



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED MEMORANDUM ORDER (CMO)
No. 45, Series of 1998

**SUBJECT : POLICIES AND GUIDELINES IN THE
IMPLEMENTATION OF THE INTERNATIONAL
PRACTICUM TRAINING PROGRAM (IPTP) FOR
HRM/TOURISM STUDENTS**

In accordance with pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994," and in view of keeping pace with the demands of global competitiveness, the following policies and guidelines in the implementation of the international practicum training program for HRM/Tourism students are hereby adopted and promulgated by the Commission thus:

Article I
STATEMENT OF POLICY

It is the policy of the Commission on Higher Education (CHED), to encourage and promote a "borderless" education for Filipino students to attain knowledge, skills and desirable attitudes that will make them globally competitive in the hotel, restaurant, and tourism services.

In the pursuit of this policy, CHED hereby establishes the International Practicum Training Program (IPTP) to make possible the exposure and Practicum training of HRM/Tourism students in world-class hotels, restaurants, and resorts in various parts of the world. The learning that the students get and their practicum training under international standards in world-class hotels, and restaurants abroad will become part of their individual assets that will make them internationally competitive for employment here and abroad.

Article II
DEFINITION OF IPTP

The International Practicum Training Program (IPTP) is an academic program that allows HRM/Tourism students enrolled in Practicum subjects in Philippine schools to undergo their on-the-job training in world-class hotels, restaurants, clubs and resorts in other countries.

Article III OBJECTIVES

The International Practicum Training Program, designed for Associate and Bachelor of Science in HRM/Tourism students, aims to:

- A. provide Filipino students the opportunity to acquire practical knowledge, skills and desirable attitudes on actual hotel and restaurant operations in foreign hotels and restaurant that observe international standards of service;
- B. promote and/or develop the Filipino work ethics, competencies, discipline and spirit of hospitality as they relate to a different culture and a foreign work environment;
- C. enhance the global competitiveness of students because of their training, exposure and acculturation in a foreign country; and
- D. strengthen and update the school's curriculum because of its exposure to the requirements of international standards and its linkages and interaction with foreign training partners.

Article IV IMPLEMENTING GUIDELINES

- A. Responsibility - The implementation of this academic program shall be the responsibility of the Commission on Higher Education in coordination with and assistance from other concerned government agencies, such as the :

Department of Foreign Affairs
Department of Tourism
Philippine Overseas and Employment Administration
Bureau of Immigration and Deportation

B. Participants

1. Schools - Only schools with recognized HRM and Tourism programs and certified by the Commission on Higher Education are qualified to participate in the International Practicum Training Program.
2. Students - Considering the cross-cultural nature of this program, participating students should be carefully selected so that they can project to the host country the best in the Filipino. As such, he should possess the following qualifications:
 - a. must be at least 18 years old and enrolled in a practicum subject;

- b. must have passing grades in all his /her major subjects and is recommended by the Dean;
 - c. must undergo a pre-departure orientation seminar and proficiency training in basic industry skills;
 - d. must be physically and mentally fit with a pleasant personality ; and
 - e. must be articulate in English or the language spoken in the host industry.
3. Foreign Training Partner - the foreign training partner must be endorsed by the Department of Tourism.
- C. DURATION OF TRAINING : A student' straining program should not be less than three (3) months but not more than one (1) year.

Article V OBLIGATIONS OF THE PARTNERS

- A. Memorandum of Agreement - The school shall enter into an agreement directly with its foreign training partner that will contain the terms, conditions, and procedures of their relationship under the International Practicum Training Program.
- B. Formal Training Plan - The parties must agree to a formal training plan for each students before his departure for the worksite. Such training plan requires the assignment of each trainee to at least three (3) of the following training areas:
- 1. Food and Beverages Production
 - 2. Food and Beverages Service
 - 3. Room Division
 - 3.1. Front Office
 - 3.2. Housekeeping
 - 4. Recreational Area
 - 5. Office Management and Operations
- C. Specific Obligations
- 1. The school shall :
 - a. select the students with the concurrence of the training partners, who will participate in the program and whose qualifications are those enumerated in paragraph IV - B;
 - b. assign a faculty-in-charge who will coordinate with the training partner regarding the student's training plan, performance evaluation, and related matters, including visiting the students on the training site;

- c. use a common instrument for monitoring and evaluating the performance of its students as well as the program;
- d. follow a prescribed training plan (Annex A) per department specifying the specific knowledge and skills that the student should acquire in each training area;
- e. conduct a pre-departure orientation/seminar for the students and their parents or guardians;
- f. provide CHED with a list of students going abroad to include their host establishments, their time of departure from and return to the country;

2. The Training Partner shall :

- a. provide the work experience or on-the-job training of the students in accordance with the training plan and schedule of activities for the students;
- b. assign a training supervisor who will orient, supervise, monitor, evaluate, and rate the performance of the student trainees, by conducting a weekly discussion with them on the progress of their training;
- c. report immediately to the school any misbehavior or unsatisfactory performance of the student;
- d. provide a dormitory-style accommodation close to the workplace, preferably managed/operated by a Filipino or lady matron; and
- e. register the student trainees at the Philippine Embassy immediately upon arrival, to include their address and telephone number during their training period.

3. The Student shall :

- a. enroll for practicum units in the school;
- b. secure complete travel documents such as passport, original transcript of records, and school ID;
- c. comply at all times with the rules and regulations of the host establishment or training partner and the school where enrolled;
- d. not accept any job (even part-time) aside from his on-the-job training;
- e. not divulge any confidential information about the host establishment; and
- f. complete the agreed duration of his practicum training.

4. The parent or guardian shall :

- a. co-sign the traineeship contract to manifest their approval or consent to the training abroad of their son/daughter even if he/she is over 18 years old; and
- b. attend the pre-departure seminar or orientation together with the student.

**Articles VI
BENEFITS**

A. Upon statement, the training partner shall provide the student trainees the following or better benefits:

1. free round trip airfare to and from the work assignment, including travel tax and airport terminal fees, if any;
2. free pre-departure medical examination fee;
3. monthly allowance of at least 60% of the prevailing minimum rate of the position;
4. free accommodation in a dormitory-type residence near the workplace preferably managed by a Filipino or a lady matron;
5. free duty meals, uniform, and laundry;
6. allowance for shoes, make-up, haircut, and transportation if the workplace is far from residence;
7. term benefit insurance of at least \$ 10,000;
8. accident and dismemberment insurance of at least \$ 10,000;
9. hospitalization insurance
10. overtime pay per existing law of the host country;
 - when asked to work on a holiday
 - when asked to work for two (2) hours or more in excess of the regular eight hours
11. night differential pay; and
12. one day off in lieu of a holiday.

B. The training partner shall pay the school a program development fee to cover various expenses, exclusive of the benefits enumerated in the paragraph immediately preceding.

**Article VII
MONITORING AND EVALUATION**

The monitoring and evaluation of the student's performance shall be done jointly by the foreign training supervisor and the school's faculty-in-charge of practicum training, in accordance with the following guidelines:

- A. The foreign training supervisor shall implement the overall training plan previously agreed and evaluate the student's performance based on his personal observations, student's monthly reports, and interview/conferences with the students;

The school shall provide HERO a complete list of students who were issued certificates of completion;

- B. At the end of the training period, the training supervisor shall provide the students with the following documents which the students, in turn, will submit to his practicum faculty-in-charge or dean:
1. certificate of completion
 2. duly accomplished evaluation sheet
 3. other pertinent reports, information, and/or documents which may be required
- C. The school, college, or university may conduct an initial visit to the training partner's facilities. It shall also send its practicum faculty-in-charge to coordinate with his counterpart-the training supervisor- at least once per batch of 15 student trainees during the training period, or as the need arises. The training partner shall provide the faculty-in-charge free board and lodging for at least three (3) days; and
- D. The foreign training supervisor's evaluation report will be one of the bases in giving the student's final grade. A student whose contract was terminated due to resignation, or other causes shall be given a final grade on the basis of each individual school's grading system after considering the circumstances surrounding such termination.

Articles VIII TERMINATION OF CONTRACT

A breach of contract committed by any of the contracting parties shall terminate the contract/agreement at the instance of the aggrieved party.

The contracting parties are the following: school, training partners, and student. The parent/guardian, as co-signor, may also initiate the termination of the contract if the student is the aggrieved party.

Article IX SANCTIONS

- A. Any school found guilty of violating the provisions contained in the IPTP policies and guidelines shall be subject to the revocation of its annual permit to participate in the IPTP.
- B. Any violation of the IPTP policies and guidelines by a student trainee shall be subject to any of the following sanctions:
1. failing grade in the Practicum subject
 2. invalidation of the training undertaken
 3. disqualification from the IPTP

C. Any training partner found guilty, after investigation, of violating any of the provisions contained in the IPTP policies and guidelines shall be blacklisted by CHED who shall advise all school participants of such action.


**Article X
EFFECTIVITY**

This policy and implementing guidelines take effect immediately.

Pasig City, Philippines August 12, 1998


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