to, costs for transportation and meetings which are necessary in promoting, monitoring, and implementing the Project, on the basis of duly approved invoice, activity or monitoring report and within the approved budget set for this purpose.

Further, the OWWA shall:

1. Co-chair, with the IOM, the Education Subsidy Committee (ESC);
2. Provide Secretariat support to the ESC such as arranging meetings, keeping of records of meetings and of beneficiaries, and to provide legwork on the ground;
3. Through its Regional Welfare Offices (RWOs), chair the Provincial-level Education Subsidy Committee (PESC), composed of OWWA, local DEPED office, PSWDO and participating schools;
4. Engage the role of its concerned RWOs in the identified sites in the implementation of the Project to liaise with partner organizations and conduct appropriate information dissemination;
5. Designate or hire project coordinator/s of this Project including designation of officers to ESC and PESC;
6. Disseminate information and identify and contact potential beneficiaries who meet the requirements established in the guidelines per Annex I for endorsement to the ESC;
7. Assist beneficiaries in securing documentary requirements in coordination with other institutions;
8. In coordination with IOM and the ESC, notify successful applicants and organize orientation for parents, guardians and beneficiaries about the system of grant of the education subsidy and the obligations of the beneficiary;

IV. Programme Monitoring

IOM and OWWA agree to jointly monitor the results of the education subsidy programme, in cooperation with participating schools in line with its objectives, following the guidelines set forth in Annex I.

V. Confidentiality, Protection of Personal Data

1. All information including personal information of the beneficiaries which comes into the possession or knowledge of the Parties in connection with this Agreement or the Project is to be treated as strictly confidential. Either Party shall not communicate such information to any third party without the prior written approval of the other Party.
2. All personal data shall be collected, used, transferred and stored securely in consistence with the IOM data protection principles (Annex II) in the performance of this Agreement.
3. These obligations shall survive the expiration or termination of this Agreement.

VI. Final Clauses:

1. This Agreement, together with its Annexes, shall take effect upon the date of signing between the IOM and OWWA. The Agreement shall remain in effect until completion of all obligations of the Parties under the Agreement.
2. Implementation of education subsidy will cover the two School Years of 2010 and 2011 (June 2010 - March 2011 and June 2011 - March 2012), subject to the availability of the Project funds under the Joint Programme.
3. Amendments to the Project Implementation Agreement may be made after consultation and by mutual agreement in writing between the Parties.
4. This Agreement may be terminated by two months written notice to the Other Party.
5. Any dispute, controversy or claim arising out of or in relation to this Agreement, or the breach, termination or invalidity thereof, shall be settled amicably by negotiation between the Parties. In the event that such negotiation is unsuccessful, either Party may submit the dispute to arbitration. The arbitration will be carried out in accordance with the UNCITRAL arbitration rules. The arbitral award will be final and binding.
6. Nothing in this Agreement affects the privileges and immunities of IOM as an intergovernmental organization.

Signed on 11 June 2010 at Metro Manila, the Philippines.

For: International Organization
for Migration (IOM)

Bruce Reed
Regional Representative, a.i.

For: Overseas Workers Welfare
Administration (OWWA)

Carmelita S. Dimzon
Administrator

Witnessed by:

Ricardo R. Casco
National Programme Officer

Vivian Tornea
Director IV





Terms of Reference



ANNEX I

TERMS OF REFERENCE: MDG-YEM SECONDARY EDUCATION SUBSIDY

These Terms of Reference (TOR) form an integral part of the Project Implementation Agreement (PIA) between the International Organization for Migration (IOM) and the Overseas Workers Welfare Administration (OWWA) to implement Output 2.5.3- the establishment of Education Subsidy, of the MDG-F Joint Programme Alternatives to Migration: Decent Jobs for Filipino Youth.

I. OBJECTIVE

To contribute to increasing participation and retention rates of the youth in secondary education in identified areas.

II. PURPOSE

This education subsidy is a pilot initiative offered to children of Overseas Filipino Workers (OFWs) and other disadvantaged youth in the MDG-YEM identified target sites who are unable to access to education due to poverty and its consequent effects. It primarily aims to prevent target beneficiaries from dropping out of school or to get them back to school by addressing financial constraints and helping address psycho-social hindrances.

III. TARGET BENEFICIARIES & SITES

This educational subsidy shall benefit the children of OFWs and other disadvantaged youth aged 15-24 who are presently residents of Antique, Masbate, Agusan del Sur and Maguindanao. They must be either out of school youth (OSY) or students-at-risk of dropping out (SARDO) from high school based on the following criteria:

- A. Children of OFWs – shall refer to children of OFWs and former OFWs, regardless of OWWA membership. The relationship of the applicant to the OFW (or former OFW) will be established by OWWA. The applicant must not be a recipient of any form of scholarship award or educational subsidy and must not qualify under existing OFW education support programmes. Priority will be given to children whose OFW parents are deceased, disabled or suffering medical conditions or have been displaced or are in distress, or are in low paying jobs or are victims of abuse, illegal recruitment and human trafficking;
- B. Other disadvantaged youth – shall include those in situations of extreme poverty, child labour (including child soldiers), forced labour, malnutrition, special medical & physical conditions, forced migration (arising from natural or man-made disasters, armed conflict, etc.), early pregnancy, single parenthood, victims of sexual abuse, or those suffering from parental problems (such as parental alcoholism, chronic gambling, etc).

IV. COVERAGE

The education subsidy shall comprise of the following:

- A. A fixed amount of no more than P 500.00 per year for school-related fees and miscellaneous expenses as authorized by the Department of Education;
- B. A fixed monthly allowance of P 1,000.00 to cover school transportation fare, meals, supplies, project materials and other incidentals;
- C. Other support costs for special needs (e.g. psycho-social support, remedials, etc.) to prevent SARDOs from dropping out of high school and prepare OSYs to go back to school.

Provision of these benefits may be extended in part or in full, depending on assessment of applications by the Education Subsidy Committee (ESC). This coverage does not preclude other forms of assistance within the framework of the education subsidy, subject to the assessment of the ESC and outstanding balance of funds.

V. ELIGIBILITY CRITERIA

The educational subsidy is open to children of OFWs and other disadvantaged youth who satisfy the following general qualifying requirements:

- 1. Filipino Citizen
- 2. 15 to 24 years of age
- 3. Elementary school graduate
- 4. Child of an OFW (including former OFW) or other disadvantaged youth
- 5. Out-of-school youth (OSY) or student at risk of dropping out (SARDO)
- 6. Resident of any of the four Joint Programme target sites (Masbate, Antique, Agusan del Sur, Maguindanao)
- 7. Not a recipient of any educational assistance by any private or public institution.

Previous beneficiaries of the MDG-YEM Secondary Education Subsidy for SY 2010-2011, who are still in secondary school, shall remain as recipients of the monthly allowance for SY 2011- 2012 provided that they have not violated any of the terms and conditions of the Secondary Education Subsidy as stated in the Acceptance and Commitment Form (please see Annex C) and continue to be eligible to receive the monthly allowance.

VI. DOCUMENTARY REQUIREMENTS:

The following documents shall be secured by YEM participating schools and submitted to concerned OWWA regional offices:

- 1. Duly filled-up Application Form (please see Annex A)
- 2. 1x1 ID Pictures (2 copies)
- 3. Birth Certificate from NSO or Certification from Local Civil Registrar. In the absence of proof of identification, Affidavit of Two Disinterested Persons

4. For OSY, Certification from the Local Government Unit or the Provincial/Municipal Social Welfare Development Office (P/MSWDO)
5. For SARDO, Certification issued by School Principal
6. Form 138 (report card) or its equivalent
7. Barangay Certification of residency

Where necessary, OWWA will secure other references such as case study report from P/MSWDO for OSYs or Family, Individual, Community, School (FICS) analysis tool for SARDOs following appropriate protocols.

For previous beneficiaries of the MDG-YEM Secondary Education Subsidy for SY 2010-2011, who remain to be eligible to receive the monthly allowance, only the following requirements should be submitted:

1. Duly filled-up Application Form
2. 1x1 ID Picture (2 copies)
3. Form 138 (report card) or its equivalent

VII. PARTICIPATING SCHOOLS

The project shall initially be implemented in the following twelve (12) public secondary schools assisted under the MDG-YEM Joint Programme and the UNICEF-assisted Child-Friendly School System (CFSS):

Masbate

1. Bangalisan National High School, Placer
2. Felixberto del Rosario Memorial High School, Claveria
3. Mobo National High School, Mobo

Antique

1. Gen Leandro Fullon National High School Fabrica Annex, Hamtic
2. Barasanan National High School, Tobias Fornier
3. Antique National High School

Agusan Del Sur

1. Sta. Cruz National High School, Rosario
2. Prosperidad National High School, Prosperidad
3. Sibagat National High School, Sibagat

In line with the request from the ARMM, and following the decision of the MDG-YEM Programme Management Committee, support under Output 2.5 of the Joint Programme will be extended to an additional three (3) schools in the province of Maguindanao. This includes participation in the Secondary Education Subsidy programme for SY 2011-2012.

Further to the official endorsement received from project partners (DepED ARMM, DOLE ARMM, DSWD ARMM, OWWA ARMM, Province of Maguindanao) hereby annexed, the six (6) YEM Pilot Schools are as follows:

Maguindanao

1. Mamasapano National High School
2. Datu Saudi Uy Ampatuan Memorial High School
3. Maguindanao National High School
4. Parang National High School
5. Talayan National High School
6. Buluan National High School

Beneficiaries may also be eligible for enrollment in the Open High School System (OHSS) and Effective and Affordable Secondary Education (EASE) programme, and other alternative delivery modes (ADM) where these apply in the schools identified.

The inclusion of state-run trade oriented high schools in the identified sites may also be considered to enable beneficiaries to complete their secondary education with a special thrust on trade skills acquisition, provided that the beneficiaries pass the respective requisite qualifying examination of these schools. This would enable beneficiaries to be eligible for skill-based employment upon completion of the programme.

Any other school in the Joint Programme's target sites that shall have subsequent interest to participate in the education subsidy programme shall be subject to endorsement by the Department of Education (DEPED) and evaluation by the ES C.

VIII. MECHANICS OF SELECTION & IMPLEMENTATION

A. General Provisions

1. The secondary education subsidy will be administered by the IOM in partnership with the Overseas Workers Welfare Administration (OWWA) in accordance with the Project Implementation Agreement.
2. The Education Subsidy Committee (ESC) shall be constituted to include the OWWA, IOM, UNICEF, DEPED, DSWD and the Joint Programme Coordinator (JPC). The ESC shall be co-chaired by the OWWA and the IOM. The ESC shall constitute as the central coordinating body for the implementation of the education subsidy which shall have the oversight authority for the selection of the beneficiaries, as well as the suspension or revocation of subsidy support. The ESC shall also be responsible for project review and policy formulation.
3. A provincial ESC or PESC shall be organized by OWWA in each province, to be composed of the DOLE Provincial/Field Office, OWWA Regional Welfare Office (RWO), Provincial Social Welfare and Development Office, DEPED Division Office and the participating YEM schools. The PESC shall be chaired by OWWA and shall be responsible for the following: screening and selection of beneficiaries, facilitating the implementation of the education subsidy including suspension & revocation, and consolidating province-wide reports for purposes of monitoring the achievement of the project objectives and the general school performance of the beneficiaries.

In addition, the OWWA in coordination with the PESC shall:

- 3.1. Receive and screen application forms of eligible applicants for the education subsidy coursed through its headquarters, district or provincial offices and participating schools;
 - 3.2. Actively liaise with the participating schools in the information campaign, selection of Project beneficiaries, orientation of beneficiaries and their parents/guardians, collection of beneficiaries' school performance reports;
 - 3.3. Prepare and submit reports in support of requirements for progress reports and results assessment;
 - 3.4. Assist in the collection of financial reports from the participating schools and other entities to which any subsidy payment and other related disbursements have been made;
 - 3.5. Document cases on the ground depicting successes and challenges the Project has encountered.
4. The secondary education subsidy shall be open to interested, qualified applicants. OSYs, SARDOs identified under the Student Tracking System or school-based assessment programme, as well as other possible candidates with pending applications for other scholarship programmes lodged at OWWA, P/MSWDO or their respective provincial offices may be considered as among the sources of applicants, provided they meet the established criteria above.
 5. The level of assistance to be extended will depend on the assessed needs of the beneficiaries and in accordance with the different levels of coverage as defined in Section IV of these Terms of Reference.
 6. The provision of benefits may likewise be implemented at anytime during the school year subject to evaluation and availability of funds.
 7. In order to promote self-sufficiency among the youth, beneficiaries of this programme will also be provided assistance for on-the-job training and/or employment opportunities during their school breaks. In particular, beneficiaries will be able to participate in DOLE's Special Program for the Employment of Students (SPES) and the Income Generating Project (IGP) of DEPED subject to available slots. This will provide the beneficiaries an earning experience which would encourage them to build savings and defray some of their educational expenses for the succeeding school year or grading periods.

B. Selection of Beneficiaries

1. Application & Pre-Screening

- 1.1. OWWA RWOs shall make appropriate announcement of the subsidy in cooperation with the participating schools.
- 1.2. OWWA RWOs and IOM, through its designated Field Coordinators, shall receive applications for educational subsidy endorsed by participating YEM schools.
- 1.3. YEM participating schools may receive applications for the education subsidy and pre-screen these before endorsing to OWWA RWOs or IOM through its designated Field Coordinators.
- 1.4. OWWA RWOs in partnership with the PESC shall screen applications based on the Eligibility Criteria and Documentary Requirements established in Sections V & VI of this TOR respectively.

Incomplete applications will not be considered.

- 1.5. OWWA RWOs will assist the applicants in securing the documentary requirements in coordination with the other institutions or authorities.
- 1.6. OWWA RWOs will present applications of pre-qualified candidates for educational subsidy to the PESC.

2. Selection Proper

- 2.1. The PESC will review applications of pre-qualified candidates and select qualified beneficiaries in accordance with established criteria and within a mutually agreed time table.
- 2.2. The PESC will implement the Criteria and Point System or CPS as defined in Annex B in the selection of the beneficiaries.
- 2.3. The PESC shall exercise collective judgment in circumstances of exigencies to determine any procedural adjustments necessary in the selection process which must be raised to the Joint Programme Technical Working Group for decision.

3. Alternative/Supplemental Source of Beneficiary

- 3.1. In consonance with the General Provision contemplated in Section VIII, A-4, defining alternative/supplemental source of potential beneficiaries, the OWWA shall consider its list of pipeline applicants for educational assistance and actively seek out potential beneficiaries from among children of Overseas Filipino Workers.

- 3.2. The OWWA shall likewise actively seek out any list of applicants or potential beneficiaries in the pipeline from among the OSYs established by the Provincial or Municipal Social Welfare & Development Office (P/MSWDO), youth belonging to families which are beneficiaries of DSWD's Pantawid Pamilyang Pilipino Program and SARDOs established by the participating schools through their Student Tracking System or other school-based assessment programme.
- 3.3. In cooperation with the ESC and PESC, the OWWA shall ensure that applicants or potential beneficiaries sourced in accordance with the guidelines set forth in Section III, shall be screened against the criteria and eligibility standards so established.

C. Notification, Acceptance & Orientation

1. IOM shall issue official notification to the concerned school regarding the selected beneficiaries of the MDG-YEM Secondary Education Subsidy. OWWA/concerned RWOs shall notify the accepted beneficiary and respective parent or guardian and conduct an organized orientation for them, in coordination with the IOM.
2. IOM shall conduct the orientation for beneficiaries, parents/guardians about the system of grant of the education subsidies and the obligations of the beneficiary.
3. OWWA/RWOs shall collect the duly accomplished Acceptance and Commitment Forms (Annex C) from the parents or guardians of successful candidates establishing their commitment to the Project's terms and conditions.
4. The IOM and the OWWA shall issue a Certificate of Education Subsidy Coverage including the pre-numbered Monthly Allowance Voucher in the name of beneficiary for the specific period covered.

D. Release of Education Subsidy

1. Source of Funds.

The funds for the educational subsidy shall be disbursed from the International Organization for Migration (IOM), subject to its receipt of relevant funds within the framework of the MDG-YEM Joint Programme Alternatives to Migration: Decent Jobs for Filipino Youth.

2. Release of entitlements.

- 2.1. For the fixed amount of P500 per year under Section IV A (Fixed Cost for school-related cost and miscellaneous fees), the IOM shall release, in two branches, checks directly to the participating schools, corresponding to the respective number of qualified beneficiaries enrolling in these schools. The IOM shall require the following documents for the release of the checks:

2.1.1. For the first tranche, which is 80% of the total amount:

2.1.1.1. Official notification of selected beneficiaries signed by IOM;

- 2.1.1.2. Original copy of Acceptance & Commitment Form duly signed by the beneficiary and their parents or guardians;
 - 2.1.1.3. Original Invoice/Statement of Account issued by each participating school, detailing the name(s) of beneficiary(ies) and the corresponding subsidy entitlement.
- 2.1.2. For the second tranche, which is 20% of the total amount:
 - 2.1.2.1. All terminal reportorial requirements as required in the final release of the monthly allowance.
- 2.2. For beneficiaries availing of the other support costs for special needs per Section IV C, the original copy of the accomplished Recommendation for Special Assistance Form as per Annex D signed by the OWWA, P/MSWDO and participating school shall be required by IOM in the processing of payment to the participating school or other service provider as the case may be.
- 2.3. The IOM shall pay the participating schools directly through their respective institutional bank account.
- 2.4. For monthly allowance entitlement under Section IV B, the IOM shall extend a cash advance at the beginning of the school year to each participating school through a separate institutional bank account set up for this purpose, bearing the name of the school and the code MDG-YEM Monthly allowance, equivalent to the first 5-months allowance covering all qualified beneficiaries.
- 2.5. The participating school shall release the monthly allowance to the beneficiaries on the first Monday of each month upon presentation by the beneficiary or their registered parent/guardian of the pre-numbered Monthly Allowance Voucher issued them as part of the education subsidy package.
- 2.6. The participating school shall liquidate the Cash Advance to the IOM on the second Wednesday of October, presenting a photocopy of the signed Monthly Allowance Claim Sheet, Monthly Allowance Vouchers retrieved from the beneficiaries and a Group Certification of School Attendance issued by the participating school.
- 2.7. Cash advance covering monthly allowance from November to February of the school year shall be released by the IOM in October, provided that full liquidation has been accomplished by each participating school for cash advance covering the previous period.
- 2.8. Cash advance covering monthly allowance for March shall be released by the IOM in February, provided that full liquidation has been accomplished by each participating school for the cash advance covering the previous period.
 - 2.8.1 The amount of subsequent cash advance will be net of any unclaimed balance of the previous cash advances.

E. Enrollment Procedures

The beneficiary of the Education Subsidy shall submit to the standard enrollment procedures of the participating school, obliging to submit all the special documentary requirements and comply with all procedural requirements so stated in these Terms of Reference.

F. Post subsidy award monitoring

1. The OWWA RWOs in coordination with the PESC shall regularly check the attendance and minimum school compliance of the beneficiary in accordance with the terms in the Acceptance and Commitment form;
2. The IOM shall undertake periodic field monitoring with OWWA in coordination with PESC to assess the effectiveness of the programme in reference to its objective of increasing participation and retention rates at the high school level.
3. In order to account for school attendance, coping abilities and school performance of beneficiary, Quarterly Progress Reports which shall be prepared by the YEM Participating Schools shall be received and noted by the OWWA RWOs with the assistance of IOM through the designated Field Coordinators.
4. A Final Progress Monitoring Report must be prepared by the OWWA RWOs in coordination with the PESC following the prescribed format. The Progress Monitoring Report must be submitted to IOM through the designated Field Coordinators.

IX. EFFECTIVITY

This Terms of Reference takes effect on 11 June 2010, upon signing of the Project Implementation Agreement between the IOM and OWWA, which also commences the process in the search and selection of beneficiaries. The fund implementation will cover SY 2010-2011 and will carry through to SY 2011-2012.

X. AMENDMENT & REVIEW

This Terms of Reference shall be subject to review by January 2011. Any amendment deemed necessary shall be subject to endorsement by the Joint Programme Technical Working Group and concurrence by the IOM Chief of Mission, Manila and the OWWA Administrator.





Memorandum of Agreement



MEMORANDUM OF AGREEMENT

on the SECONDARY EDUCATION SUBSIDY FOR CHILDREN OF OVERSEAS FILIPINO WORKERS AND OTHER DISADVANTAGED YOUTH

under Output 2.5-INCLUSIVE APPROACHES TO BASIC EDUCATION (SECONDARY LEVEL)

of the MDG ACHIEVEMENT FUND JOINT PROGRAMME ON ALTERNATIVES TO MIGRATION: DECENT JOBS FOR FILIPINO YOUTH (MDG-F Joint Programme on Youth, Employment and Migration)

This Memorandum of Agreement or MOA is entered into between the International Organization for Migration, with office address at 29th floor Citibank Tower, 8741 Paseo de Roxas, Makati City (herein referred to as "IOM") represented by its Chief of Mission, the Philippines, and _____, with address at _____ represented by its Principal (herein referred to as the "School").

I. Preamble

WHEREAS, IOM significantly partakes responsibility to lead the implementation of the secondary education subsidy component of the MDG-F Joint Programme on Youth, Employment, and Migration (JP-YEM), jointly implemented with the International Labour Organization (ILO), United Nations Children's Fund (UNICEF) and the United Nations Population Fund (UNFPA);

WHEREAS, the provision of secondary education subsidy for children of OFWs and other disadvantaged youth aims to contribute to increased participation and retention rates of the youth in secondary education in identified sites within the project period ending 2012;

WHEREAS, IOM and OWWA have entered into a Project Implementation Agreement (PIA) on the secondary education subsidy for children of OFWs and other disadvantaged youth in Masbate, Antique, Agusan del Sur and Maguindanao;

WHEREAS, _____ has been selected as one of the YEM Pilot Schools assisted under the MDG-YEM Joint Programme and the UNICEF-assisted Child Friendly School System;

NOW, THEREFORE, IOM and the School hereby commit to partake respective roles in the implementation of the secondary education subsidy component of JP-YEM as complement to and in line with the spirit of the PIA between IOM and OWWA.

II. Obligations & Responsibilities of the Parties:

1. Brief the School administration of the terms and conditions of the secondary education subsidy and the mechanics of its implementation and monitoring, in coordination with OWWA;
2. Pay the School Php 500 per beneficiary for miscellaneous school fees as follows:
 - 2.1. 80% to be paid at the commencement of the subsidy;
 - 2.2. 20% to be paid upon full compliance with terminal reportorial requirements.
3. Advance through the School the monthly allowance entitlement of Php1,000 per beneficiary per month during the school year (for a maximum of up to 10 months per beneficiary) for all the selected beneficiaries in three branches as follows:
 - 3.1. First tranche, for the allowance for June to October, to be paid at the commencement of the subsidy;
 - 3.2. Second tranche, for the allowance for November to February, to be paid at the end of October;
 - 3.3. Third tranche, for the allowance for March, to be paid at the end of February.

This cash advance is without prejudice to the prerogative vested in the IOM to pay directly to the beneficiaries and/or their parents or guardians the first and last months of monthly allowance coverage or any part of the fund for purposes of checks and balance and visibility. IOM shall inform the School in writing if any change is made to the aforementioned payment schedule.

4. Reimburse any other fees for services extended by the School through its administration, faculty and facilities, and for special interventions (such as but not limited to psycho-social, remedial programmes) which are deemed essential to prepare Out of School Youth (OSY) to go back to school or prevent Students at Risk of Dropping Out (SARDO) from dropping out of school, upon certification by the Municipal Social Welfare and Development Office (MSWDO).



5. Implement monitoring mechanisms to ensure that entitlements granted are helping fulfill the objectives of the secondary education subsidy.

The School shall:

1. Participate in the promotion of the secondary education subsidy and in the identification, pre-screening and documentation of qualified candidates for beneficiaries;
2. Provide enrollment slots for beneficiaries of the Education Subsidy;
3. Administer the cash advance extended by IOM for the monthly allowance entitlement of the beneficiaries by releasing such monthly allowance to the beneficiary or parent or registered legal guardian every first Monday of each month upon verification and retrieval of the Monthly Allowance Voucher from the beneficiary; such release shall be done discreetly to prevent any demoralizing effect to other students, parents, or other parties who are not beneficiaries of the programme.
4. Suspend or revoke payment of monthly allowance under circumstances determined as breach of the Acceptance and Commitment declaration signed by the beneficiaries and their parents/guardians as per Annex C of the IOM and OWWA Project Implementation Agreement, or any other abuse of the programme, and notify the Education Subsidy Committee in writing once the following actions have been undertaken:
 - 4.1. Perform all possible interventions within the remit of the School's capacity to prevent the need to suspend the Education Subsidy;
 - 4.2. Observe due process as agreed upon by the Provincial Education Subsidy Committee in regard to the suspension of monthly allowance;
5. Submit cash advance liquidation to IOM as follows:
 - 5.1. For the first tranche covering the period June to October 2011 – 12 October 2011;
 - 5.2. For the second tranche covering the period November 2011 to February 2012 – 15 February 2012
 - 5.3. For the third tranche covering the period March 2012 – 11 April 2012.

Submission to IOM shall include a photocopy of the signed Monthly Allowance Claim Sheet, Monthly Allowance Vouchers retrieved from the beneficiaries, and a Group Certificate of School Attendance issued by the participating school.

The Group Certificate of School Attendance in support of liquidations should cover the following periods: 1) First tranche: July to September 2011; 2) Second tranche: October 2011 to January 2012; 3) Third tranche: February to March 2012.

The cash advance liquidation of the previous tranche shall be among the prerequisites in the processing of the following tranche.

6. Monitor the school attendance and minimum academic and non-academic compliance of the beneficiaries and submit Quarterly Reports through the designated IOM Field Coordinator for the province as follows:
 - 6.1. 1st Quarter Progress Report covering the period June to August – 14 September 2011;
 - 6.2. 2nd Quarterly Progress Report covering the period September to October 2011–9 November 2011;
 - 6.3. 3rd Quarterly Progress Report covering the period November to December 2011–11 January 2012;
 - 6.4. 4th Quarterly Progress Report covering the period January to March 2012 – 11 April 2012.
7. Help facilitate, where necessary, the provision of special interventions for OSYs and SARDOs to encourage them to go back to school, through cooperative arrangements with the regional or provincial offices of OWWA, Social Welfare & Development Office and other support groups.
8. Encourage and motivate the beneficiaries to sustain their school attendance and performance for continued eligibility under the programme.
9. Participate as member of the Provincial Education Subsidy Committee chaired by OWWA and assist in the preparation of Monitoring Reports.
10. If, for any reason, the School does not carry out or is not able to carry out its obligations under this Agreement, it must give notice and full particulars in writing to IOM as soon as possible. On receipt of such notice, IOM shall take such action as in its sole discretion is considered to be appropriate or necessary in the circumstances.
11. All information including personal information of the beneficiaries which comes into the possession or knowledge of the School or its employees, teachers in connection with this Agreement is to be treated as strictly confidential. The School shall not communicate such information to any third party without the prior written approval of IOM. This obligation shall survive the expiration or termination of this Agreement.
12. The use of the official logo and name of IOM may only be used by the School in connection with this Agreement and with the prior written approval of IOM.
13. The School shall at all times defend, indemnify and hold harmless IOM, its officers, employees and agents from and against all loss, costs, damages and expenses (including legal fees and costs), claims, suits and liabilities to the extent arising out of or resulting from the school's activities or performance under this Agreement.

III. Dispute Resolution Clause

Any dispute, controversy or claim arising out of or in relation to this Agreement, or the breach, termination or invalidity thereof, shall be settled amicably by negotiation between the Parties. In the event that such negotiation is unsuccessful, either Party may submit the dispute to arbitration. The arbitration will be carried out in accordance with the UNCITRAL arbitration rules. The arbitral award will be final and binding.

IV. Final Clauses:

1. This Agreement shall take effect upon the date of signing between the IOM and the School.
2. Implementation of education subsidy will cover the School Year 2011-2012 subject to the availability of the Project Funds under the Joint Programme.
3. Amendments may be made by mutual agreement in writing between the Parties.
4. This Agreement may be terminated by two months written notice to the Other Party.
5. Nothing in this Agreement affects the privileges and immunities enjoyed by IOM as an intergovernmental organization.

Signed on _____ in Metro Manila and _____, the Philippines.

For: International Organization
for Migration (IOM)

For: _____
School

Ovais Sarmad
Chief of Mission, IOM Philippines
Director, Manila (Global)
Administrative Centre

Principal





Forms

- Application Form
- Criteria & Point System Scoresheet
- Acceptance & Commitment Form
 - Monthly Allowance Voucher
 - Progress Report Form
- Recommendation for Special Assistance Form



SECONDARY EDUCATION SUBSIDY APPLICATION FORM

Parents or guardians must fill out this form or assist their children in filling out this form. Assistance from school authorities may also be sought. This form must be submitted together with the other requirements to the nearest OWWA Regional Welfare Office or Participating School. Only applications accomplished correctly and completely will be considered.

PERSONAL DATA:

Last Name: _____

First Name: _____

Middle Name: _____

Address: _____

Province: ☐ Masbate ☐ Antique ☐ Agusan del Sur ☐ Maguindanao

Telephone/Mobile: _____ Email: _____

Date of Birth (month-day -year): ____/____/____ Place of Birth: _____

Age: _____ Sex: ☐ Male ☐ Female Civil Status: _____

EDUCATIONAL BACKGROUND:

Level of Schooling Completed:

☐ Elementary Graduate

Year Graduated: _____

Name of School Attended _____

☐ High School: ☐ 1st Year ☐ 2nd Year ☐ 3rd Year ☐ 4th

Name of Last School Attended: _____

Address: _____

FAMILY BACKGROUND:

Mother's Name: _____

Address: _____

Telephone/Mobile: _____ Email: _____

Date of Birth (month-day -year): ____/____/____ Place of Birth: _____

Educational Attainment: ☐ Elementary/Grade School ☐ High School ☐ College/University

Occupation: _____

Employment Status: ☐ Employed locally ☐ Self-Employed ☐ Housewife/Homemaker
☐ OFW ☐ Unemployed ☐ RetiredIf OFW: Country of Work: _____ Nature of Work: _____
Years as OFW: _____

Father's Name: _____

Address: _____

Telephone/Mobile: _____ Email: _____

Date of Birth (month-day -year): ____/____/____ Place of Birth: _____

Educational Attainment: ☐ Elementary/Grade School ☐ High School ☐ College/University

Occupation: _____

Employment Status: ☐ Employed locally ☐ Self-Employed ☐ Househusband/Homemaker
☐ OFW ☐ Unemployed ☐ RetiredIf OFW: Country of Work: _____ Nature of Work: _____
Years as OFW: _____

Name of Legal Guardian (if not living with parents): _____

Relationship: _____ Telephone/Mobile: _____

E-mail: _____

Estimated Annual Family Income: _____

No. of family members in your household: _____

Brothers/Sisters (Please list from eldest to youngest):

Name	Age	Sex	Civil Status

Is your family currently a recipient of the Conditional Cash Transfer/4Ps program of the DSWD?

☐ Yes

☐ No

SCHOLARSHIP & EDUCATIONAL ASSISTANCE:

Have you ever applied for a scholarship or educational assistance?

☐ Yes

☐ No

Are you currently the recipient of any scholarship award?

☐ Yes

☐ No

Were you a recipient of the MDG-YEM Secondary Education Subsidy for SY 2010-2011?

☐ Yes

☐ No

Do you have a pending application for a scholarship or educational assistance from any private or public institution?

☐ Yes

☐ No

I certify that the statements and information herein are true and correct, and grant permission for the information contained herein to be shared with the Education Subsidy Committee and concerned organizations/agencies for the purpose of the education subsidy assessment and monitoring processes.

APPLICANT
(Signature over Printed Name)

DATE

PARENT/LEGAL GUARDIAN
(Signature over Printed Name)

DATE

Requirements for Application:

1. Duly filled-up Application Form
2. 1x1 ID Picture (2 copies)
3. Birth Certificate issued by Local Civil Registrar or National Statistics Office or Baptismal Certificate or Affidavit of Two Disinterested Persons
4. Out-of-school-youth (OSY) Certification from DSWD, or Certification issued by School Principal/Guidance Counselor that applicant is at risk of dropping out
5. Form 138 (report card) or its equivalent
6. Barangay Certification of residency

Note: For previous beneficiaries of the MDG-YEM Secondary Education Subsidy for SY 2010-2011, only the following requirements should be submitted:

1. Duly filled-up Application Form
2. 1x1 ID Picture (2 copies)
3. Form 138 (report card) or its equivalent

Participating Schools (as of April 2011):**Masbate**

1. Bangalisan National High School, Placer
2. Felixberto del Rosario Memorial High School, Claveria
3. Mobo National High School, Mobo

Agusan Del Sur

1. Sta. Cruz National High School, Rosario
2. Prosperidad National High School, Prosperidad
3. Sibagat National High School, Sibagat

Antique

1. Gen. Leandro Fullon National School Fabrica Annex, Hamtic
2. Barasanan National High School, Tobias Fornier
3. Antique National School

Maguindanao

1. Mamasapano National High School, Mamasapano
2. Datu Saudi Uy Ampatuan Memorial High School
3. Maguindanao National High School
4. Parang National High School
5. Talayan National High School
6. Buluan National High School

SECONDARY EDUCATION SUBSIDY
CRITERIA AND POINT SYSTEM SCORESHEET

Name of Applicant: _____

Province: ☐ Masbate ☐ Antique ☐ Agusan del Sur ☐ Maguindanao

Date of Birth (month-day -year): _____ Age: _____

Sex: ☐ Male ☐ Female

BASIC CRITERIA:

- | | |
|--|--|
| <input type="checkbox"/> Filipino Citizen | <input type="checkbox"/> Child of OFW (including former OFW) |
| <input type="checkbox"/> 15-24 years of age | or Other disadvantaged youth |
| <input type="checkbox"/> Resident of MDG-YEM Target Site | <input type="checkbox"/> Out-of-school youth or |
| <input type="checkbox"/> Elementary School Graduate | Student at risk of dropping out |
| <input type="checkbox"/> Not a recipient of educational assistance | |

For every criteria met by the Candidate, please input the corresponding point value in the column marked "Actual Points".

EDUCATION

2-3 points	VALUE	ACTUAL POINTS
LAST EDUCATIONAL ATTAINMENT		
Elementary School	1 point	
High School - Year I	1 point	
High School - Year II	2 points	
High School - Year III	2 points	
STATUS		
Out-of-school youth	1 point	
Student at risk of dropping out	1 point	
	TOTAL	

FAMILY

1-4 points	VALUE	ACTUAL POINTS
SIBLINGS		
None	0 point	
1 to 4	1 point	
5 or more	2 points	
MEMBERS OF HOUSEHOLD		
4 or less	1 point	
5 or more	2 points	
	TOTAL	

INCOME-RELATED

3-10 points	VALUE	ACTUAL POINTS
MOTHER'S EMPLOYMENT STATUS*		
Retired	2 points	
Employed/Self-employed	1 point	
Unemployed/ Homemaker	3 points	
OFW	2 points	
FATHER'S EMPLOYMENT STATUS*		
Retired	2 points	
Employed/Self-employed	1 point	
Unemployed/ Homemaker	3 points	
OFW	2 points	
ANNUAL FAMILY INCOME (ESTIMATED)		
P 40,000 and above	1 point	
P 30,000 to P 39,999	2 points	
P 20,000 to P 29,999	3 points	
Below P 20,000	4 points	
	TOTAL	

**If either parent is deceased, please leave employment status blank. Kindly refer to the section "For Non-OFW Children".*

FOR STUDENTS AT RISK OF DROPPING OUT

1-12 points	VALUE	ACTUAL POINTS
REASONS FOR BEING AT-RISK *		
Extreme Poverty	2 points	
Child Labour/Forced Labour	2 points	
Malnutrition	2 points	
Disability/Medical Condition(s)	1 point	
Forced Migration (Natural Calamities, Peace & Order Situation)	1 point	
Early Pregnancy	1 point	
Victim of abuse	1 point	
Parental problems (alcoholism, gambling)	2 points	
	TOTAL	

**Multiple reasons for being at-risk may be selected*

FOR OUT-OF-SCHOOL YOUTH

1-2 points	VALUE	ACTUAL POINTS
DURATION OF OSY STATUS		
1 year or less	1 point	
More than 1 year	2 points	
	TOTAL	

FOR CHILDREN OF OFWs

1-8 points	VALUE	ACTUAL POINTS
STATUS OF OFW PARENT*		
Deceased	2 points	
Disabled/with medical condition(s)	1 point	
Displaced worker/Distressed	1 point	
Victim of abuse	2 points	
Victim of illegal recruitment/trafficking	2 points	
	TOTAL	

**Multiple status of the OFW parent may be selected*

FOR NON-OFW CHILDREN

1-3 points	VALUE	ACTUAL POINTS
STATUS OF PARENT*		
Deceased	2 points	
Disabled/with medical condition(s)	1 point	
	TOTAL	

*Multiple status may be selected

SUMMARY:

	HIGHEST POSSIBLE VALUE	ACTUAL POINTS
EDUCATION	3 points	
FAMILY	4 points	
INCOME-RELATED	10 points	
FOR STUDENTS-AT-RISK-OF DROPPING OUT	12 points	
FOR OUT-OF-SCHOOL YOUTH	2 points	
FOR CHILDREN OF OFWs	8 points	
FOR NON-OFW CHILDREN	3 points	
	TOTAL	

Other remarks:

Accomplished by:

(Signature over Printed Name)

SECONDARY EDUCATION SUBSIDY

ACCEPTANCE & COMMITMENT FORM

I, _____, of legal age, parent/legal guardian of _____, qualified beneficiary under the MDG-F YEM Secondary Education Subsidy, hereby signify acceptance of the education subsidy offer and our commitment to its terms and conditions, in concurrence with the beneficiary.

With this acceptance and commitment, it is understood that the beneficiary shall be entitled to the following for the school year 2011-2012:

- ☐ A fixed amount of no more than P500 per year for school-related fees and miscellaneous expenses as authorized by the Department of Education, paid directly to the participating school;
- ☐ A fixed monthly allowance of PhP 1,000.00 to cover school transportation fare, meals, supplies, project materials and other incidentals; this allowance can be claimed every first Monday of the month for 10 months of the school year from the Office of the High School Principal;
- ☐ Support for special needs, as appropriately endorsed by the OWWA, DSWD and the participating school to the Provincial Education Subsidy Committee.

It is further understood that in view of these entitlements, the following terms and conditions apply:

1. **ATTENDANCE** – Beneficiaries must maintain the required level of attendance, whether under the regular programme or the Open High School System (OHSS), as established by the Department of Education. The school shall issue attendance certification.
2. **PERFORMANCE** – Beneficiaries must maintain passing grades for each subject as established by the school for each grading period and must comply with all the minimum academic and non-academic requirements set by the school.
3. **RECORDS** – Parents of beneficiaries consent to IOM and OWWA to access to the beneficiaries' school records for purposes of ascertaining minimum school attendance and performance requirement.
4. **SPENDING OF MONTHLY SCHOOL ALLOWANCE** – Parents or legal guardians must ensure that the monthly allowance provided is spent for the purpose it was granted.
5. **WORK** – Parents of beneficiaries agree not to involve beneficiaries in forms of child labour and hazardous work. DOLE inspectors will be tasked to monitor compliance.

Any act or evidence in violation of the above conditions may result in the issuance of notice of warning, suspension or revocation of the subsidy support, subject to evaluation of the Education Subsidy Committee.

Signed in two (2) original copies on the _____ day of _____ (month), 2011 in _____ (City, Province), the Philippines.

 PARENT/LEGAL GUARDIAN
 (Signature over Printed Name)

 BENEFICIARY
 (Signature over Printed Name)

(The accomplished Acceptance & Commitment Form must be submitted to the nearest OWWA Provincial office, along with the official notification letter from IOM.)

EDUCATION SUBSIDY MONTHLY ALLOWANCE VOUCHER

Joint Programme on Alternatives to Migration:
Decent Jobs for Filipino Youth



MDG
MDG ACHIEVEMENT FUND



MDG-YEM Education Subsidy Monthly Allowance Voucher

VOUCHER NO. _____

This entitles _____ to a monthly school allowance of One Thousand Pesos (P 1,000.00) to cover transportation fare, meals, supplies, project materials, and other incidentals in partial support of secondary education. This can be claimed by the beneficiary or parent or legal guardian only at the Office of the Principal of _____.



FRONT



MDG
MDG ACHIEVEMENT FUND

The monthly allowance may be claimed on the first Monday of each month upon presentation of the Monthly Allowance Voucher to the Office of the High School Principal of the participating school. The allowance may only be claimed by the beneficiary or parent or legal guardian.

THIS VOUCHER IS ISSUED BY THE INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM) IN PARTNERSHIP WITH THE OVERSEAS WORKERS WELFARE ADMINISTRATION (OWWA) UNDER THE MDG-YEM EDUCATION SUBSIDY PROGRAMME. ITS PURPOSE IS FOR THE CLAIM OF THE BENEFICIARY OF HIS OR HER ENTITLED SUBSIDY AND WHOSE NAME APPEARS ON THE VOUCHER. THIS VOUCHER MAY NOT BE REPRODUCED OR TAMPERED WITH IN ANY WAY. DOING SO WILL RENDER THIS VOUCHER NULL AND VOID.

The Joint Programme on Youth, Employment, and Migration (YEM) is implemented by ILO, IOM, UNICEF, and UNFPA in partnership with DOLE, DepED, DTI, NYC, PCW, TESDA, and ARMM

BACK

SECONDARY EDUCATION SUBSIDY

PROGRESS REPORT

Name of Beneficiary: _____

Age: _____ Year level: ☐ 1st Year ☐ 2nd Year ☐ 3rd Year ☐ 4th Year

Name of School: _____

Province: ☐ Agusan del Sur ☐ Antique ☐ Maguindanao ☐ Masbate

Please fill this form completely and write "N/A" if not applicable. This report is to be accomplished by the School Principal and submitted to the relevant OWWA Regional Office together with the required supporting documentation.

Reporting period: _____

ATTENDANCE	Has the beneficiary maintained the required level of attendance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Days Present: Days Absent:	Reason for absences:
PERFORMANCE	Has the beneficiary maintained passing grades? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Has the beneficiary complied w/minimum academic requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Has the beneficiary complied w/minimum non-academic requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Average grade (%): Lowest grade (%): Highest grade (%):	Reasons for non-compliance:
MONITORING	Have home visits been conducted during the reporting period? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Date: Conducted by:	Findings:
	Has the beneficiary been observed to be involved in any child labour practices? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, please detail:	

SPECIAL NEEDS	Is the beneficiary currently the recipient of special support under the MDG-YEM Education Subsidy program? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Is the beneficiary in need of special assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, has a Recommendation for Special Assistance been submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No
REMARKS:	

Submitted by:

(Signature over Printed Name)

DATE

Designation: _____

Supporting Documentation :

1. Certification of Attendance issued by School Principal
2. Report card or its equivalent
3. Where necessary, Recommendation for Special Assistance form accomplished by the School (for verification by OWWA Regional Office and relevant Social Welfare & Development Office)

Verified by:

(Signature over Printed Name)

DATE

Designation: _____

OWWA Regional Office

**Joint Programme on Alternatives to Migration:
Decent Jobs for Filipino Youth**

SECONDARY EDUCATION SUBSIDY

RECOMMENDATION FOR SPECIAL ASSISTANCE

This form is to be used to aid the evaluation of the need for special interventions, beyond payment of school costs and monthly allowance, for prequalified students among Students at Risk of Dropping Out (SARDOs) or Out-of-School Youth (OSY getting them back to or retaining them in school.

Name of Candidate Beneficiary: _____

Status: ☐ Out of school Youth (OSY) ☐ Student at risk of dropping out (SARDO)

Date of Birth (month-day-year): ____/____/____ Age: _____ Sex: ☐ Male

Name of High School: _____

Province: ☐ Masbate ☐ Antique ☐ Agusan del Sur ☐ Maguindanao

Abovenamed candidate is hereby recommended for special assistance as follows:

☐ Remedials

- ☐ Make-up class
- ☐ Make-up project
- ☐ Make up exam
- ☐ Tutorials
- ☐ Others (Specify): _____

- ☐ Psycho-social Interventions
- ☐ Special Nutrition Programme
- ☐ Medical Attention
- ☐ Livelihood support for parents
- ☐ Income Generating Activity for Students
- ☐ Access to Alternative Learning System
- ☐ Others (specify): _____

Justification for recommendation:

Please attach other relevant supporting documents (e.g. school records, reports from Guidance Counselor, etc support of your recommendation).

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Recommended by:

(Signature over Printed Name)

DATE _____

Designation: _____

School: _____

Verified by:

OWWA Officer
(Signature over Printed Name)

DATE _____

Social Welfare & Development Officer
(Signature over Printed Name)

DATE _____

About the MDG Fund

The MDG Achievement Fund (MDG-F) was established in 2006 by the Government of Spain and UNDP to enhance efforts to achieve the MDGs, and to support UN reform efforts at the country level. The Spanish Government has committed €528 million to the MDG Achievement Fund (MDG-F), to be programmed between 2007 and end-2010.

The MDG-F supports initiatives in the thematic areas including: youth employment and migration, democratic governance, gender equality and women's empowerment, basic social services, economic and private sector development, environment and climate change, culture and development, and conflict prevention and peace building.

YOUTH EMPLOYMENT MIGRATION

FOR MORE INFORMATION PLEASE CONTACT:

International Labour Organization (ILO) Country Office - Manila

Tel: + 632 580 99 00 Email: manila@ilo.org

IOM International Organization for Migration Mission to the Philippines

Tel: + 632 230 19 99 Email: iomphilippines@iom.int

United Nations Children's Fund (UNICEF)

Tel: + 632 901 01 00 Email: manila@unicef.org Website: www.unicef.org.ph

United Nations Population Fund (UNFPA)

Tel: + 632 901 03 18 Website: www.unfpa.org.ph