



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

CHED MEMORANDUM ORDER (CMO)

No. 19

Series of 2000

SUBJECT: AMENDMENTS TO CMO NO. 45 SERIES OF 1998 ENTITLED "POLICIES AND GUIDELINES IN THE IMPLEMENTATION OF THE INTERNATIONAL PRACTICUM TRAINING PROGRAM 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, and pursuant to Resolution No. 066-2000 this Commission hereby issues amendments to the CHED Memorandum Order No. 45, Series of 1998, "POLICIES AND GUIDELINES IN THE IMPLEMENTATION OF THE INTERNATIONAL PRACTICUM TRAINING PROGRAM FOR HRM/TOURISM STUDENTS". Consequently, all concerned are hereby informed, enjoined and directed 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 develop new competencies and skills that will make them internationally competitive for employment here or abroad.

Article II

**DEFINITION OF
INTERNATIONAL PRACTICUM TRAINING PROGRAM**

The (IPTP) is an academic program that provides HRM/Tourism students enrolled in Practicum subjects in Philippine schools the 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 B.S. Tourism/HRM students, aims to:

1. Provide Filipino students the opportunity to acquire practical knowledge, skills, and desirable attitudes on actual hotel and restaurant operations in foreign hotels, restaurants clubs and resorts that observe international standards of service.
2. Develop and/or enhance the Filipino work values, competencies, discipline and spirit of hospitality as they relate to a different culture and a foreign work environment.
3. Enhance the global competitiveness of students through their training, exposure, and acculturation in a foreign country.
4. 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

The foregoing implementing guidelines are applicable to the International Practicum Training Program for HRM/Tourism students.

A. Qualification of/Requirements for the Agencies/Parties Involved

1. Higher Education Institutions.

Only higher education institutions with accredited programs are qualified to participate in the International Practicum Training Program and may deploy their HRM/Tourism students for the purpose.

2. Training Partner

The Training Partner should be at least a 3-star hotel/resort/club/restaurant duly accredited by the hotel/restaurant association abroad.

3. Third Party Training Partner (3TP)

The 3TP should be accredited by CHED. The following are the requirements for accreditation:

- a. Registration with the Securities and Exchange Commission;
- b. License to conduct recruitment and placement services in the Philippines in partnership with a duly licensed Philippine-owned agency in the same business, and maintaining an office in the Philippines for the purpose;
- c. Dormitory-type accommodation to the student-trainees abroad:
 - Safe, clean and conducive for rest and study - well-lighted, well-ventilated, quiet, far from obnoxious places such as beerhouses, gambling joints, factories, etc.
 - Complete with necessary household equipment/items in the kitchen, bedroom, dining room, living room, laundry;

- Close to workplace, managed by the 3TP, with person in-charge, preferably a Filipino responsible for close monitoring of trainees.
- d. Proof of capability and willingness to meet the obligations and responsibilities of the 3TP prescribed in the guidelines particularly in item B. 3 of Article IV, or if already an old partner or contact, a track record that it adhered to its previous contract with the participating Higher Education Institutions and the student-trainees, and;
 - e. Compliance with the requirements of other government agencies in the Philippines particularly the Bureau of Immigration and Deportation, the Department of Foreign Affairs and the Department of Tourism.
3. Student

Considering the cross-cultural nature of this program, participants should be carefully selected. They should possess the following qualifications:

- a) Must be an HRM/Tourism student and currently enrolled in practicum subject;
 - b) Must be at least 18 years old;
 - c) Must have passed pre-practicum requirements;
 - d) Must be recommended by the Faculty Practicum Coordinator and the Dean of the College;
 - e) Must undergo a pre-departure orientation seminar and proficiency training in basic industry language;
 - f) Must be physically and mentally fit with a pleasant personality;
 - g) Must be articulate in English or the language spoken in the host country;
 - h) Must possess the manifest approval or consent from parents/guardians; and
 - i) Must have the right attitude towards practicum/work.
- B. Obligations/Responsibilities of the Agencies/Parties Involved

The specific obligations/responsibilities of the parties involved in the implementation of the IPTP are as follows:

1. Higher Education Institution

- a. Select participants in accordance with the qualification requirements, with the concurrence of the 3TP;
- b. Assign a full-time academically qualified Faculty Practicum Coordinator responsible for all aspects of the IPTP and its demands, to include program implementation and evaluation;
- c. Conduct a pre-departure orientation/seminar, in cooperation with the 3TP, for the students and their parents/guardians;
- d. Submit to CHED the list of departing students together with the following information/documents:
 - d.1 addresses and telephone numbers of the Training Partner and the 3TP
 - d.2 schedule of departure and arrival of trainees;
 - d.3 work permit of the students issued by the Ministry of Manpower abroad;
 - d.4 transcript of records or true copy of grades;
 - d.5 copy of passports;
 - d.6 copy of letter of certification of enrolment in practicum as required by the foreign government; and
 - d.7 copy of the CHED Certificate of Recognition of the HRM/Tourism course
- e. Provide CHED with authentic list of students certified to have completed the international practicum training program with documentary evidence.

2. Training Partner

- a) Provide the work experience or on-the-job training to the student-trainees in accordance with the agreed training plan and schedule of activities;
- b) Assign a competent Training Supervisor responsible for all phases of the work including the evaluation of performance of trainees;
- c) Issue Certificate of Completion to the trainees prior to departure from training venue/country.

3. Third Party Training Partner (3TP)

- a. Screen students based on the preliminary list (PList) endorsed by the school and, based on the result, prepare the final list (FList);
 - a.1 The 3TP can only place students whose names appear in the FList;
 - a.2 Students will be selected through actual interview in the Philippines.
- b. Provide the original copy of the In-Principle Approval Letter (IPA) to the student-trainees;
- c. Inform the school and the parents of the students about the address, telephone number and other classified information relevant to the training;
- d. Submit to the HEI the approved Tenancy Agreement complete with documentary evidence;
- e. Report immediately to the school, any misbehavior or unsatisfactory performance of the students;
- f. Register the student-trainees with the Philippine Embassy immediately upon arrival, to include their addresses and telephone numbers abroad;
- g. Provide the student trainees the following or better benefits upon the signing of the contract:
 1. Free return airfare, including travel tax and airport terminal fees, if any;
 2. Free departure medical examination fee;
 3. Monthly allowance equivalent to at least 60% of the prevailing minimum wage abroad but not less than S\$450.00 (or its equivalent in the currency of the country where the trainee is in);
 4. A dormitory-style accommodation with a person in charge preferably with a Filipino manager;
 5. Free duty meals, uniform and laundry; regardless of assigned dep't. for the duration of the training.
 6. Allowance for shoes, make-up, haircut, and transportation if the workplace is far from residence;
 7. Term benefit insurance of at least S\$10,000.00 (or its equivalent in the currency of the country where the trainee is in);
 8. Accident and dismemberment insurance of at least S\$10,000.00 (or its equivalent in the currency of the country where the trainee is in);

9. Hospitalization benefits;
 10. Overtime pay per existing law of the host country when asked to work on a holiday or when asked to work for two hours or more in excess of the regular eight hours;
 11. Night differential pay;
 12. One day off in lieu of a holiday.
- h. Inform the school as to the existing government policies on labor/trainees particularly on overtime pay.
 - i. Pay the fees for the Overseas Training Certificate issued by the CHED.
 - j. Pay the school a Program Development Fee to cover various expenses, exclusive of the benefits enumerated in the paragraph immediately preceding, for the following:
 1. Faculty Development Program of HRM/Tourism
 2. Operational/administrative expenses of IPTP
 3. Research, evaluation and documentation
 - k. Present the training plan/trainees program of activities for the school examination and approval.
 - l. Provide the Faculty Practicum Coordinator and the representative/s from the CHED free board and lodging for at least three (3) days during the initial inspection visit to the Training Partner's facilities including return airfare.
4. Student
- a) Enrol for practicum units in the school;
 - b) Secure complete travel documents such as passport, original transcript of records, and school ID, Overseas Training Certificate (OTC) from CHED and In-Principle Approval (IPA) Letter from the Training Partner;
 - 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;
 - f) Stay in the dormitory provided by the 3TP and not with a foster family abroad; and
 - g) Complete the agreed duration of his practicum training.

5. Parent/guardian

- 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.

C. Operation of the International Practicum Training Program

1. Implementation

- a. The Faculty Practicum Coordinator of HEI and the representative/s from CHED will conduct an initial visit/inspection of the facilities of the Training Partner;
- b. The HEI shall send one (1) Faculty Practicum Coordinator to coordinate with his counterpart - the Supervisor of the Training Partner - per batch of 15 student trainees at least once during the training period or as the need arises;
- c. The Supervisor of the Training Partner and the Faculty Practicum Coordinator should, as much as possible, follow the prescribed training plan per department specifying the knowledge and skills that the student should acquire in the training areas, namely:
 1. Food and Beverage Production
 2. Food and Beverage Service
 3. Rooms Division
 - Front Office
 - Housekeeping
 4. Recreational Area
 5. Other Departments/Areas

2. Monitoring and Evaluation

- a. The monitoring and evaluation of the performance of the student-trainees and the IPTP itself shall be done jointly by the Supervisor of the Training Partner and the Faculty Practicum Coordinator of the HEI using common procedures, instruments and standards such as observations, monthly reports, and interviews/conferences with the students;

b. At the end of the training period, the Supervisor of the Training Partner shall provide the students with the following documents which the students, in turn, will submit to the Faculty Practicum Coordinator:

1. Certificate of Completion
2. Duly accomplished evaluation sheet
3. Other pertinent reports, information, and/or documents which may be required

c. The Supervisor of the Training Partner'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.

d. The CHED shall monitor the compliance of the agencies/parties involved in the implementation of the policies and guidelines of the IPTP.

3. Duration of the Training

The IPTP should not be less than three (3) months but not more than one (1) year.

D. Contract/Memorandum of Agreement

The aforementioned responsibilities of the agencies/parties involved should be contained in a Contract or a Memorandum of Agreement by and between the following:

1. Memorandum of Agreement between the Higher Education Institution and the Training Partner, through the student trainee.
2. Contract between the Third Party Training Partner and the Higher Education Institution
3. Contract among the Higher Education Institution, the student-trainee and the Third Party Training Partner

- Details of the establishment (including business addresses) nature of assignment, as well as any deviation from the standard terms and conditions in the Trainee Package shall be explicitly stated in writing.

Notarized copies of the agreement between the HEI and the Training Partner and the contract between the HEI and the 3TP, business licenses and other pertinent documents shall be submitted to the CHED.

E. Termination of Contract

1. A breach of contract committed by any of the contracting parties shall terminate the contract/agreement at the initiative of the aggrieved party;
2. The parent/guardian, as co-signatory, may also initiate the termination of the contract if the student is the aggrieved party.

F. Sanctions

1. 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;
2. Any violation of the IPTP policies and guidelines by a student trainee shall be subject to any of the following sanctions:
 - a. failing grade in the Practicum subject
 - b. invalidation of the training undertaken
 - c. disqualification from the IPTP
3. Any Student subsequently assessed to be unsuitable for deployment by CHED shall be deleted from the FList;
 - As much as possible, deletion can only be made when the student is still in the Philippines.
 - In case the student is already abroad, he may be recalled by CHED, in coordination with the concerned parties and government agencies, back to the Philippines, if it warrants an immediate recall, with transportation and other expenses shouldered by the party or parties who committed the mistake.

4. 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 V

REPEALING CLAUSE

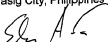
All provisions of CHED Memorandum Order No. 45 Series of 1998 which are inconsistent with the provisions of this CHED Memorandum Order are deemed repealed, revoked and/or rescinded accordingly.

Article VI

EFFECTIVITY

These implementing guidelines shall take effect immediately.

Issued this 30th of June, Pasig City, Philippines


ESTER A. GARCIA
Chairman 