

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
UL Complex, Pasig, Metro Manila

July 26, 1993

DECS O R D E R
No. 58, s. 1993

DESIGNATION OF SELECTED SCHOOL PLACEMENT COORDINATOR
AS INDUSTRIAL LINKS DEVELOPMENT OFFICER

To: Bureau Directors/Center Directors and Regional Directors
Heads of Chartered State Colleges and Universities
Heads of Private Schools, Colleges and Universities
Vocational School Superintendents/Administrators

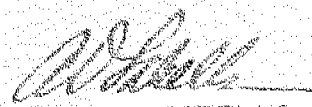
1. The technical and vocational institutions are mandated to train middle-level manpower for employment. In order to ensure that competencies acquired by students are those needed by industry, a large portion of the training period must be spent in hands-on time preferably in industry itself. Moreover, in order to fit supply closer with demand, industry must be encouraged to participate in course development from the beginning. The success of technical and vocational schools are often equated with the employment rate of their graduates. Because of these reasons, it is important that a person be designated to take care of developing links with industrial clients full-time. This person must be a senior officer who is competent in major technologies offered by the school and who has a comprehensive and deep knowledge of educational programs and theories in order to satisfy the need for information of firm managers.

2. Preference should be given to one competent in any major technology offered by the school, who has some preparation in Industrial Psychology, or a technology instructor who has masteral units in Psychology or is presently occupying a plantilla position as Placement Coordinator. To give the coordinator equal footing with managers with whom he must relate, the designated Industrial Links Development Officer (ILDO) shall have the rank of Program Supervisor so that he has the status and prestige to relate effectively with managers. As such, he shall be entitled to necessary travel expenses pursuant to COA rates since he has to visit deployed students at least once a week and to maintain good working relations with industrial managers. Said amount is to be drawn from the school budget under Maintenance and Other Operating Expenses (MOOE) and should be allotted not more than 5% of the monthly releases of the school.

3. Each technical and vocational institution offering operators, craftsmen and technician level courses should select one coordinator to be designated as Industrial Links Development Officer for every 500 students.

4. Inclosed are the general guidelines for designation of an ILDO and its major responsibilities.

5. It is desired that this Order be brought to the attention of all concerned.



ARMAND V. TABELLA
Secretary

Incl.:
As stated

Reference:
None

Allotment: 1-3-d--(M.O. 1-67)

To be indicated in the Perpetual Index
under the following subjects:

- > RULES & REGULATIONS
- > TEACHERS
- > TECHNICAL EDUCATION
- > VOCATIONAL EDUCATION

GENERAL GUIDELINES

DESIGNATION OF SELECTED SCHOOL GUIDANCE COORDINATOR
AS INDUSTRIAL LINKS DEVELOPMENT OFFICER

1. The designation of an Industrial Links Development Officer (ILDO):

a. The designation of an ILDO is by local arrangement;

One must be a senior officer who has a comprehensive and deep understanding of educational programs and projects in order to satisfy the need for information of firm managers;

b. In cases where there is no guidance coordinator, a senior officer who is competent in any of the main technologies offered by the school and with good interpersonal and communication skills to establish rapport with industry, may be designated;

c. The designated ILDO should be released from his/her teaching load in cases where the enrolment is 500 or more; and

d. The allowable transportation and representation allowances shall be drawn from the school budget under MOOE.

2. Major responsibilities of the Industrial Links Development Officer:

a. Conducts empirical researches in relation to the manpower needs of industry and factors supporting the On-the-Job Training (OJT) of students, and industry attachment of instructors. Designs and implements training programs in close collaboration with cooperating companies;

b. Conducts general performance evaluation of trainees;

c. Maintains an up-to-date narrative record of trainees;

d. Establishes and maintains functional linkage programs (with MOA) to facilitate the placement of students and graduates;

e. Periodically traces the career of graduates; and

f. Prepares and submits technical reports on the OJT and employment status of graduates.