



Ref. No. 2023-10- 28
October 10, 2023

MEMORANDUM FROM THE DIRECTOR

TO : ALL DA-BAR EMPLOYEES

SUBJECT : INTERNAL GUIDELINES ON HIRING OF ON-THE-JOB TRAINEES (OJTs)

In the interest of service and as part of the Bureau's commitment to nurture the youth and foster learning within the executive branch of the government, an internal set of guidelines on hiring of on-the-job trainees is hereby issued.

I. GENERAL GUIDELINES

1. On-the-job trainees (OJTs) are individuals who are currently enrolled in higher education institutions or HEIs who shall undergo training at the Bureau to gain practical work experience in their respective fields of study; and,
2. OJTs shall not be paid any monetary compensation throughout the duration of their training at the Bureau.

II. QUALIFICATIONS

1. OJTs must be currently enrolled in an CHED-accredited HEI; and
2. OJTs should possess the necessary qualifications and skills relevant for the Division/Section/Unit of assignment.

III. RECRUITMENT PROCESS

1. The Divisions/Sections/Units requiring OJTs shall submit in writing a formal request to the Human Resource Management Section (HRMS), specifying the preferred educational background and/or skills;
2. The required OJT positions shall be published on the official website and Facebook page of the Bureau. The publication shall contain the preferred educational background and/or skills, including the areas of assignment;
3. Applicants shall be requested to fill-out the online Google Forms and submit the following documentary requirements in person:
 - a. Letter of Intent addressed to the Director;
 - b. Letter of Recommendation from the University;
 - c. Curriculum Vitae; and
 - d. Philhealth ID.
4. The Division/Section/Unit requiring the services of the OJT shall conduct an interview of applicants to assess the candidate's skills, knowledge and attitude;
5. Upon approval of the Division/Section/Unit where the OJT shall be assigned, the HRMS shall draft a Memorandum of Agreement (MOA) between the HEI where the OJT is currently enrolled and the Bureau, subject to review or revision and approval of both parties (i.e. OJT's HEI and the Bureau);



6. Once both parties agree to the provisions stipulated in the MOA, their respective representatives, and witnesses shall affix their signatures to the MOA;
7. It shall be the responsibility of the OJT to have the four (4) copies of the perfected MOAs notarized and provide one original copy to HEI, DA-BAR through the HRMS, and retain one original copy for personal file; and,
8. The HRMS shall send an email to the OJT informing them of their first day of reporting to the Bureau and coordinate with the Division/Section/Unit where the OJT shall be assigned, in preparation for the first day of reporting of the OJTs and his/her proposed working area.

IV. ORIENTATION

1. The HRMS shall introduce all accepted OJTs during the Bureau's regular flag ceremony;
2. The HRMS shall conduct an orientation for the OJTs to discuss pertinent office rules and regulations as well as the Bureau's Mandate, Mission, Vision and Core Values;
3. The Information Management Section (IMS) shall facilitate the processing of the OJTs identification card (ID); and
4. The HRMS shall endorse the OJT to his/her Division/Section/Unit of assignment.

V. DURATION AND WORK HOURS

1. The duration of the OJT's assignment shall depend on the applicant's requirement as stated in the HEI's letter of recommendation and MOA; and
2. OJTs are expected to observe the regular working core time of 8:00 AM- 5:00 PM from Monday to Friday, except on regular and special non-working holidays. They shall likewise observe a lunch break from 12:00 PM to 1:00 PM.

VI. MENTORSHIP AND CODE OF CONDUCT

1. OJTs shall be assigned a mentor within the his/her assigned division/section/unit who will provide guidance, support and regular feedback;
2. OJTs are expected to adhere to the Bureau's confidentiality policies and code of conduct throughout the duration of their training; and
3. Any breach of confidentiality or misconduct will result in the immediate termination of the OJT's services.

VII. CONCLUSION

OJT mentors shall provide feedback and HRMS shall issue a Certificate of Completion to OJTs who complete their required hours with the Bureau. In cases wherein the OJT fails to complete the required number of hours in the Bureau, a Certificate of Hours Rendered shall be issued instead by the HRMS.

For information, guidance and compliance.


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