for the Project, and the tendering will be done in Japan under the supervision of the concerned parties. The tenderer which offers the lowest price will become the successful one if the contents of its tender are judged to be appropriate, and it will conclude a construction contract with TESDA.

(3) Construction Work

After the construction contract is signed, the construction work will be commenced following verification by the Government of Japan. Judging from the scale and contents of the Project facilities, the construction period is expected, at least, to be roughly 12 months for Phase-I (construction of the Center building and procurement of equipment and materials) and around 10 months for Phase-II (construction of the dormitory). This, however, is conditional on the following:

i) construction materials and equipment are smoothly procured
ii) smooth progress is seen in the Philippine administrative procedures and reviews and preliminary work within the scope of responsibility of the Philippine side
iii) the one-year budgetary system of the Government of Japan is applied correctly.

3.1.7 Obligation of the Recipient Country

In the case where the Project is implemented in accordance with the guidelines of Japan's Grant Aid System, the necessary measures to be taken by the Government of the Philippines are as follows. Estimated cost borne by the Philippines is show in the Annex 5-1.

(1) To secure a lot of land necessary for the execution of the Project.

(2) To clear the site prior to commencement of the construction.

(3) To undertake incidental outdoor works such as gardening, fencing and gates in and around the site.

(4) To provide facilities for distribution of electricity, water supply, telephone, drainage, sewage, and other incidental facilities to and from the site.

(5) To provide general furniture for the project.

(6) To bear commission and other expenses arising from banking agreements.

(7) To pay expenses related to application for building construction permission.

(8) To take prompt measures relating to landing, duty exemption, and customs clearance at the port of entry in the Philippines, and inland transportation in cases where construction materials and equipment to be procured under the grant aid are imported.

(9) To exempt Japanese nationals engaging in the supply of materials, equipment, and services under the Project from customs duties, national taxes, and other financial levies charged in the Philippines.

(10) To provide the necessary measures for the above-mentioned Japanese nationals to enter, leave and stay in the Philippines for execution of their work under the verified contracts.

(11) To appropriately and effectively maintain and administer the facilities to be constructed and equipment to be granted under the scope of the grant aid.

(12) To bear all necessary expenses for carrying out the Project beyond the scope of the grant aid.

(13) To secure budgets and personnel necessary to appropriately and effectively maintain and administer the facilities and equipment to be granted under the grant aid.

3.2 Operation and Maintenance Plan

3.2.1 Facility Maintenance Plan

(1) Building

The main points in regard to building maintenance are daily cleaning, the repair of worn or damaged parts and security in order to ensure building safety and security.
Daily cleaning will have a favorable effect on the attitude of those using the building and is also important to maintain the necessary level of cleanliness for the vocational training facilities. It also leads to the early discovery of damage and equipment breakdowns and subsequent early repair, thus prolonging the life of building mechanical equipment and research equipment.

Repair work mainly consists of the repair or renewal of exterior and interior finishing materials which protect the structure of building. Based on Japan's experience, it is believed that remodeling or partial rebuilding will be required every ten years due to changes in activities and/or staff increases. The regular inspections and repairs required to prolong the building life will be described in detail in the maintenance manual to be presented to the owner side at the time of handing over the building and are outlined below.

Outline of Regular Building Inspections

(Exterior)

• Repair and repainting of exterior finishings	every five years
• Inspection, repair and repainting of roofing sheets	inspection: annually, others: every five years
• Inspection and repair of roof waterproofing	inspection: annually, others: as required
• Cleaning of gutters and drains	monthly
• Inspection and repair of sealing material around doors and window frames	annually
• Painting of exterior doors and window frames	every five years
• Inspection and cleaning of drainage ditches and manholes	monthly
• Gardening	as required

(Interior)

- Alteration of interior finishings — as required
- Repair and repainting of interior walls — as required
- Replacement of ceiling materials — as required
- Adjustment of doors and windows — annually
- Replacement of hardware — as required

With regard to security work, access to the building must be checked and security measures must be taken to prevent the theft of any equipment.

(2) Building Electrical Mechanical System and Equipment

Not only regular operation control and inspection but also the repair and exchange of parts will be required for the proper maintenance of building mechanical system and equipment. The life of building mechanical system and equipment can definately be extended by proper operation and regular inspections, adjustment, cleaning and repair. Their safety must be secured by measures to prevent breakdowns and accidents without causing damage to the building. Overhauls and the replacement of worn parts must be conducted pursuant to the maintenance manual at the time of regular inspections.

Maintenance staff members must have an exact understanding of the system design and capacity, etc.. so that they can prevent accidents. Full-time engineers should, therefore, be provided for each of the electricity, air-conditioning, plumbing, and special equipment fields. Moreover, these engineers should undergo on-site training from the system and equipment installation and test operation stages to obtain a thorough knowledge of the system and equipment for which they will be responsible. Maintenance manuals will be provided at the time of project completion. The service lives of the main building system and equipment are as follows :

Service Lives of Main Building System and Equipment

Electricity

- Generator ..... 15 - 20 years
- Panel Boards ..... 20 - 30 years
- Fluorescent Lamps ..... 5,000 - 10,000 hours
- Incandescent Lamps ..... 1,000 - 1,500 hours
- Telephone Exchangers ..... 40 years
- Public Address Equipment ..... 10 - 20 years

Plumbing

- Pump, Pipes and Valves..... 10 - 15 years
- Tanks..... 15 - 20 years
- Sanitary Fixtures ..... 25 years
- Fire-Fighting Equipment..... 20 years
- Gas Apparatus..... 6 years
- Sewage Treatment Equipment..... 7 years

Air-Conditioning

- Pipes ..... 10 - 15 years
- Fans ..... 10 - 15 years
- Air-Conditioner..... 5 - 10 years

3.2.2 Management and Maintenance Plan of Equipment and Materials

(1) Equipment

Correct management and maintenance of equipment and instruments is one of the most important factors to ensure smooth operation of the Project. For instance, analytical instruments are composed of precision parts, and some are easily damaged or affected by ambient conditions such as temperature and humidity while others are subject to influences of vibration and shock. They require well planned management and maintenance.

Generally speaking, management and maintenance procedures include

① outine inspections to be conducted by persons who daily operate the equipment and instruments
② emergency inspections in case of the occurrence of troubles
③ regular inspections, usually once or twice a year, to be conducted by engineers with proper expertise and techniques.

Routine inspections are to be carried out in accordance with the inspection items and frequencies stipulated in relevant manuals by a person responsible for a specific instrument and designated from among the operators of that instrument.

Outlines of management and maintenance of principal instruments are listed in the following table.

Equipment	Main Equipment	Internal Maintenance	Local Agents Maintenance
Vocational Training Equipment	Sewing Machine, Drilling Machine	Cleaning routine Inspection once/year	as required once/year
Analytical Instruments	Atomic Absorption Spectrophotometer	Cleaning routine Inspection four times/year	as required once/year
Audio Visual Equipment	VTR, Camera, Video	Cleaning routine Inspection once/month	as required twice/year
Printing Equipments	Photo Copy Machine Offset Machine	Cleaning routine Inspection once/week	as required once/year

(2) Expendables and Training Materials

Inventory control of expendables and training materials should be effected in close coordination between research and training facilities and management ones. The staff-in-charge of department should confirm inventories of these items to check whether or not they are being appropriately used. The management facility should secure a smooth supply of these items to the research and training facilities and procure them from suppliers in a planned way.

(3) Estimation of Operation and Maintenance Cost

The operation and maintenance cost to be borne by the Philippine side after handing over of the completed facilities is estimated here using accounting categories of the personnel cost, operation cost and maintenance cost. The annual price increase rate is estimated by the NEDA to be 7%.

① Personnel Cost..... ¥10,360,133.32
Most of the staff members will be recruited in April, 1997 in accordance with the personnel plan. The personnel cost is estimated based on the standard wage scale in the Philippines.

② Operation Cost..... ¥8,708,544.00
The annual operation cost is estimated assuming normal consumption volumes of water, power and gas (Refer to Annex 5).

Total..... ¥19,068,677.32

(4) TESDA Budget

The TESDA has appropriated the following budget for the running of the Center. The staff for the Center will be recruited in April, 1997 which is one year before the Center's planned opening April, 1998. The wages for these recruits and various operation costs must be met by the fiscal 1997 budget. The budget figure for the second year onward is estimated by multiplying the budget for the first year by the annual price increase rate of 7% set by the NEDA.

Comparison Table of Maintenance and Operating Expenses

Item		TESDA Budget	Consultant Calculation
1.	Staff Salaries	10,360,133.32	10,360,133.32
2.	Maintenance and Operating Expenses:	7,574,456.80	9,263,072.00
	(1) Water (Deepwell Maintenance)	50,000.00	10,000.00
	(2) Electricity	1,535,000.00	2,514,528.00
	(3) LPG Gas	0	420,000.00
	(4) Telecommunications	96,000.00	147,000.00
	(5) Gasoline and Oil	131,000.00	110,000.00
	(6) Building Maintenance/Building Cleaning	1,054,412.80	650,000.00
	(7) Mech/Elec Maintenance	0	700,000.00
	(8) Building Security	1,133,544.00	1,133,544.00
	(9) Equipment/Vehicle Spare Parts & Maintenance	200,000.00	500,000.00
	(10) Representation Expenses	90,000.00	90,000.00
	(11) Traveling Allowances	48,000.00	48,000.00
	(12) Supplies and Materials	1,745,000.00	1,440,000
	(13) Research and Development & Advocacy	1,491,500.00	1,500,000.00
	GRAND TOTAL	17,934,590.12	19,623,205.32

3. Basis of Computation

(1) Personal Services (salaries) are based on current salaries including allowances and bonuses.

(2) Allowance of P1,000.00 allocated for Project Advisory Committee is based on current NEDA Board Allowances.

(3) Project annual increase in Personal Services and Maintenance and Operating Expenses is 7% based on the NEDA MTDP inflation Rate.

TESDA Budget : Prepared by TESDA, February 1997

CHAPTER 4 PROJECT EVALUATION AND RECOMMENDATION

CHAPTER 4 PROJECT EVALUATION AND RECOMMENDATION

4.1 Project Effect

(1) Benefits of the Project

The Ramos Administration has been reinforcing activities designed to develop manpower and to secure the international competitiveness of Philippine industries through the implementation of the National Human Resources Development Plan (1993 - 1997) based on the Medium-Term Development Plan to rebuild the national economy suffering from a chronic fiscal deficit as well as a trade deficit. Notwithstanding these efforts, such social problems as an increasing unemployment rate and income gap (problem of poverty) due to insufficient employment opportunities are still quite serious. Employment opportunities for women are particularly bleak, partly because of their limited access to job training opportunities to master employable skills. The present situation is far from allowing women to fully fulfil their job capabilities making the best of their aptitude. Consequently, it is estimated that there are approximately one million women who are unemployed (Philippine Fact Book 1992).

To improve this daunting situation where women are concerned, the establishment of a national center is deemed necessary which not only provides the much needed vocational training for women but which also conducts R & D and advocacy activities to improve the socioeconomic status of women in the Philippines for the purpose of fostering capable women with the right aptitude to assist the country's economic development. The planned Center will be able to train upto 1,440 women (the primary beneficiaries of the Center) a year through the provision of various training courses. The employment of those successfully completing the respective training courses by vocational training centers, technical schools and private enterprises across the country as instructers, etc. will further benefit some 120,000 people (secondary beneficiaries) a year through the provision of technical advice and guidance (Refer to Annex 6-8). For the maximum utilisation of the Center to reduce the large number of unemployed (unskilled) women as much as possible, not only the Center's existence but also the details of its diverse training activities should be widely made known to the public through the Center's own R & D and advocacy activities, NGO network and other public relations activities. It is strongly hoped that many women who come to know of the existence and activities of the Center in one way or another will start to use the Center, will undergo technical or non skill-training courses and will eventually find employment through the job placement office of the center. The

increased participation of women in socioeconomic activities in this manner should contribute to improving the socioeconomic status of women.

Wide awareness within Philippine society of the existence and activities of the Center through its own R & D and advocacy activities should open the gates for jobs for women as skilled workers, vocational training instructors and supervisors, etc. not only in the public sector but also in the private sector, contributing to enhancing gender awareness and improving women's status in society.

Based on the above considerations, the implementation of the Project in the Philippines is expected to have the following benefits.

1) Creation of a Women's Base for Social Progress

If the Center promotes its designed activities through its networks with various organizations at home and abroad, the Center can establish itself as a new center to positively contribute to the solving of many social problems in order to improve the status of women in society. Acting as the key base for activities designed to enhance the socioeconomic standing of women in not only Metro Manila but also in other parts of the Philippines, the Center will be able to establish itself as the key R & D facility for the improvement of women's status and other issues. The Center will also be able to enhance its reputation through active cooperation with similar institutions in ASEAN countries and other countries in the Asia-Pacific region.

2) Promotion of Participation of Women in Development and Improvement of Women's Socioeconomic Status

Through the provision of vocational training courses for women, the Center will promote the participation of women in development, improve employment opportunities for women and improve public awareness of gender issues relating to women, thereby contributing to solving social problems involving women (working away from home, poverty and wage gap, etc.) The R & D and advocacy activities of the Center will help to foster a society which cares about gender, promoting the participation of many women in social and economic activities. The realisation of the potential of women, so far under-estimated in Philippine society, will contribute to a relative improvement of the socioeconomic status of women.

3) Sustainable Socioeconomic Development

The provision of vocational training for women in the Philippines in a wide range of traditional and non-traditional fields will produce a reliable, skilled workforce to meet the recruitment needs of enterprises. The improved employment opportunities for women is likely to contribute to the further growth of local industries and the sustainable development of the national economy. Active surveys on the demand for female workers and R & D activities on techniques to develop vocational aptitude by the Center's R & D section will enable the training section to provide technical training in line with market trends. Moreover, the development of vocational skills suitable for women should help to foster the efficient and sustainable socioeconomic development of the Philippines.

(2) Examination of Project Suitability

The contents of the request made by the Government of the Philippines were firstly discussed with the TESDA, followed by a field survey and analysis in Japan to establish the project components. The suitability of implementing construction and equipment supply plans for the Project was then examined from the viewpoint of project finance and operation/maintenance of the Center following the Project's completion. As described below, it was confirmed that implementation of the Project would not cause any problems.

1) Finance

The Government of the Philippines believes that it is essential to improve the socioeconomic status of women for development of the Philippine economy and the Medium-to-Long-Term Development Plan (1993 - 1998) announced after the inauguration of President Ramos and the Philippine Plan for Gender Responsive Development (1995 - 2005) urge all government organizations, agencies, bureaus and offices to incorporate the principles of GAD (gender and development) in their planning, implementation schedules and budget allocation plans. It has already been decided by the Government of the Philippines that 5% of the total budget will be earmarked for the GAD activities of all government organizations.

Under these circumstances, the TESDA upholds the Center as a model institution with vocational training, R & D and advocacy functions for women based on the principles of GAD, aimed at achieving the ultimate objective of improving the status of women by means of facilitating enhanced employment opportunities and increased

income for women, the more active social participation of women and equality between men and women through the fostering of female technicians and engineers, etc.

To back the Project, the TESDA has already assessed the budgetary requirements to fund the Project-related work to be undertaken by the Philippine side and the operation and maintenance cost after the opening of the Center and has asked for the approval of the NEDA, underlining its strong commitment to bearing the necessary Project-related costs. Accordingly, no budgetary problems are anticipated in regard to the post-Project management of the Center.

2) Maintenance System

The buildings and equipment planned under the Project are designed to minimise the maintenance cost. The main spare parts for the various types of equipment will be procured at a cost of approximately 0.1% of the equipment cost based on the estimated maintenance cost of the OMSD which is situated on the same compound of the Center. This low spare parts cost illustrates the design priority of easy maintenance following the completion of the buildings. In the equipment and materials selection process, maximum efforts was made to procure the necessary equipment and materials in the Philippines in order to ensure easy and low cost maintenance and repair.

The TESDA has some 1,500 vocational training facilities across the Philippines and employs several thousand vocational training instructors. Therefore, it has good experience in the maintenance of vocational training equipment and is judged to be fully capable of properly maintaining the Center. One key selection criterion for the Center's vocational training equipment is that the said equipment can be maintained by local maintenance staff. As a short period of training should enable the maintenance staff to acquire the necessary knowledge and skills, no major maintenance problems are anticipated.

3) Management System

When it first opens, the Center will be manned by 68 staff members, the key members of which will be transferred from other sections of the TESDA. In the case of the R & D and advocacy sections, no internal transfer of suitable personnel will be possible as the TESDA is not currently involved in these activities. Consequently, it

is presently planned to recruit people with the relevant experience from outside one year prior to the opening of the Center so that official activities in these fields can immediately begin after the Center is opened. As the planned R & D activities will be joint activities with the NCRFW, academic research institutions on women's issues and NGOs, it should be possible for the TESDA to recruit suitable persons through the recommendation or introduction of these organizations. In addition, it is planned to dispatch Japanese experts to assist the R & D and advocacy functions of the Center under a technical cooperation programme and the assistance and guidance provided by these experts should enable the Center to launch reasonable R & D and advocacy activities.

In regard to the recruitment of instructers for such vocational subjects as agro-processing, ceramics and fine jewellery for which the TESDA has had no previous training courses, the TESDA plans to advertise these positions to the public while also requesting those technical colleges and universities which provide training courses on these subjects and private companies engaged in the relevant businesses to recommend or introduce suitable candidates.

The managerial arrangements for the Center will be completed one year before the final handing over of the facilities and a request for budgetary appropriation has been made to allow the commencement of the preparatory managerial work with the completion of the managerial arrangements. If all arrangements go as planned, it will be possible for the Japanese engineers to explain the required maintenance work for the building services and equipment directly to the Filipino engineers responsible for the work at the time of the handing over the buildings and equipment. This will minimise the prospect of immediate operation and maintenance problems after handing over.

The Project intends not only the construction of buildings and supply of the necessary equipment for the Center but also aims at improving the socioeconomic status of women in the Philippines through the fostering of women technicians/engineers. As the development of such manpower should assist the implementation of national development programmes in the Philippines, thereby contributing to the efforts of the Government of the Philippines to push forward the economic development of the country, the Government of Japan's provision of grant aid for the Project is judged to be highly appropriate. No difficult problems are anticipated in regard to the management of the facilities after their completion as both the manpower and financial requirements have already been take care of.

4) Findings of the Survey on Training Needs

The questionnaire survey conducted at the basic design stage found that the level of understanding regarding such non-traditional areas as automotives, electronics and metals among the 750 female respondents was generally low. These respondents, however, showed a relatively high degree of willingness (25%) to undergo vocational training in these areas, indicating the likelihood of increased interest once employment opportunities in these areas increase in the future. In the case of the 48 corporate respondents, many (approximately 60%) are adopting programmes to develop the abilities of their female employees. A generally positive attitude in business circles to the employment and development of the abilities of women is also shown by a high percentage (75%) of enterprises hoping to recruit women with adequate skills and experience. In the case of NGOs, there is a strong, positive response to the necessity of providing vocational training for women. In addition, there appears to be general agreement among NGOs in regard to the desirability of extending vocational training to non-traditional job areas to facilitate the employment and improved income of women. Another group of respondents, i.e. 108 women with experience of working overseas, stated that they desire vocational training and assistance to start new businesses.

The interview survey on 10 enterprises which was simultaneously conducted with the questionnaire survey found that the adaptability and long service of women are highly valued by these enterprises and that they are willing to recruit skilled and/or experienced women. They also positively responded to the participation of their employees in the vocational training or skills upgrading training to be provided by the Center and to the acceptance of the Center's trainees for OJT purposes.

All of the above findings imply that once adequate incentives, such as an attractive course curriculum, accommodation and scholarships, are provided to attract female trainees, there will be many applicants for both the traditional and non-traditional training courses. In regard to the demand for well-trained female technicians/ engineers, there are many employment opportunities for women with the appropriate knowledge and skills. Given the eagerness of private enterprises to re-train their employees, it is believed that the Project will be successful and will face few problems provided that the training contents properly meet the actual needs of enterprises.

4.2 Recommendation

The Project will be more beneficial if the following points/issues are noted, improved and/or solved for the smooth running of the Center.

(1) Vital Importance of R & D and Advocacy Activities

As the objective of the Center is to enhance the socioeconomic status of Filipino women through vocational training, R & D and advocacy activities, close liaisoning between different expected is expected to produce better results. Meanwhile, the TESDA, which will control the Center as the competent agency, is a new organization established in 1994 to control technical education institutions throughout the Philippines and its scope of activities and functions widely ranges from the actual implementation of vocational training and the preparation of training programmes to providing a skill improvement consultation service for private enterprises. Although the NMYC, which was the basis of the TESDA, had rich experience and achievements in the field of vocational training, it entrusted R & D and advocacy activities to outsiders. This suggests that the TESDA lacks sufficient ability to conduct R & D and advocacy activities in a fully satisfactory manner.

Given the fact that the Center is designed to be a training base for women instructors / supervisors, a new approach is required for R & D and advocacy activities. To be more precise, R & D themes should include the necessary conditions to facilitate not only the participation of women in vocational training but also their actual employment through analysis of the supply and demand situation in the labour market vis-a-vis women. Meanwhile, advocacy activities should include examples of former trainees who have successfully started their own businesses, etc. with a view to encouraging the progress of women, particularly in non-traditional fields. The employment needs of enterprises should be overlapped with the socioeconomic conditions of women today in order to establish consistent training cycles so that the rate of return of vocational training can be improved while also firmly improving the social status of women. It is, therefore, crucial to well balance the 3 types of the Center's activities while maintaining close cooperation between the Center and other organizations, including the NCRFW, various educational institutions (UP, PWU, MSU and UAP, etc.), private sector associations, private enterprises and NGOs.

(2) Training to Reflect Recruitment Needs of Enterprises

Technological innovations are being steadily made in the industrial world and new technologies are constantly being developed, resulting in constant changes of the skills required of employees. Consequently, vocational training institutions are required to provide training to match the technological innovations being made so that they can improve the skills of their trainees to the required standard.

It is vitally important for the vocational training, R & D and advocacy sections of the Center to cooperate with each other to constantly monitor the changing recruitment needs of enterprises so that the vocational training curriculum and subjects can be flexibly altered to meet such needs. Flexibility here means that the training areas and training curriculum can be changed to meet the recruitment needs of enterprises. It also means that there will be a need to replace the training facilities and equipment. As part of the training of the trainees at the Center will take the form of OJT with the cooperation of various enterprises, certain training to learn new skills can be conducted through such OJT using the new equipment owned by enterprises. Nevertheless, the TESDA itself will be required to purchase new training equipment for the Center from time to time to respond to the fundamental changes of industrial technologies. The TESDA's budgetary appropriation for such purchase is essential.

Furthermore, staff members of the Center must constantly gather technical information and data on the skills required by enterprises, etc. through voluntary efforts as well as in-house staff training by the Center to keep up with technological progress.

(3) Long Service of Staff

The TESDA regulations stipulate that a vocational training trainer should be an engineering graduate of a 4 year university course and that a R & D officer should have a master's degree or higher. This statutory requirement for the TESDA's recruitment of highly capable staff means that the TESDA could be vulnerable to the head-hunting of its staff because of the strong demand for people with a high educational career.

The Center is a training facility for women which takes the principles of WID/GAD into consideration and is the sole institution of its kind in the Philippines. Consequently, all the training courses should be suitable for women, necessitating continuous research on the requirements of such courses even after the commencement of the actual training courses at the Center. It is expected that the Center's trainers and trainors will experiment with

ideas and schemes, etc. to improve the training contents but their expertise would be lost if they decide to accept new positions, leaving the Center with no tangible accumulation of know-how. Similarly, staff members of the R & D and advocacy sections should be provided with incentives to remain at the Center for a long period of time as their frequent replacement after a short term of employment will hinder the accumulation of relevant know-how.

ANNEX

1. Member List of the Survey Team

1-1 Basic Design Study Team (B/D I - Phase I)

1-2 Basic Design Study Team (B/D I - Phase II)

1-3 Basic Design Study Team (B/D II)

1-4 Basic Design Study Team (Explanation of the draft final report)

1. Member List of the Survey Team

1-1 Basic Design Survey Team (B/D I Phase-1)

(1)	Team Leader	Mr. Hidenao YANAGI Deputy Director Grant Aid Division Economic Cooperation Bureau Ministry of Foreign Affairs
(2)	Assistant Team Leader	Mr. Hiroyasu MURAKASHI Grant Aid Division Economic Cooperation Bureau Ministry of Foreign Affairs
(3)	Technical Cooperation	Mr. Yoshio ANDO Technical Cooperation Division Economic Cooperation Bureau Ministry of Foreign Affairs
(4)	Project Coordinator	Mr. Shinji TOTSUKA Second Basic Design Division Grant Aid Study & Design Department Japan International Cooperation Agency (JICA)
(5)	Chief Consultant (Architecture Planner)	Mr. Akitada YANAGISAWA Kume Sekkei Co., Ltd.
(6)	Sub Chief Consultant (Needs Survey)	Mr. Hiroshi MARUYAMA Overseas Vocational Training Association (OVTA)
(7)	Women's Activities/WID	Ms. Noriyo AOKI I. C. Network Ltd.

(8)	Training Planner	Mr. Fumio INAGAWA Overseas Vocational Training Association (OVTA)
(9)	Mechanical/Electrical Planner	Mr. Osamu HAMANO Kumo Sekkei Co., Ltd.
(10)	Adviser	Ms. Yoko ABE Japan Women & Young Workers Society

1-2 Basic Design Survey Team (B/D I Phase-2)

(1)	Team Leader	Mr. Norihiro OKUDA Director Grant Aid Division Economic Cooperation Bureau Ministry of Foreign Affairs
(2)	Assistant Team Leader	Mr. Masahiro ATSUMI Grant Aid Division Economic Cooperation Bureau Ministry of Foreign Affairs
(3)	Project Coordinator	Mr. Shinji TOTSUKA Second Basic Design Division Grant Aid Study & Design Department Japan International Cooperation Agency (JICA)
(4)	Chief Consultant (Architecture Planner)	Mr. Akitada YANAGISAWA Kume Sekkei Co., Ltd.
(5)	Mechanical/Electrical Planner	Mr. Osamu HAMANO Kume Sekkei Co., Ltd.

1-3 Basic Design Survey Team (B/D II)

(1)	Team Leader	Mr. Kenji IWAGUCHI Managing Director Grant Aid Study & Design Department Japan International Cooperation Agency (JICA)
(2)	Grant Aid Cooperation	Mr. Masahiro ATSUMI Grant Aid Division Economic Cooperation Bureau Ministry of Foreign Affairs
(3)	Training Planner	Mr. Takashi UMEMATSU Second Basic Design Division Grant Aid Study & Design Department Japan International Cooperation Agency (JICA)
(4)	Chief Consultant (Architecture Planner)	Mr. Akitada YANAGISAWA Kume Sekkei Co., Ltd.
(5)	Facility Planner	Mr. Osamu HAMANO Kume Sekkei Co., Ltd.
(6)	Equipment Planner	Mr. Fumio INAGAWA Overseas Vocational Training Association (OVTA)
(7)	Construction Planner	Mr. Makoto NAGADOMI Kume Sekkei Co., Ltd.
(8)	Facility Designer	Mr. Seiziro TAKEDA Kume Sekkei Co., Ltd.
(9)	Advisor	Ms. Noriyo AOKI I. C. Network Ltd.
(10)	Equipment Planner	Mr. Ikuo ONIZUKA Overseas Vocational Training Association (OVTA)

1-4 Basic Design Survey Team (Explanation of the draft final report)

(1)	Team Leader	Mr. Akira KASAI Special Technical Assistant to the President Japan International Cooperation Agency (JICA)
(2)	Project Coordinator	Mr. Shinji TOTSUKA Second Basic Design Division Grant Aid Study & Design Department Japan International Cooperation Agency (JICA)
(3)	Chief Consultant Architectural Planner	Mr. Akitada YANAGISAWA Kume Sekkei Co., Ltd.
(4)	Equipment Planner	Mr. Fumio INAGAWA Overseas Vocational Training Association (OVTA)
(5)	Construction Planner	Mr. Makoto NAGADOMI Kume Sekkei Co., Ltd.
(6)	Facility Planner	Mr. Osamu HAMANO Kume Sekkei Co., Ltd.
(7)	Facility Designer	Mr. Seiziro TAKEDA Kume Sekkei Co., Ltd.
(8)	Equipment Planner	Mr. Ikuo ONIZUKA Overseas Vocational Training Association (OVTA)

2. Survey Schedule

2-1 Basic Design Study Team (B/D I - Phase I)

2-2 Basic Design Study Team (B/D I - Phase II)

2-3 Basic Design Study Team (B/D II)

2-4 Basic Design Study Team (Explanation of the draft final report)

2. Survey Schdule

2-1 Basic Design Study (B/D I Ph-1 and Ph-2 Jan. 12~Feb. 21, 1996 : 41days)

No.	Date	Day	Activities
1	Jan. 12	Fri	Consultants Tokyo → Manila by JL741 Meeting on Survey schedule and method at JICA Manila office Meeting on Questionnaire Survey at CEST
2	13	Sat	Internal Meeting Checking of Inception Report
3	14	Sun	Internal Meeting Checking of Inception Report
4	15	Mon	Explanation of Inception Report to TESDA Survey of OMSD Facilities
5	16	Tue	Courtesy Call to Embassy of Japan Meeting at TESDA,Survey of NCRFW and MIRDC Meeting at CEST on questionnaire survey
6	17	Wed	Internal Meeting Survey of EEI,Data collection at NSO Survey of MIRDC and TMC NCWP · PWU
7	18	Thu	Survey of TESDA Regional (IV) Training Center AG & P, EEI, IMI Data collection at DSWD, TESDA, NCRFW, CHED, WOW(NGO)
8	19	Fri	Intermediate Report to JICA Data Collecting at CHED and SDRC Consultants Tokyo → Manila by JL741
9	20	Sat	Filing Documents Internal Meeting
10	21	Sun	Filling Documents Team Leader Tokyo → Manila by JL741 Internal Meeting
11	22	Mon	Courtesy Call at TESDA Survey of NCRFW and DSWD Survey Official Members Tokyo → Manila by JL741 Courtesy Call to JICA and Embassy of Japan
12	23	Tue	Courtesy Call to TESDA,Survey of OMSD Facilities Courtesy Call to Sen. L. Shahani
13	24	Wed	Meeting at TESDA Courtesy Call to NEDA,Meeting at BWYW/DOLE Survey of TMP and PMAP
14	25	Thu	Survey of PAMC, RFM Foundation Inc. Meeting at TESDA on Minutes of Meeting
15	26	Fri	Signing of Minutes of Meeting at TESDA Report to JICA and Embassy of Japan Survey of PMA
16	27	Sat.	Survey at FDC Internal Meeting Team Leader and Officials left Manila for Tokyo by JL742
17	28	Sun.	Internal Meeting, Filling Documents A Consultant left Manila for Tokyo by JL742
18	29	Mon	Survey at OMSD and DSWD

No.	Dato	Day	Activities
19	Jan. 30	Tue	Meeting at TESDA on curriculum and training schedule
20	31	Wed	Survey at ILO Philippine Office and DAEW Preparation of Training schedule A consultant left Manila for Tokyo by JL742
21	Feb. 1	Thu	Survey at OMSD. Meeting at TESDA A consultant left Manila for Tokyo by JL742
22	2	Fri	Survey at Cardinal Ceramics,Campao Frio and San Miguel Meeting at TESDA on Survey schedule
23	3	Sat	Internal Meeting Filling documents
24	4	Sun	Preparation of Intermediate report
25	5	Mon	Survey at Jewelry Training Center and ARVI and MSU
26	6	Tue	Meeting at TESDA on training curriculum Survey at MSU Filling Documents
27	7	Wed	Meeting at TESDA on training plan, curriculum and training equipment Intermediate Report to TESDA, Survey at PIDS
28	8	Thu	Internal Meeting, Survey at Caritas (NGO), WAND (NGO), ISIS International (NGO)
29	9	Fri	Meeting at TESDA on training curriculum Survey about WINT and OMSD training
30	10	Sat	Filling Document
31	11	Sun	Filling Document
32	12	Mon	Survey at CITC,UP Women Center Meeting at TESDA on training curriculum
33	13	Tue	Meeting at TESDA on Training curriculum Survey at UP Women Center and UPSOLAIR
34	14	Wed	Report to at TESDA Report to JICA
35	15	Thu	Survey at DON BOSCO (Bakery) and technical school Meeting at CEST on questionnaire result Consultant Tokyo → Manila by JL741
36	16	Fri	Meeting at TESDA Survey Officials Tokyo → Manila by JL741 Report to Officials by consultant
37	17	Sat	Filling documents Team Leader Tokyo → Manila by JL741 Joint Meeting with consultant, JICA and Embassy of Japan
38	18	Sun	Filling Documents
39	19	Mon	Meeting at TESDA on Minutes of Meeting,Reporting Session to related Ministries and NGOs Signing of Minutes of Meeting, Meeting with Sen. L. Shahani
40	20	Tue	Survey at architect office, Collecting data at TESDA Consultant left Manila by JL742 Filling documents
41	21	Wed	Filling Documents Officials and consultant left Manila by JL742

2-2 Basic Design Study (B/D II March 25 ~ April 18 : 25days)

No.	Date	Day	Activities
1	Mar. 25	Mon	Officials and Consultant left Tokyo for Manila by JL741 A consultant left Nagoya for Manila by JL 743 Internal Meeting
2	26	Tue	Meeting at TESDA on Interim Report and Minutes of Meeting
3	27	Wed	Courtesy Call at DSWD, NCRFW and NCWP Meeting at TESDA on Minutes of Meeting Team Leader left Tokyo for Manila by JL741 Courtesy Call to Embassy of Japan and JICA Internal Meeting
4	28	Thu	Meeting at TESDA on Minutes of Meeting and training curriculum
5	29	Fri	Officials Meeting with NEDA Reporting session to CAC and explanation of Minutes of Meeting Signing of Minutes of Meeting Report to JICA
6	30	Sat	Team Leader and advisor left Manila for Tokyo by JL742 Filling documents
7	31	Sun	Filling documents, Survey at Manila market
8	Apr. 1	Mon	Construction cost survey Meeting with TESDA on training plan and equipment Meeting with Site Survey contractor
9	2	Tue	Infrastructure Survey to MERALCO, PLDT, MWSS Construction cost survey, Meeting with soil boring contractor Meeting at TESDA on training plan and equipment
10	3	Wed	Collection of information on building permit and others, Receiving answer of questionnaires from TESDA Meeting with TESDA on training plan and equipment
11	4	Thu	Internal Meeting on building plan and equipment Officials left Manila for Tokyo by JL742 Filling Document
12	5	Fri	Filling Document Preparation of brief report
13	6	Sat	Internal Meeting on building plan, equipment and contents of B/D report Filling Document
14	7	Sun	Filling Document
15	8	Mon	Starting boring survey Receiving questionnaire answer from TESDA, Meeting at TESDA on training curriculum and equipment
16	9	Tue	Internal Meeting on building plan, equipment and B/D report contents Meeting at TESDA on training subject
17	10	Wed	Explanation of building plan and equipment to TESDA Meeting at TESDA on training equipment
18	11	Thu	Meeting at TESDA on training equipment Explanation of building plan to TESDA Internal meeting

No.	Date	day	Activities
19	Apr. 12	Fri	Survey on sky high way construction, Confirmation of questionnaire answer, Intermediate report to Embassy of Japan and JICA Hearing of building construction condition and cost
20	13	Sat	A consultant left Manila for Tokyo by JL742 Filling document, Receiving land survey drawing
21	14	Sun	Filling document
22	15	Mon	Survey at Women University of Philippine Explanation of building plan, training curriculum and training equipment to TESDA
23	16	Tue	Receiving questionnaire answer from TESDA Final meeting at TESDA Cost survey of training equipment
24	17	Wed	Survey of similar project and building cost Internal Meeting
25	18	Thu	Consultant left Manila for Tokyo by JL742

2-3 Draft report Team (May 28 ~ Jun. 6 1996 : 10 days)

No.	Date	Day	Activities
1	May. 28	Tue	Team Leader, Official and consultant left Tokyo for Manila by JL741 Courtesy call to JICA Internal meeting
2	29	Wed	Meeting at NEDA Meeting at TESDA on B/D draft and Minutes of meeting Officials meeting at Sen. L. Shahani
3	30	Thu	Meeting of TESDA on Minutes of Meeting Survey of OMSD facilities and equipment Visiting grand aided facility
4	31	Fri	Signing of Minutes of meeting at TESDA Report to JICA
5	Jun. 1	Sat	Team Leader, official left Manila for Tokyo by JL 742 Filling document
6	2	Sun	Filling document
7	3	Mon	Meeting at TESDA on building planned training equipment Report to Embassy of Japan
8	4	Tue	Survey at San Eligus Jewelry Training Center A consultant left Manila for Tokyo by JL 742 Supplement survey and meeting at TESDA on training equipment
9	5	Wed	Final meeting at TESDA Supplemental Survey
10	6	Thu	Filling document Consultant left Manila for Tokyo by JL 742

3. List of Parties Concerned in the Philippines

3. List of Parties Concerned in the Philippines

Embassy of Japan

Mr. Matsuda	(Ambassador)
Mr. Murayama	(Minister)
Mr. Takahashi	(First Secretary)
Mr. Masaharu Tanaka	(First Secretary / Labor Attache)
Mr. Junichiro Mizuno	(First Secretary / Labor Attache)

JICA Philippine Office

Mr. Akihiko Hashimoto	(Resident Representative)
Mr.Toshiro Chikaraishi	(Deputy Resident Representative)
Mr. Toshinori Furukawa	(Assistant Resident Representative)

Office of Senator Leticia Ramos Shahani

Senator Leticia Ramos Shahani

TESDA

Mr. Jose D. Lacson	Director General
Mr. Zenaida G. Gordon	TESDA Board Member
Mr. Carlos G. Gellekanao	Regional (VI) Director
Mr. Platon D. Maglalang	Regional (IV) Director
Mr. Hilario P. Martinez	Executive Director (Technical Services and Information Office)
Mrs. Alicia D. Santos	Director, NCR Chairperson Task Force
Mrs. Imelda B. Taganas	National Project Assistant Coordinator
Mrs. Dhora Floressa t. Rojas	Supervising Program Specialist
Mrs. Yolanda O. Vega	Standardizing and Certification Officer
Mrs. Teresita Expedita V.	Cabatit Policy Research Division, Planning Office
Mrs. Felicidad Zurbang	Chief / Managing Coordinator
Ms. Agripina P. ZAFRA	Regional Director of Region IV

Curriculum & Equipment study member in TESDA

Mr. Carlos Gellekanao	Reg. VI Director (Crafts-gifts houseware)
Mr. Regino Sebastian	Reg. I Director (Automotive)
Mr. Fortunato Bosangit	NITVET (Metal)
Mr. Severino B. Burgos	NITVET (Electronics)
Mr. Virgie Bondoc	NITVET (Garments)
Mr. Virgie Diaz	NITVET (Agro-process, Hotel・Restaurant)

Dr. Pepito O. Palamero	West Visayas University (Ceramics)
Mr. Ernesto Sanguir	Reg.III Mecauayan Jewelry
Mr. Ernesto Beltran	NITVET

NEDA

Mr. Ramon M. Falcon	Sr. Economic Development Specialist

National Commission on the Role of Philippine Women - NCRFW

Ms. Thesita S. Castillo	Executive Director
Ms. Ermelita v. Valdeavilla	Chief Planning Officer of Monitoring Division
Ms. Myrna Llagan Frillas	Chief Planning Officer of Research Division

National Statistics Office - NSO

Ms. Paula MonicaCollado	Chief of Population and Housing Census Division
Ms. Josie B. Perez	Chief of Income and Employment Div.
Ms. Consulo A. Rohas	Industry Statistics Div.

National Council of Women of Philippines (NCWP)

Philippine Women University

Ms. Nona S. Ricafort	National President of NCWP
Dr. Ameria B. Reyes	Vice President of PWU, Ph. D. Executive Director PWD-DIWA
Dr. Angie R. Abella	Executive Director of NCWP
Ms. Dolly De Quiros. Castilio	Director of Networking - DIWA

Department of Social Welfare and Development - DSWD

Ms. Micagros P. Orticio	Bureau of Women's Welfare
Ms. Irene Ocampo	
Ms. Teresa Pagatalan Mauleon	Director of Department of the Disable Peoplo

Bureau of Women and Young Welfare - BWYW

Ms. Teresa Mauleon

Ms. Leon M. Delena

Ms. Irma S. Valiente

Mr. Vien Andres

Department of Trade and Industry

Ms. Norma L. Roque	Executive Director

Department Science and Technology Philippine Council for Industry and Energy Research and Development - DOST PCIERD

Mr. Emil Amparo — Deputy Executive Director

International Labor Organization - ILO Philippines Office

Mr. Krishnan Natarajan — Deputy Director

Ms. Leentje Van Meihaeghe — Program Officer

Mindanao State University, Center for Women Study - MSU, CWS

Ms. Emily M. Marohombsar — President of Mindanao State University

Ms. Mriene T. Hofer Tamano — Executive Director of Center for Women Studies

Canada International Development Agency - CIDA

Ms. Sylvia B. Engracia — WID Advisor

Ms. Teresaa San Buenaventura — HRD Advisor

Women for Women - WOW

Ms. Zenaida G. Gordon — Director of WOW

Social Research Development Center - SRDC

Dr. Trinidad S. Osteria, — Director

Sky Way Consultant

Mr. Atsusi Harada Sr. Highway Engineer Pacific Consultant International

Mr. Antonio M. Naranjo, CE Sr. Highway/Drainage Engineer J.F.CANCIO & Associates

Mr. Jaime F. CANCIO, M.ENG., FASEP Reg. Civil/Structure Engineer J. F. CANCIO & Associates

M.C. BALCE Surveying Services

Mr. Manuel C. Balce, Jr. General Manager

ADVANCED GEOTECHNICAL ENGINEERING SERVICES

Mr. Richard C. Tan — Geotechnical Engineer

CEST INC.

Mr. Antonio U. Navarro — President

Ms. Yola M. Mingoa — Project Manager

Mr. Juanito F. Gregorio — AVP for Business Development

Metal Industry Research and Development Center -MIRDC

Mr. Dominador C. Cabatic	Deputy Executive Director for Research and Development
Mr. Joselito C. Soler	Project Manager / Chief, BPS Testing Center
Mr. Raul C. Porcincula	Engineer III Heat Treatment , Welding & Forging Section

FRANCISCO MOTOR CORPORATION

Mr. Generosa J. Paralisan	Assembly Plant Manager

EEI Corporation

Mr. Roger M. Murga	President and Chief Operating Officer, President of Philippine Construction Association
Mr. Rodolfo C. Hison	QA/QC Group Manager Construction Division

Philippine Automotive Manufacturing Corporation

Atty. Benito M. Claudio	Vice President - Industrial Relation division
Mr. Noel O. Capiton	Assistant Manager - Personnel
Atty. Carlos S. Cao, Jr.	Sr. Manager - Human resources
Mr. Renato P. Santiago	Labor Relation Officer

TOYOTA Automotive

Ms. Cristian Arevalo	Group head for Training & Development
Ms. Rizza Cosay	Kaiser/Non-production

Daewoo Cars

Mr. Elias S. Cipriano	President

Commission on Higher Education Office of the President

Mr. Tocidio C. M. Quiambao,	Jr. Ed. D. Director II
Mrs. Evangeline L. Lustania	Education Supervisor II

MERALCO

Mr. Cesar J. Dawana	Supervising Project Engineer South Sales Abello Center, Sta. Rosa

PLDT

Mr. Edwin I. Rivera	Network Consultant

MWSS

Mr. Florencio C. Cunanan	Manager, Design Department

DON BOSCO TECHNICAL INSTITUTE

Bro. Louis Parolin, sdb	Technical Director

NGOs

RFM (RFM Foundation)

Ms. Anneli R. Lontoc	DTI
Ms. Carmen Mana-Ay Solinap	

Pan Pacific South East Asian Women Association-PPASEAWA

Ms. Jossie dominquex	Director of PPASEAWA

Caritas

Mr. Ricardo De Leon	Deputy Director

WAND

Mr. Tess Gongora	Assistant Coordinator

Personal Management Association of the Philippines

Ms. Nini A. Villamayor	Executive Director

4. Minutes of Discussions

4-1 Basic Design Study Team (B/D I - Phase I)

4-2 Basic Design Study Team (B/D I - Phase II)

4-3 Basic Design Study Team (B/D II)

4-4 Basic Design Study Team (Explanation of the draft final report)

Annex 4-1. Minutes of Discussion (B/D I Phase-1)

Minutes of Discussions
on
the Basic Design Study on the Project for Construction of National Vocational Training Center for Women
in
the Republic of the Philippines

In response to a request from the Government of the Philippines, the Government of Japan has decided to conduct a Basic Design Study on the Project for Construction of the National Vocational Training Center for Women, hereinafter referred to as "the Project" , and entrusted the study to Japan International Cooperation Agency (JICA).

JICA sent to the Republic of the Philippines a Basic Design Study Team (I) headed by Mr. Hidenao YANAGI, Deputy Director, Grant Aid Division, Bureau of Economic Cooperation , Ministry of Foreign Affairs, which is scheduled to stay in the country from January 12 to February 20, 1996.

The team held discussions with the concerned officials of the Government of the Republic of the Philippines and conducted a field survey at the study area.

In the course of discussions and field survey, both parties have confirmed the main items described in the attached sheets.

Manila, January 26, 1996

Hidenao Yanagi

Mr. Hidenao YANAGI
Leader,
Basic Design Study Team
JICA

Mr. Jose D. LACSON
Director General
Technical Education and Skills
Development Authority

A T T A C H M E N T

1.OBJECTIVE OF THE PROJECT

The objective of the Project is to improve the social and economic status of women through the construction of the National Vocational Training Center for Women, hereinafter referred to as "the Center", including provision of the equipment for vocatinal training.

2.PROJECT IMPLEMENTING AGENCY

Technical Education and Skills Development Authority (TESDA) is Implementing Agency of the Project.

3.PROJECT SITE

The Project site is shown in Annex-1

4.ITEMS CONFIRMED BY THE BOTH SIDES (THE PHILIPPINES SIDE AND JAPANESE SIDE)

The major items confirmed by the both sides for the Project are listed in Annex-2 .

5.JAPAN'S GRANT AID SYSTEM

The Philippines side has understood the system of Japan's Grant Aid Programme explained in Annex-3.

6.NECESSARY MEASURES TO BE TAKEN BY THE PHILIPPINES SIDE

The Philippines side will take necessary measures described in Annex-4 for smooth implementation of the Project on the condition that the Grant Aid by the Government of Japan is extended to the Project.

7.FURTHER SCHEDULE OF THE STUDY

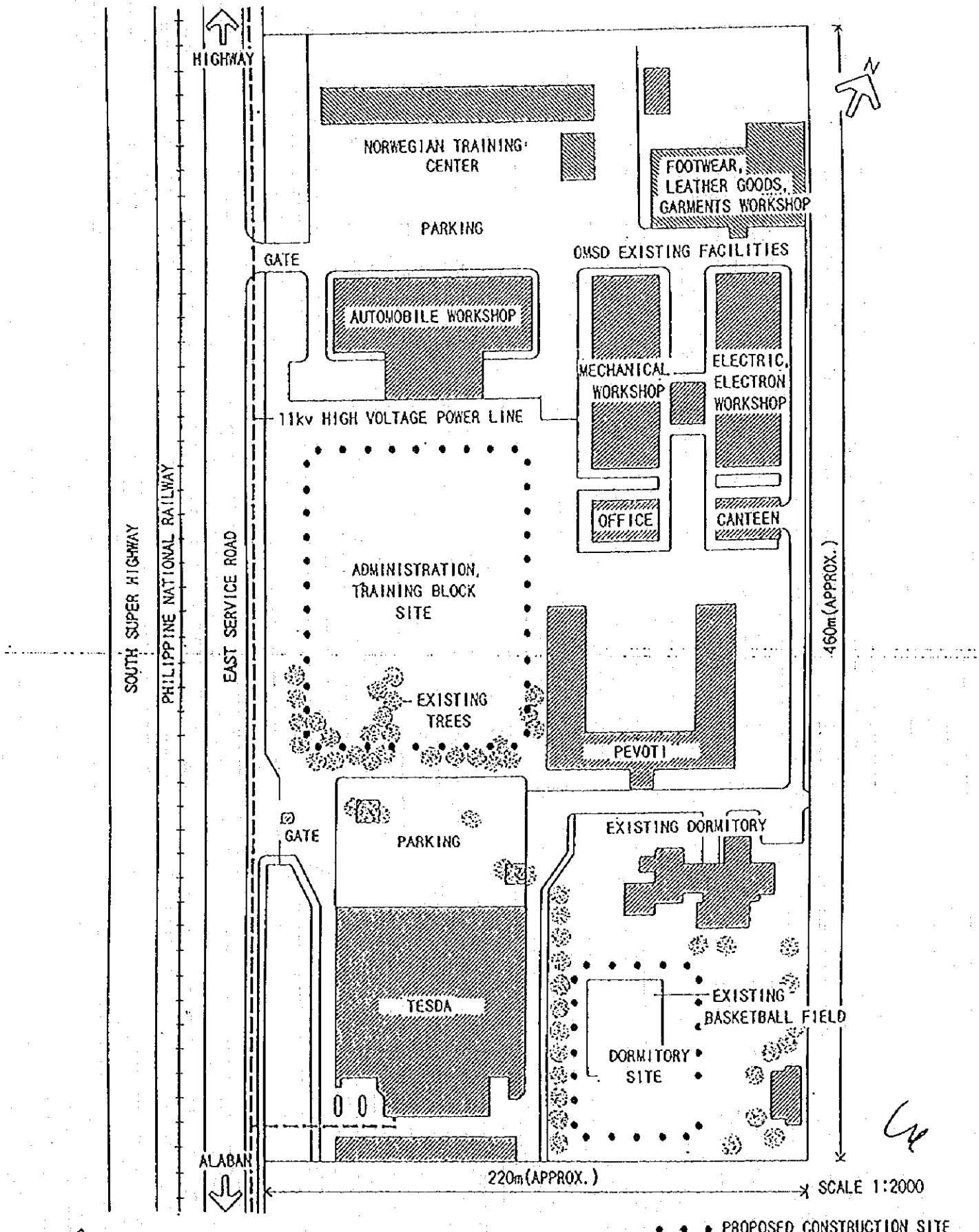
1) The Team will proceed with further studies in the Republic of the Philippines until February 20, 1996.

2) JICA will prepare a Interim Report and dispatch a Basic Design Study Team (Ⅱ) in April, 1996 in order to explain and to confirm the contents of the Interim Report ,and to design concerning the facilities and the equipment of the Center.

3) JICA will prepare a Draft Basic Design and dispatch a Draft Report Explanation Team for the Draft Basic Design in May ,1996 in order to explain and to confirm the contents of the Draft Basic Design.

4) In case that the Draft Basic Design is accepted by the Philippines side, JICA will complete the Study Report and send it to the Philippines side by June, 1996.

ANNEX-1 PROJECT SITE



ANNEX- 2 ITEMS CONFIRMED BY THE BOTH SIDES

1. The Philippines side insisted the following industrial area should be covered by the skills training courses conducted at the Center.

Automotive, Electronics, Metals, Industrial Ceramics, Agro-Processing(Food), Hotel and Restaurant, Garments, Crafts-Gift and Housewares, Jewelry.

However, the Japanese side recommended that further demand survey both on the industry side and on the women side should be made in order to clarify suitability of each area for the skills training courses and in order to choose the subject for the courses at the Center and that the consultant would conduct the survey and would discuss the result of the survey with the Philippines side during the Study.

The Philippines side understood and accepted the recommendation.

2. The both sides confirmed that they will continue to examine the number of batches for each course.

3. The both sides agreed to try to rationalize the purchase of the training equipment to secure the feasibility of the Project, and to explore the possibility of utilizing the existing facility in OMSD (Office of Manpower Skill Development) for that purpose.

4. The Japanese side stressed the importance of functions of the research and the development and the advocacy concerning the social and economic status of women considering the nature of the Center, and the Philippines side agreed.

The Philippines side also mentioned the possible subjects for those activities which are connected to the mandate of TESDA, and projected the implementation of the activities in collaboration with research institutes, NGOs and other organizations.

5. The Philippines side offered that TESDA would be ready to provide the use of the facilities of the Center for NGOs and other organizations which work to improve social and economic status of women, and the Japanese side welcomed that idea.

6. The Philippines side underlined the necessity of Japanese technical cooperation to the Project, such as the overall management of the Center, the research and development and the advocacy, and the Japanese side took note of it.

ANNEX-3 JAPAN'S GRANT AID PROGRAMME

1.Japan's Grant Aid Procedures

The Japan's Grant Aid Programme is extended in the following procedures:

1)· Application (A request made by the recipient country)

· Study (Basic Design Study conducted by JICA)

· Appraisal & Approval (Appraisal by the Government of Japan and Approval by the Cabinet of Japan)

· Determination of Implementation (Exchange of Notes between both Governments)

· Implementation (Implementation of the Project)

2)At the first step (Application), a request made by the recipient country is examined by the Government of Japan (the Ministry of Foreign Affairs), whether or not it is suitable for Grant Aid. If the request is confirmed that it has a high priority as the Project for Grant Aid, the Government of Japan instructs JICA to conduct the Study.

At the second step (the Study), the Basic Design Study is conducted by JICA basically under contracts with a Japanese consulting firm to carry out.

At the third step (Appraisal & Approval), the Government of Japan appraises whether or not the Project is suitable for Japan's Grant Aid Programme based on the Basic Design Study Report prepared by JICA and then submitted for approval by Cabinet.

At the fourth step(Determination of Implementation),the Project approved by the Cabinet is officially determined to implement by signing the Exchange of Notes between both Governments.

In the course of implementation of the Project, JICA will take charge of expediting the execution by assisting the recipient country in terms of the procedures of tender, contract and others.

2.Basic Design study

1)Contents of the study

The purpose of the study (the Basic Design Study) conducted by JICA is to provide basic documents necessary for the appraisal by the Government of Japan whether or not the project is viable for Japan's Grant Aid Programme. The contents of the Study are as follows;

a)to confirm the background of the request, objectives and effects of the Project and maintenance ability of the recipient country necessary for the implementation,

b)to evaluate the appropriateness of the Grant Aid from the technical, social and economical,

points of views,

c)to confirm the basic concept of the plan mutually agreed upon through discussion between both sides,

d)to prepare a basic design of the Project,

e)to estimate the rough cost of the Project,

The Contents of the original request are not necessarily approved as the contents of the Grant Aid as it is. The Basic Design of the Project is confirmed considering the Japan's Grant Aid Scheme. In the implementation of the Project, the Government of Japan requests the recipient country to take necessary measures in order to promote it's self-reliance. Those undertakings shall be guaranteed even if the recipient implementing entity does not have jurisdiction. Therefore, the implementation of the Project is confirmed by all relevant organizations in the recipient country in the Minutes of Discussions.

2)Selection of a Consultant

For the smooth implementation of the Study, JICA selects a consultant among those consultants who registered to JICA by evaluating proposals submitted by those consultants. The selected consultant carries out the Basic Design Study and prepares a report based upon the terms of reference made by JICA.

At the stage of implementation after the Exchange of Notes, for concluding the contract regarding the Detailed Design and Construction Supervision of the Project between a consultant and the recipient country, JICA recommends the same consultant which participated in the Basic Design Study to the recipient country in order to maintain the technical consistency between the Basic Design Study and the Detailed Design as well as to avoid undue delay caused by the selection of a new consultant.

3.Japan's Grant Aid Scheme

1)What is Grant Aid ?

The Grant Aid Programme provides the recipient country with nonreimbursable funds needed to procure facilities, equipment and services (labor or transportation, etc.) for economic and social development in the country under the following principles in accordance with the relevant laws and regulations of Japan.The Grant Aid is not a form of donation in kind to the country.

2)Exchange of Notes (E/N)

The Japan's Grant Aid is extended in accordance with the Exchange of Notes between both Governments, in which the objectives of the Projects, period, conditions, amount of the grant, etc.are confirmed.

3) Period

The period of the Grant Aid is within the Japanese fiscal year in which the Cabinet approved the Project. Within the fiscal year, all procedure such as Exchange of Notes, concluding contracts by the recipient country with the consultant and contractors, and the final payment to them shall be completed.
In the case of a big project which requires net construction period more than 12 months, the period of the Grant Aid is designated covering more than one fiscal year depending on Basic Design Study Report.

However in case of the delay of delivery, installation or construction due to events such as weather, the period of the Grant Aid can be further extended for one fiscal year at most by mutual agreement between both Governments.

4)Purchase of the Products and or Services

The Grant Aid is used properly and exclusively for the purchase of the products, in principle, of Japan or the recipient country and of the services of the Japanese or the recipient country's nationals. The term "Japanese" means juridical persons controlled by Japanese physical persons.
When both Governments deem it necessary, the Grant Aid may be used for the purchase of the products and/or services of the third country (other than Japan or the recipient country).
However, in terms of the principle of the Grant Aid, the prime contractors, that is the consultant, contractor and procurement firm, necessary for the the implementation of the Grant Aid are limited to "Japanese nationals".

5)Verification

The Government of recipient country or its designated authority will conclude the contracts in Japanese yen with Japanese nationals. Those contracts shall be verified by the Government of Japan. The "Verification" is necessary because the source of the Grant Aid is the taxes of Japanese nationals.

6)Undertakings required to the Government of Recipient Country
(As described in ANNEX 4)

7)Proper Use

The recipient country is required to maintain and use the facilities constructed and the equipment purchased under the Grant Aid properly and effectively and to assign the necessary staff for operation and maintenance of them as well as to bear all the expenses other than those to borne by the Grant Aid.

8)Re-export

The products purchased under the Grant Aid shall not be re-exported from the recipient country.

9)Banking Arrangement(B/A)

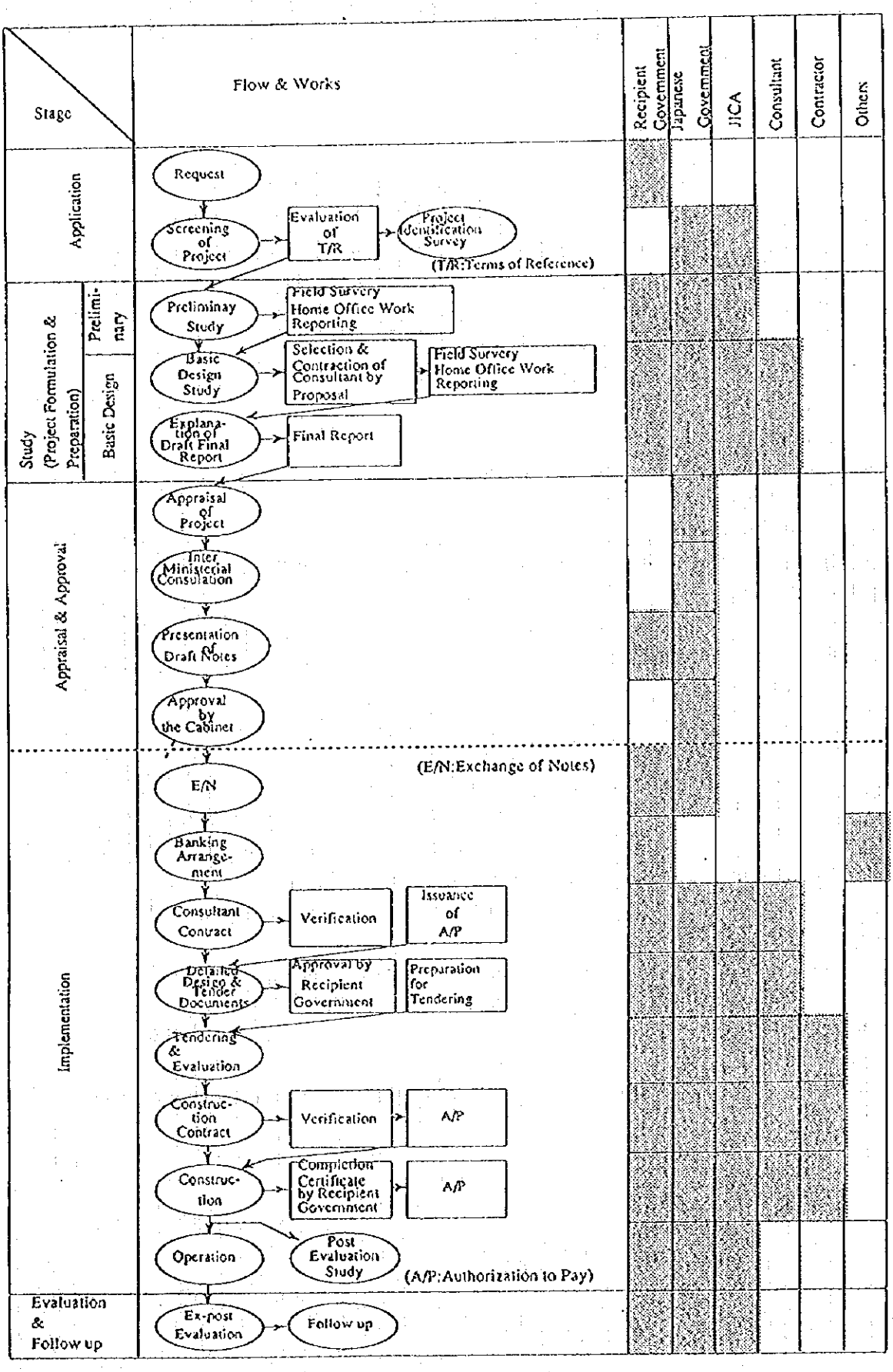
a)The Government of the recipient country or its designated authority shall open an account in the name of the Government of the recipient country in an authorized foreign exchange bank in Japan (hereinafter referred to as "the Bank"). The Government of Japan will execute the Grant Aid by making payments in Japanese yen to cover the obligations incurred by Government of the recipient country or its designated authority under the contracts verified.

b)The payments will be made when payment requests are presented by the Bank to the Government of Japan under the an Authorization to Pay (A/P) issued by the Government of the recipient country or its designated authority.

4. Grant Aid Procedure

The contents of Japan'sGrant Aid Procedures are as follows;

Flow Chart of Japan's Grant Aid Procedures



ANNEX- 4 NECESSARY MEASURES TO BE TAKEN BY PHILIPPINES SIDE

Following necessary measures should be taken by the Philippines side on the condition that the Grant Aid by the Government of Japan is extended to the Project:

1. To provide data and information necessary for the Project;
2. To secure a land for the Project;
3. To clear, level and reclaim the site for the Project prior to the Project implementation;
4. To provide proper access road to the project area;
5. To undertake gardening,fencing,exterior lighting,and other incidental outdoor works in and around the Project site;
6. To provide the following incidental facilities to the Project;
   (1) Electricity distributing line to the site,
   (2) City water distribution main to the site,
   (3) Drainage main to the site,
   (4) Telephone trunk line to the site,
   (5) General furniture such as carpet,curtain and other,
   (6) Other incidental facilities necessary for the Project realization;
7. To bear commissions to the Japanese foreign exchange bank for its banking services based upon the Banking Arrangement, namely the advising commission of the "Authorization to Pay" and payment commission;
8. To ensure prompt unloading, tax exemption, customs clearance at the port of disembarkation in Manila and prompt internal transportation therein of the materials and equipment for the Project purchased under the Grant Aid;
9. To exempt Japanese juridical and physical nationals engaged in the Project from customs duties,internal taxes and other fiscal levies which may be imposed in Philippines with respect to the supply of the products and services under the verified contracts;
10. To accord Japanese nationals whose services may be required in connection with the supply of the products and the services under the verified contract such facilities as may be necessary for their entry into Philippines and stay therein for the performance of their work;
11. To provide necessary permissions, licenses and other authorizations for implementing the Project, if necessary;
12. To assign appropriate budget and to teach administrative staff members for proper and effective operation and maintenance of equipment provided under the Grant Aid;
13. To maintain and use properly and effectively the facilities constructed and the equipment provided under the Project;
14. To bear all the expenses, other than those to be borne by the Japan's Grant Aid within the scope of the Project.

Annex 4-2. Minutes of Discussion (B/D I Phase-2)

Minutes of Discussions
on
the Basic Design Study on
the Project for Construction of National Vocational Training Center
for Women
in
the Republic of the Philippines

Based on the previous Minutes of Discussions signed by Mr. Hidenao YANAGI representing the Basic Design Study Team (B/D I - phase 1), the Team conducted further demand survey on the industries side and the women side.

The Basic Design Study Team (B/D I - phase 2) headed by Mr. Norihiro OKUDA, Director, Grant Aid Division, Bureau of Economic Cooperation, Ministry of Foreign Affairs was sent to the Republic of the Philippines to finalize the Basic Design Study (B/D I). The team is scheduled to stay in the country from February 15 to 21, 1996.

The team held discussions with the concerned officials of the Government of the Republic of the Philippines.

In the course of discussions and field survey, both parties have confirmed the main items described in the attached sheets.

Manila, February 19, 1996

Mr. Norihiro OKUDA
Leader,
Basic Design Study Team
(B/D I Phase 2)
JICA

Mr. Jose D. LACSON
Director General
Technical Education and Skills
Development Authority

ATTACHMENT

The contents of this attachment were confirmed basically by the Japanese side and the Philippine side based on the further field survey and the series of discussions. However, the Japanese side noted that the final commitment shall be made when the Japanese Government approves the Center.

1. Objectives of the Center

The main goal of the Center is to contribute to improving the social and economic status of women. In order to achieve this main goal, the Center will;

- provide women with wider vocational training opportunities,

- promote research and development and advocacy activities involving NGOs, among others.

2. Organization

The Center has Vocational Training Division, Research and Development /Advocacy Division, Administration Office.

(1) Vocational Training Division

1) Objectives of this Division are;

- To foster women trainers for vocational training institutions, industries, NGOs and other organizations in the wider field of agro-industrial areas and industrial areas, including non-traditional areas.

- To provide job seekers with required skill

In order to achieve these goals, the division will conduct training courses in nine trade areas.

Details are shown in Annex 1.

It should be noticed that this division conducts gender sensitivity training course for those trainees who are in the Comprehensive Trainer Training Course, Skill Upgrading Course and Pre-Employment Course as a prerequisite subject. And this gender sensitivity training is offered for the trainers of the Center as well.

2) Subjects of each trade area

The subjects for each trade area are shown in Annex 2.

3) Details of training courses

Training population, training goals and objectives, training duration and the numbers of trainees in each subject are shown in Annex 3.

(2) Research and Development / Advocacy Division

1) The objective of Research and Development is,

To conduct research and development activities concerning women's capability development, wider employment opportunities for women, and other necessary measures for enhancing women's status.

2) The objectives of Advocacy are,

To enhance awareness of the public on gender issues,

To disseminate information of the Center.

Proposed activities of the research and development / advocacy are shown in Annex 4.

(3) Administration Office

The objectives of the office are,

1) To operate the Center efficiently and usefully,

2) To manage the operation of Dormitory efficiently,

3) To manage the operation of Day Care Center.

3. Management of the Center

(1) Center Advisory Committee

The Center Advisory Committee (CAC) shall be established for the smooth operation of the Center.

The members of the CAC are shown in Annex 5, and the responsibilities of CAC are described in Annex 6.

(2) Director of the Center

Under the direction of the Director General of TESDA, Director of the Center shall be responsible for the overall management of the Center.

(3) Division Chief

Division chief shall be responsible for the day-to-day management of the Division activities.

4. Linkage of the three functions of the Center

The Three functions (Vocational training, Research and Development, Advocacy) should have close linkage with each other. For instance, the output of the research and development / advocacy should be utilized in vocational training courses.

Details of the linkage of three functions are shown in Annex 7.

5. Recruitment

(1) Staffs

The Philippine side shall take necessary measures to recruit qualified staffs and trainers according to the staffing plan.

(2) Trainees

The Philippine side shall take necessary measures to recruit trainees according to the training population described in the Annex 3.

6. Utilization of OMSD facilities

The Japanese side requested to explore the possibility of utilizing the existing facilities in OMSD to minimize training equipment and areas of the Center.

The Philippine side agreed to give priority for the Center to use the available OMSD facilities and equipment.

7. Women-Friendly Facilities

The facilities of the Center shall be women-friendly .

8. Others

(1) Incentives for the trainees

The trainees of Comprehensive Trainer Training Course shall receive scholarship and after completion of the course they shall be entitled to the certificate of "Assistant Trainer" at the national training institution and thereafter they shall be qualified as "Trainer" when they fulfill the necessary requirement of both her academic and skill careers.

(2) Employment Assistance for the Graduate

Necessary measures should be taken to secure employment for the graduate of training courses.

(3) Provisional Name of the Center

National Vocational Training and Development Center for Women

(4) Technical Cooperation

The Philippine side underlined the necessity of Japanese technical cooperation to the Center in various areas, such as overall management of the Center, the research and development/advocacy, and the Japanese side took note of the idea.

(5) Measure to be taken by the Philippine side before arrival of B/D II mission are;

1) To assign the following staffs for the smooth survey activities for the facilities and equipment planning

- Director of the Center
- Training Division Chief
- Research and Development / Advocacy Division Chief
- Administration Officer in charge

2) To prepare staff recruitment plan

Training Courses and Trade Areas

Training Courses

1. Comprehensive Trainers Training
2. Skills Upgrading Training
3. Pre-Employment Training
4. Training Methodology
5. Non-Skills Training

Trade Areas

1. Automotive
2. Electronics
3. Metals
4. Ceramics
5. Agro-Processing
6. Hotel & Restaurant
7. Garments
8. Crafts-Gifts & Housewares
9. Fine Jewelry

Subjects of Each Trade Area

1. Automotive	1) Autotronics 2) Automotive Electricity 3) Engine Tune-up
2. Electronics	1) Fundamental Principle 2) Consumer Electronics 3) Industrial Electronics(Sequence Control)
3. Metals	1) Welding(Gas Welding,Arc Welding,TIG, MIG)
4. Ceramics	1) Designing & Model Making 2) Mold Making 3) Processing, Treatment and Packaging
5. Agro-Processing	1) Fermentation and Biochemistry 2) Drying and Smoking 3) Packaging, Canning and Bottling
6. Hotel & Restaurant	1) Front Desk Operation and Management (Including Computer Works) 2) Housekeeping and Maintenance 3) Food and Beverage Serving 4) Cooking, Food Preparation
7. Garments	1) Designing and Pattern Making 2) Cutting,Sewing and Finishing(Ironing) 3) Industrial Embroidery Machine Operation 4) Dry Cleaning
8. Crafts-Gifts & Housewares	1) Stuffed Toy Making (Cloth, Leather)
9. Fine Jewelry	1) Fine Jewelry Designing 2) Casting, Making and Finishing 3) Stone Setting and Engraving 4) Polishing 5) Appraisal 6) Goldsmithing 7) Gem Cutting and Polishing

DETAILS OF EACH TRAINING COURSE

1. COMPREHENSIVE TRAINERS TRAINING

- TARGET POPULATION: POST SECONDARY GRADUATES
- TRAINING GOAL & OBJECTIVES: TO ATTAIN THE SKILL LEVEL OF 2nd CLASS TRADE TEST CERTIFICATE, TO ATTAIN CAPABILITY TO WORK AS A TRAINER IN A TRAINING INSTITUTION AND INDUSTRY
- TRAINING DURATION: 20 MONTHS
  - FUNDAMENTAL TOPICS: 2 MONTHS
  - BASIC SKILL TRAINING: 10 MONTHS
  - OJT TRAINING: 6 MONTHS (INCLUDE TRAINING METHODOLOGY, TAINING GOAL: TRAINER)
  - PRACTISE OF TRAINING METHODOLOGY: 2 MONTHS
- NUMBER OF TRAINEE:
  - AUTOMOTIVE, ELECTRONICS, METALS, JEWELRY : 10~16 TRAINEES
  - AGRO PROCESSING, HOTEL & RESTAURANT: 16 TRAINEES

2. SKILLS UPGRADING TRAINING

- TARGET POPULATION: WORKER AT LEAST 1 YEAR WORK EXPERIENCE OR HOLDER OF AT LEAST 3rd CLASS TRADE TEST CERTIFICATE.
- TRAINING GOAL & OBJECTIVES: TO ATTAIN THE SKILL LEVEL OF 2nd CLASS OF TRADE TEST CERTIFICATE
- TRAINING DURATION: 1~2 MONTHS
- NUMBER OF TRAINEE:
  - ELECTRONICS, GARMENTS, JEWELRY: 10~16 TRAINEES
  - INDUSTRIAL CERAMICS, AGRO PROCESSING, HOTEL&RESTAURANT, CRAFTS-GIFT&HOUSEWARES: 16 TRAINEES

3. PRE-EMPLOYMENT SKILLS TRAINING

- TRAGET POPULATION: THE UNEMPLOYED, UNSKILLED, REDUNDANT WORKER, GRADUATES OF DSWD TRAINING CENTER
- TRAINING GOAL & OBJECTIVES: TO ATTAIN THE SKILL LEVEL OF 3rd CLASS TRADE TEST CERTIFICATE, TO ATTAIN CAPABILITY TO GET A RELATED JOB.
- TRAINING DURATION: AVERAGE 4 MONTHS (2~6 MONTHS)
- NUMBER OF TRAINEE:
  - AUTOMOTIVE, ELECTRONICS, METALS, GARMENTS, JEWELRY: 10~16 TRAINEES
  - INDUSTRIAL CERAMICS, AGRO PROCESSING, HOTEL&RESTAURANT, CRAFTS-GIFT&HOUSEWARES: 16 TRAINEES

4. TRAINING METHODOLOGY

- TARGET POPULATION: HOLDER OF 2nd CLASS OF TRADE TEST CERTIFICATE OR EQUIVALENT
- TRAINING GOAL & OBJECTIVES: TO ATTAIN CAPABILITY TO WORK AS A TRAINER IN A TARINING INSTITUTION AND INDUSTRY
- TRAINING DURATION: 80 Hrs
- NUMBER OF TRAINEE: 12 TRAINEES

5. NON-SKILLS TRAINING

- TARGET POPULATION: TRAINERS OR EQUIVALENTS
- TRAINING GOAL & OBJECTIVES: TO DEVELOP HIGHER CAPABILITY NEEDED FOR A TRAINER OR A LEADER IN A TRAINING INSTITUTION, INDUSTRY, NGO etc.
- TRAINING DURATION: 24~80 Hrs
- NUMBER OF TRAINEE: 20 TRAINEES
- TRAINING SUBJECT:
  1) ENTREPRENEURSHIP DEVELOPMENT
  2) LEADERSHIP & MANAGEMENT DEVELOPMENT
  3) ADVOCACY & SOCIAL MARKETING
  4) STRATEGIC MANAGEMENT & MANAGING CHANGE
  5) WORK VALUES & ATTITUDE DEVELOPMENT
  6) COMMUNITY ORGANIZING & DEVELOPMENT
  7) COOPERATIVE DEVELOPMENT
  8) MEETING & CONFERENCE MANAGEMENT
  9) GENDER SENSITIVITY

Annex 4

1. Proposed Research and Development Activity

1) Formulation of the Overall Plan of R & D Activities
2) Identification of Research Subjects which are Required
3) Making Inventory of Existing Research Institutions and Investigating its Research Tendency
4) Making Networking of the Existing Research Institutions
5) Planing the Proposal to Submit to the Relevant Funding Organizations
6) Disseminating the Output of Research
7) Activating the Expected Linkage of Vocational Training and Advocacy

2. Proposed Advocacy Activity

1) Formulating the Center's Advocacy Plan and Making Activities Plan
2) Implementing the Advocacy Activities
3) Facilitating NGOs Activities
5) Making Concrete Strategy for Disseminating Information about the Center
4) Formulating the Regulations of Facility Usage

Annex 5

Proposed Membership of Center Advisory Committee (CAC)

Chairperson: Senator L. Shahani

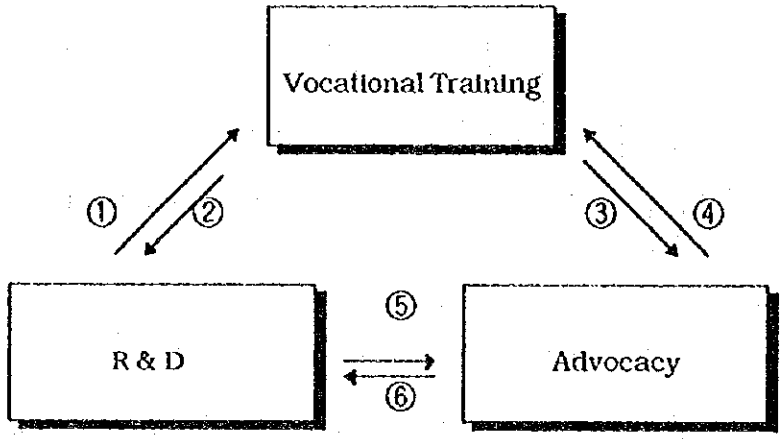
Members:

- Secretary, DOLE
- Secretary, DTI
- Secretary, DOST
- Secretary, DA
- Secretary, DSWD
- Director General, NEDA
- Chairman, NCRFW
- Representative from Industry
  (Women for Women Philippines, Inc.)
- Representative from NGO
  (National Council for Women of the Philippines)
- Women's Schools, Colleges,and Universities
- Director General, TESDA

CAC responsibilities (proposed)

1. Regular review and endorsement of adjustments in policies and guidelines on the basis of recommendations and feedback from the actual activities of the Center;
2. Coordination of strategies, resource mobilization and activities among the participating agencies for optimal utilization of the Center activities;
3. Review and approval of annual implementation plans; and
4. Resolution of problems and constraints encountered in the course of implementation of the activities.

Proposed Linkage of Functions of the Center



【Linkage of Three Functions of the Center】

The explanation of each linkage among three functions are described below.

① To provide the relevant information, data, and measures required for vocational training

② To request in what ways vocational training for women has to be conducted

③ To make a request to NGOs for propagating the information of the Center

④ To provide technical information on gender sensitive training and social awareness of gender issues

⑤ To disseminate outputs of research and clarify needed subjects for advocacy.

⑥ To identify issues and problems which should be tackled for women's participation insocial and economic development

Annex 4-3. Minutes of Discussion (B/D II)

Minutes of Discussions
on
The Basic Design Study on the Project for Construction
of
National Vocational Training and Development Center
for Women
in
the Republic of the Philippines

Based on the result of the Previous Basic Design Study B/D I, the Japan International Cooperation Agency (JICA) decided to conduct a Basic Design Study B/D II on the National Vocational Training and Development Center for Women (hereinafter referred to as "the National Center").

JICA sent to the Republic of the Philippines a study team, which is headed by Mr. Kenji Iwaguchi, Managing Director, Grant Aid Study & Design Department, JICA, and scheduled to stay in the country from March 25 to April 4, 1996.

The team held discussions with the concerned officials of the Government of the Republic of the Philippines.

In the course of discussions and field survey, both parties have confirmed the main items described in the attached sheets.

Manila, March 29, 1996

Mr.Kenji IWAGUCHI
Leader,
Basic Design Study Team
JICA

Mr. Jose D. LACSON
Director General
Technical Education and Skill
Development Authority

ATTACHMENT

The contents of this Attachment were confirmed basically by the Japanese side and the Philippine side based on the further field survey and the series of discussions. However, the Japanese side noted that the final commitment should be made when the Japanese Government approved the National Center.

1. Objectives of the National Center

Main objectives of the National Center are to contribute to the improvement of the social and economic status of women by providing vocational training and to conduct research concerning women's capabilities development and gender responsive programs. In order to achieve these objectives, the National Center will :

- provide women with wider vocational training opportunities.

- conduct research and development activities concerning women's capabilities development, wider employment opportunities for women and other necessary measures for enhancing women's status.

- enhance gender awareness by the advocacy activities.

- have linkage with the three functions.

  The activities of Vocational Training, Research and Development, Advocacy shall have close linkage. For instance, the output of the Research and Development/Advocacy shall be fed back in reflecting vocational training courses.

2. Location of the Project Site

The Project site is located in Taguig, Metro-Manila, and has been assigned by the TESDA for the construction of the National Center.

The project site area for main building and dormitory is 1 ha as shown in the Annex. 1 and the Philippine side agreed to adjust the area between main building site and dormitory site within the limitation of 1ha.

3. Execution Organization

(1) The execution Agency is TESDA and its organization is shown in Annex 2-1, and the staff allocation for the National Center was proposed by TESDA which is shown in Annex 2-2. The Japanese side advised to review the total number of staff after starting operation of the National Center if there is operational difficulties in the vocational training, research and development, and advocacy.

(2) The Philippine side shall take necessary measures to recruit appropriate qualified trainers for the vocational training as described in the Annex 2-2.

4. Functions and Facilities of the National Center

There are three major functions in this National Center and for the purpose of the enhancement of the women's social and economic status. The importance of the close linkage of the three functions is recognized by the both sides. The National Center shall provide assistance to the various training facilities, organizations and institutions to enhance their capabilities to undertake programs that would help in the development of welfare and status of women.

(1) Vocational Training

The National Center provides the vocational training for women including non-traditional field and teach twenty nine training subjects in the nine training areas as shown in Annex 3.

And to ensure the optimum utilization of the facilities of the National Center and to provide technical services, the National Center will conduct training courses as shown in Annex 4, Annual Training Target is shown in the Annex 5 and Training Duration and Objectives of Training Subjects are shown in the Annex 6.

(2) Research and Development Activities

Research and Development shall not only identify relevant research areas, and enlist existing organization to undertake research, but also make a study plan and conduct its own research in close linkage with NGOs, and other relevant professional research and funding institutions. The outputs of the research and development activities shall be presented through symposia, seminars, exchange programs and so forth at domestic as well as international level in collaboration with NGOs and

other organizations. The outputs of the Research and Development should also be utilized to strengthen each function of the National Center.

In order to enhance ability of personnel, each specialist will participate in related training, seminars and so forth. In order to support continuous staff capability building, incentives must be considered for each specialist through exchange programs, scholarship programs and so forth.

(3) Advocacy Activities

The National Center shall organize and conduct symposia/seminar and other related activities on gender issues in collaboration with NGOs and other relevant organizations. The National Center will also support NGOs activities by providing space for NGOs, seminar rooms, multi-purpose hall and so forth. The National Center shall promote intensive campaign for the dissemination of its activities.

The staff shall be selected among those who have relevant experience of WID/GAD programs in addition to the qualification standards set by Philippine Government. Necessary measures have to be taken in order to build up ability of personnel continuously. Before completion of the construction of the National Center, Advocacy activities shall be undertaken in preparation of each activity

Both sides confirmed to have following facilities in addition to the vocational training facilities.

1) Multi-Purpose Hall
2) Dormitory
3) Day Care Center/Nursery
4) Counseling Room
5) Library/ Resource Center
6) Space for NGOs
7) First Aid Room
8) Administrative Office
9) Job Placement Office
10) Canteen

5. Gender Responsive Facilities

As the target beneficiaries of the National Center activities are principally women, the facility should be women-friendly. However, care must be taken not to exclude men in the use of the gender-responsive facility. Furthermore, in designing building consideration shall be made for the persons with disability (PWD).

6. Center Advisory Committee (CAC)

Both sides recognized the importance of the CAC for the smooth operation of the National Center. Technical Committee shall be created from among the members of the CAC. The suggested members of the CAC are shown in Annex 7.

7. Name of the National Center

The provisional name of the National Center is "National Vocational Training and Development Center for Women". Final name will be decided in coordination between Japanese side and Philippine side.

8. Technical Cooperation

The Philippine side stressed the necessity of Japanese technical cooperation to the National Center, such as overall management of the National Center, advisor for the Research and Development/Advocacy, and the Japanese side understood the necessity of the technical cooperation.

9 Budget

The Philippine side agreed to manage to secure sufficient budget to operate the National Center for every year.

10. Others

(1) Trainees Enrollment

The Philippine side shall take necessary measures to enroll the trainees according to the training population described in the Annex 5.

(2) Incentives for the trainees

The Philippine side shall take necessary measures for following items.

1) The trainees of Comprehensive Trainer Training Course shall receive

scholarship and after completion of the course they shall be entitled to the certificate of "Assistant Trainer" at the national training institution and thereafter they shall be qualified as "Trainer" when they fulfill both her academic and skill requirements.

2) Employment Assistance for the Graduates

Necessary measures shall be taken to ensure employment of the graduates of training courses.

(3) Fund for Scholarship

The Philippine side shall source out fund for the scholarship for the trainees.

(4) Teaching Materials

The Philippine side shall prepare and provide adequate number of teaching materials to ensure quality training.

(5) Utilization of OMSD facilities

The Japanese side requested to explore the possibility of utilizing the existing facilities in OMSD to minimize training equipment and areas of the National Center.

The Philippine side agreed to give priority to the National Center for the use of available OMSD facilities and equipments.

(6) Feedback Mechanism of Facility Usage

A feedback mechanism shall be established to solicit suggestions and reactions from the facility users to improve services of the National Center. Guideline shall be formulated to regulate the use of the National Center facilities and can be revised from time to time, based on the feedbacks gathered from the end-users.

11. Japan's Grant Aid System

The Philippine side has understood the system of Japan's Grant Aid Program which is referred to the Minutes of Discussions of B/D I (Phase 1).

4

12. Necessary Measures to Be Taken by the Philippine Side

The Philippine side will take necessary measures described in the Minutes of Discussions of B/D I (Phase 1) for smooth implementation of the Project on the condition that the Grant Aid by the Government of Japan is extended to the Project.

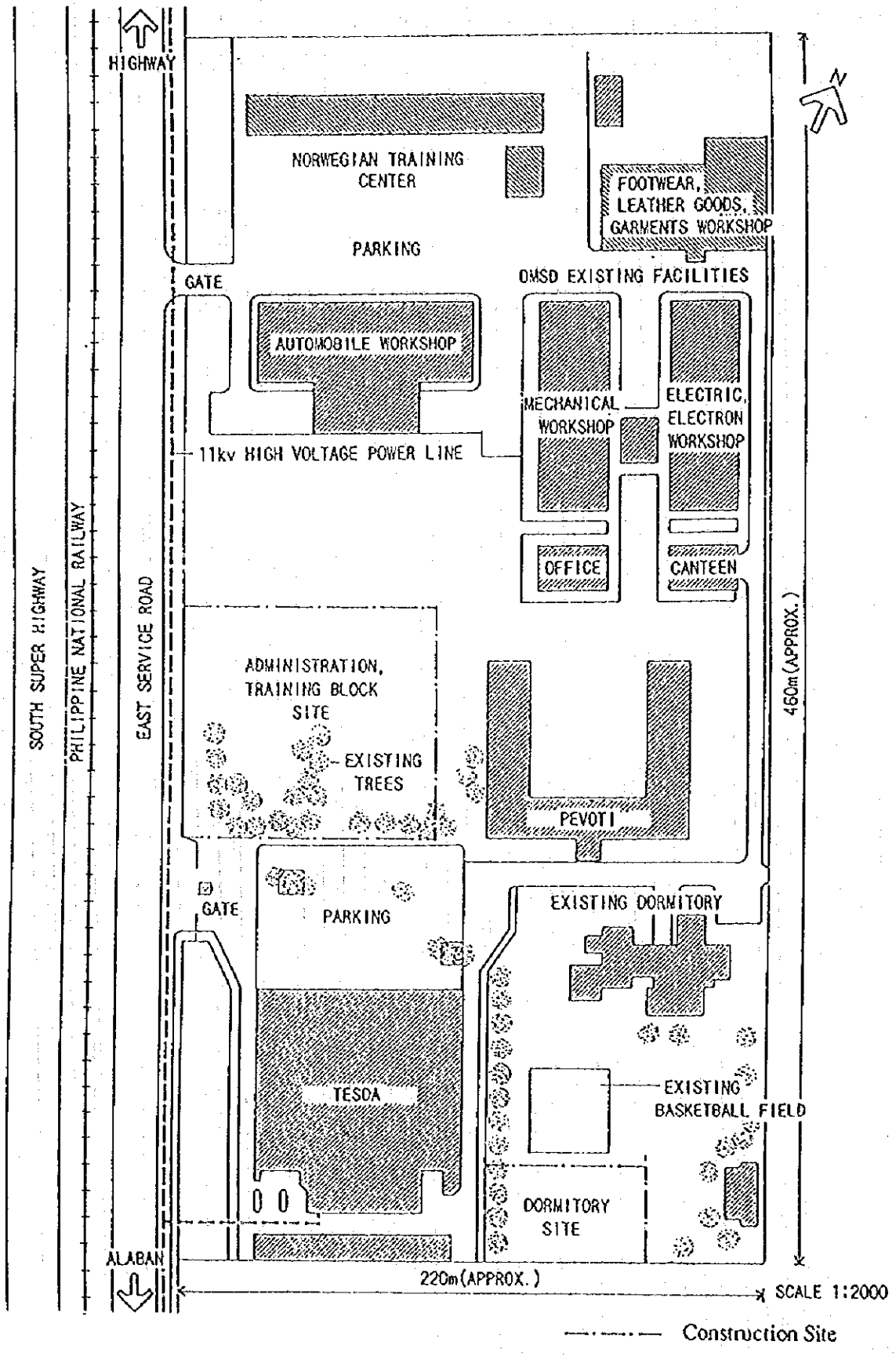
13. Further Schedule of the Study

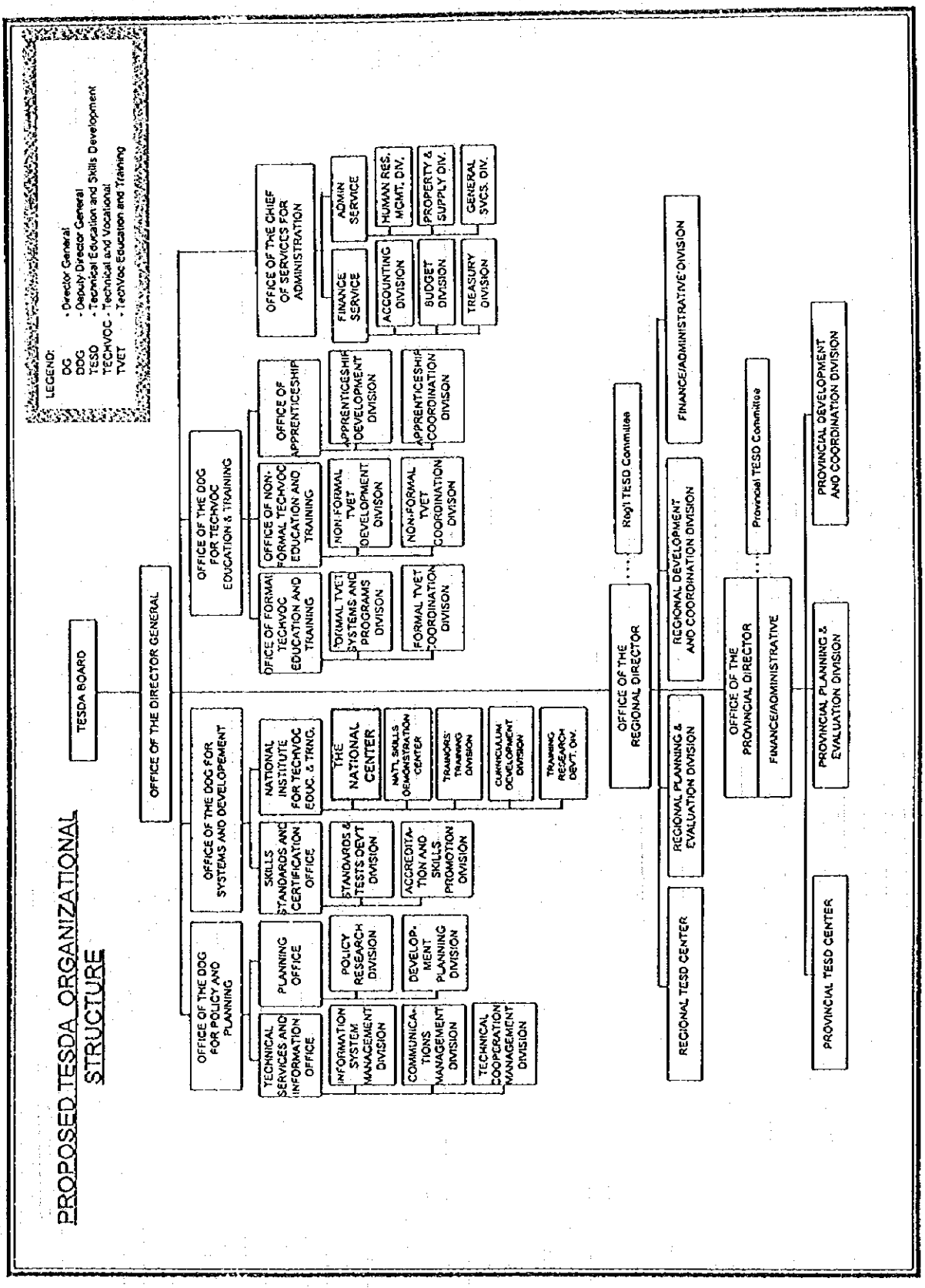
(1) The team will proceed with further study in the Philippines until April 18, 1996.

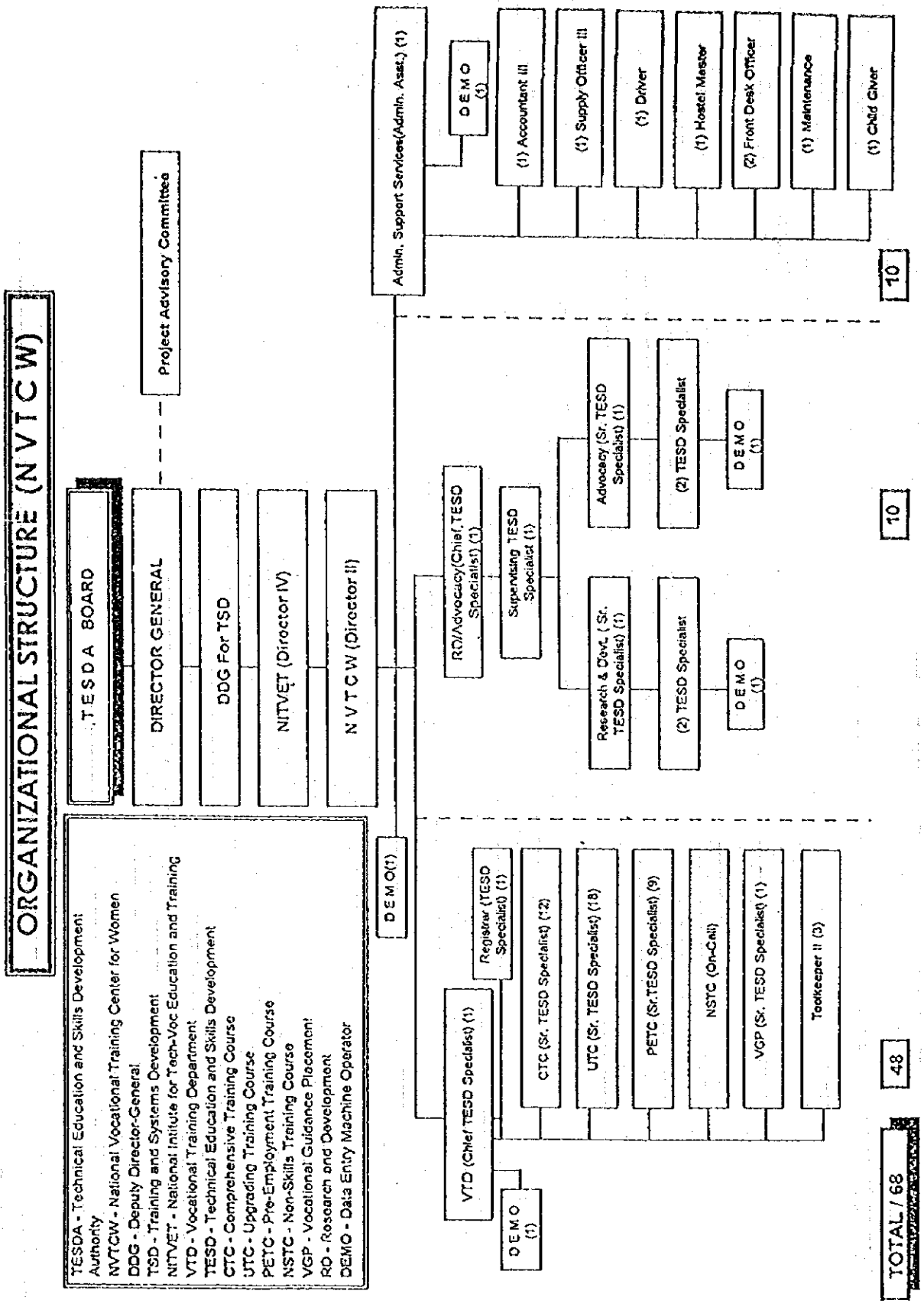
(2) JICA will prepare Draft Basic Design Study Report and dispatch Draft Report Explanation Team in May 1996 in order to explain and confirm the contents of the Draft Basic Design.

(3) In case that the Draft Basic Design is accepted by the Philippine side, JICA will complete the Study Report and send it to the Philippine side by July 1996.

■ Construction Site




PROPOSED TESDA ORGANIZATIONAL STRUCTURE
LEGEND:
DG - Director General
DDG - Deputy Director General
TESD - Technical Education and Skills Development
TECHVOC - Technical and Vocational
TVET - TechVoc Education and Training
TESDA BOARD
OFFICE OF THE DIRECTOR GENERAL
OFFICE OF THE DDG FOR POLICY AND PLANNING
TECHNICAL SERVICES AND INFORMATION OFFICE
INFORMATION SYSTEM MANAGEMENT DIVISION
COMMUNICATIONS MANAGEMENT DIVISION
TECHNICAL COOPERATION MANAGEMENT DIVISION
PLANNING OFFICE
POLICY RESEARCH DIVISION
DEVELOPMENT PLANNING DIVISION
OFFICE OF THE DDG FOR SYSTEMS AND DEVELOPEMENT
SKILLS STANDARDS AND CERTIFICATION OFFICE
STANDARDS & TESTS DEVT DIVISION
ACCREDITATION AND SKILLS PROMOTION DIVISION
NATIONAL INSTITUTE FOR TECHVOC EDUC. & TRNG.
THE NATIONAL CENTER
NATL. SKILLS DEMONSTRATION CENTER
TRAINORS' TRAINING DIVISION
CURRICULUM DEVELOPMENT DIVISION
TRAINING RESEARCH DEVT. DIV.
OFFICE OF THE DDG FOR TECHVOC EDUCATION & TRAINING
OFFICE OF FORMAL TECHVOC EDUCATION AND TRAINING
FORMAL TVET SYSTEMS AND PROGRAMS DIVISION
FORMAL TVET COORDINATION DIVISON
OFFICE OF NON-FORMAL TECHVOC EDUCATION AND TRAINING
NON-FORMAL TVET DEVELOPMENT DIVISON
NON-FORMAL TVET COORDINATION DIVISON
OFFICE OF APPRENTICESHIP
APPRENTICESHIP DEVELOPMENT DIVISION
APPRENTICESHIP COORDINATION DIVISON
OFFICE OF THE CHIEF OF SERVICES FOR ADMINISTRATION
FINANCE SERVICE
ACCOUNTING DIVISION
BUDGET DIVISION
TREASURY DIVISION
ADMIN SERVICE
HUMAN RES. MGMT. DIV.
PROPERTY & SUPPLY DIV.
GENERAL SVCS. DIV.
OFFICE OF THE REGIONAL DIRECTOR
Regl TESD Committee
REGIONAL TESD CENTER
REGIONAL PLANNING & EVALUATION DIVISION
REGIONAL DEVELOPMENT AND COORDINATION DIVISION
FINANCE/ADMINISTRATIVE DIVISION
OFFICE OF THE PROVINCIAL DIRECTOR
Provincial TESD Committee
FINANCE/ADMINISTRATIVE
PROVINCIAL TESD CENTER
PROVINCIAL PLANNING & EVALUATION DIVISION
PROVINCIAL DEVELOPMENT AND COORDINATION DIVISION


ORGANIZATIONAL STRUCTURE (N V T C W)
TESDA - Technical Education and Skills Development Authority
NVTCW - National Vocational Training Center for Women
DDG - Deputy Director-General
TSD - Training and Systems Development
NITVET - National Institute for Tech-Voc Education and Training
VTD - Vocational Training Department
TESD - Technical Education and Skills Development
CTC - Comprehensive Training Course
UTC - Upgrading Training Course
PETC - Pre-Employment Training Course
NSTC - Non-Skills Training Course
VGP - Vocational Guidance Placement
RO - Research and Development
DEMO - Data Entry Machine Operator
T E S D A BOARD
DIRECTOR GENERAL
Project Advisory Committee
DDG For TSD
NITVET (Director IV)
N V T C W (Director II)
D E M O (1)
Admin. Support Services(Admin. Asst.) (1)
D E M O (1)
(1) Accountant III
(1) Supply Officer III
(1) Driver
(1) Hostel Master
(2) Front Desk Officer
(1) Maintenance
(1) Child Giver
10
RD/Advocacy(Chief,TESD Specialist) (1)
Supervising TESD Specialist (1)
Research & Devt. (Sr. TESD Specialist) (1)
Advocacy (Sr. TESD Specialist) (1)
(2) TESD Specialist
(2) TESD Specialist
D E M O (1)
D E M O (1)
10
VTD (Chief TESD Specialist) (1)
Registrar (TESD Specialist) (1)
CTC (Sr. TESD Specialist) (12)
UTC (Sr. TESD Specialist) (18)
PETC (Sr.TESD Specialist) (9)
NSTC (On-Call)
VGP (Sr. TESD Specialist) (1)
Tookeeper II (3)
D E M O (1)
48
TOTAL / 68

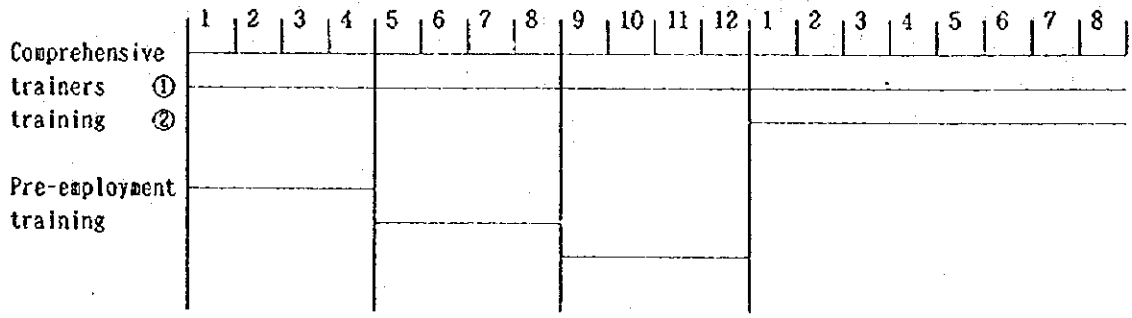
Subjects of Each Trade Area

Area	Subject
1. Automotive	1)Autotronics 2)Automotive Electricity 3)Engine Tune-up
2. Electronics	1)Fundamental Principle 2)Consumer Electronics 3)Industrial Electronics(Sequence Control)
3. Metals	1)Welding(Gas Welding,Arc Welding,TIG,MIG)
4. Ceramics	1)Designing & Model Making 2)Mold Making 3)Processing, Treatment and Packaging
5. Agro-Processing	1)Fermentation and Biochemistry 2)Drying and Smoking 3)Packaging, Canning and Bottling
6. Hotel & Restaurant	1)Front Desk Operation and Management (Including Computer Works) 2)Housekeeping and Maintenance 3)Food and Beverage Servicing 4)Cooking, Food Preparation
7. Garments	1)Designing and Pattern Making 2)Cutting, Sewing and Finishing(Ironing) 3)Industrial Embroidery Machine Operation 4)Dry Cleaning
8. Crafts-Gift & Housewares	1)Stuffed Toy Making(Cloth, Leather)
9. Fine Jewelry	1)Fine Jewelry Designing 2)Casting, Making and Finishing 3)Stone Setting and Engraving 4)Polishing 5)Appraisal 6)Goldsmithing 7)Gem Cutting and Polishing

Conducting Training Course in the Workshop

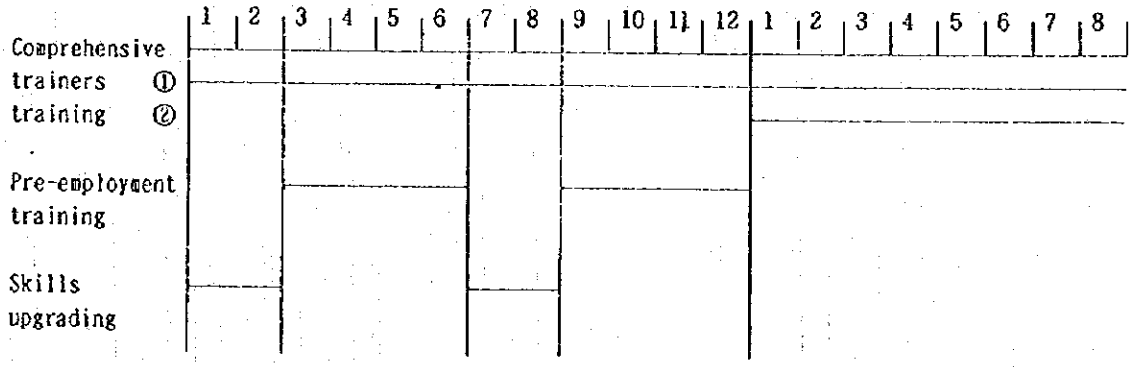
1. Automotive, Metals

In these two areas, female employees are scarcely seen working in the related jobs in enterprises currently. Therefore, what is most importance at this moment is to develop womens capabilities through comprehensive training and pre-employment training so that they can find opportunity to be employed by related enterprises. Skills upgrading training should be considered after the above mentioned objectives have been achieved. Comprehensive training and pre-employment training, therefore, are to be promoted simultaneously.



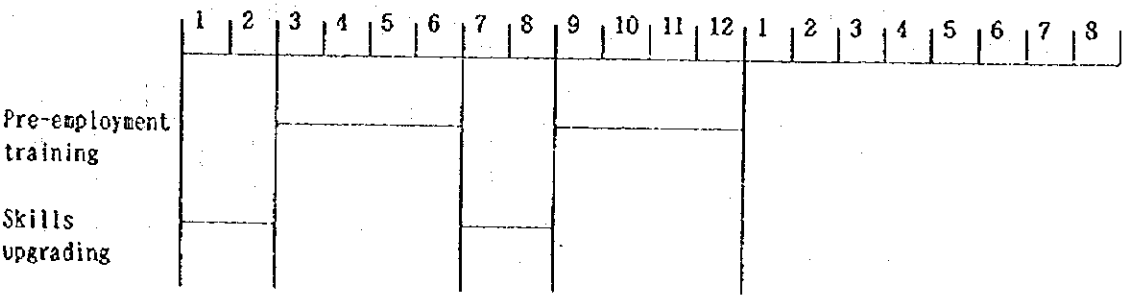
2. Electronics, Agro Processing, Hotel & Restaurant, Jewelry

In these four areas, pre-employment training and skills upgrading are to be implemented in turns so that they can be run simultaneously with comprehensive training.



3. Ceramics, Garments, Crafts-Gift & Housewares

In these three areas, pre-employment training and skills upgrading are to be implemented in turns.



Annual Training Targets of National Vocational Training Center for Women

Course	Area	No.of Trainee /Batch	No.of Batch /Year	No.of Trainee	Training Duration
1.Comprehensive Trainers Training	1)Automotive	10	1	10	20 Months
	2)Electronics	10	1	10	
	3)Metals	10	1	10	
	4)Agro Processing	16	1	16	
	5)Hotel&Restaurant	16	1	16	
	6)Jewelry	10	1	10	
2.Pre-Employment Training	1)Automotive	10	3	30	4 Months (Average)
	2)Electronics	10	2	20	
	3)Metals	10	3	30	
	4)Ceramics	16	2	32	
	5)Agro Processing	16	2	32	
	6)Hotel&Restaurant	16	2	32	
	7)Garments	10	2	20	
	8)Crafts-Gift & Housewares	16	2	32	
	9)Jewelry	10	2	20	
3.Skills Upgrading Training	1)Automotive	-------	-----	-------	1~2 Months
	2)Electronics	10	4	40	
	3)Metals	-------	-----	-------	
	4)Ceramics	16	4	64	
	5)Agro Processing	16	4	64	
	6)Hotel&Restaurant	16	4	64	
	7)Garments	10	4	40	
	8)Crafts-Gift & Housewares	16	4	64	
	9)Jewelry	10	4	40	
4.Training Methodology Training		12	12	144	80Hrs
5.Non-Skills Training	1)Entrepreneurship Development	20	6	120	80Hrs
	2)Leadership & Management Development	20	6	120	80Hrs
	3)Adovocacy & Social Marketing	20	3	60	40Hrs
	4)Strategic Management & Managing Change	20	2	40	40Hrs
	5)Work Values & Attitude Development	20	2	40	50Hrs
	6)Community Organizing & Development	20	2	40	80Hrs
	7)Cooperative Development	20	1	20	40Hrs
	8)Meetings & Conference Management	20	4	80	24Hrs
	9)Gender Sensitivity	20	4	80	40Hrs
Total	32 Areas	352	96	1,440	

Annex 6 Training Duration and Objectives of Training Subject

(1) Automotive

Training duration : 8hrs/day, 40hrs/week 1,600hrs/10months

Objective :

To acquire knowledge and skill on how to use and operate tools and equipment needed.

To acquire knowledge and skill about autotronics, automotive electricity and engine tune-up(gasoline and diesel engine)

(2) Electronics

Training duration : 8hrs/day, 40hrs/week 1,600hrs/10months

Objective :

To acquire basic knowledge about electronics circuit and digital circuit, and to learn how to use tester, oscilloscope,and oscillator.

To acquire skill and related knowledge in order to able to repair consumer electronics such as radio, TV, and Video and also get skill and knowledge about sequence control by using micro computer

(3) Metals

Training duration : 8hrs/day, 40hrs/week 1,600hrs/10 months

Objective :

To acquire skill and knowledge on how to use operate ARC welding equipment, and oxygen-acetylene gas welding equipment, and to acquire the capabilities of welding in each welding position (F, H, V, O). And also to acquire skill and knowledge about TIG welding of stainless steel and MIG welding of aluminum.

(4) Agro - Processing

Training duration : 8hrs/day, 40hrs/week 1,600hrs/10 months

Objective :

To acquire basic knowledge and skill about agro-processing, such as fermentation

and biochemistry, drying, smoking, packaging, canning and bottling. To acquire working attitude as an agro-processing worker through this training.

(5) Hotel and Restaurant

Training duration : 8hrs/day, 40hrs/week 1,600hrs/10 months

Objective :

To acquire knowledge and skill about front desk operation and management(including computer works), housekeeping and maintenance, food and beverage servicing, cooking and food preparation and also to acquire working attitude as a hotel worker or a restaurant worker through this training.

(6) Jewelry

Training duration : 8hrs/day, 40hrs/week 1,600hrs/10 months

Objective :

To acquire skill and related knowledge about Jewelry making process such as designing, casting, making and finishing, stone setting and engraving, polishing and appraisal, and also to acquire working attitude as a jewelry maker through this training.

(7) Ceramics

Training duration : 8hrs/day, 40hrs/week 640 hrs/4 months

Objective :

To acquire skill and knowledge about basic process of ceramics production such as forming, glazing, painting, setting, in the furnace, firing and material adjustment, as well as trouble shooting which way occur in the production process.

(8) Garments

Training duration : 8hrs/day, 40hrs/week 640 hrs/4 months

Objective :

To acquire basic knowledge and skill of making a complete garment from sketching, patternmaking, drafting, cutting, sewing and finishing, and to be able to operate various electric industrial sewing machines to familiarize equipment and facilities in dress making.

(9) Craft· Gift & Housewares

Training duration : 8hrs/day, 40hrs/week 640hrs/4 months

Objective :

To acquire skill and knowledge about basic process of stuffed toy making such as design and pattern making, cutting and assembly, finishing and also to acquire working attitude as a stuffed toy maker through this training.

Annex 7. Proposed Membership of the National Center Advisory Committee (CAC)

Chairperson: Senator L. Shahani

Members:
- Secretary, DOLE
- Secretary, DTI
- Secretary, DOST
- Secretary, DA
- Secretary, DSWD
- Director General, NEDA
- Chairperson, NCRFW
- Representative from Industry
  (Women for Women Philippines, Inc.)
- Representative from NGOs
  (National Council for Women of the Philippines)
- Representative from Women's Schools, Colleges, and Universities
- Director General, TESDA

Annex 4-4. Minutes of Discussion (Explanation of draft final report)

Minutes of Discussions
on
the Basic Design Study
on
the Project for Construction of National Vocational Training and Development Center for Women
in
the Republic of the Philippines

(Explanation on the Draft Basic Design)

In March 1996, the Japan International Cooperation Agency (JICA) dispatched the Basic Design study Team (B/D II) on the Project for Construction of National Vocational Training and Development Center for Women in the Republic of the Philippines (hereinafter referred to as "the National Center") to Philippines, and through discussion, field study and technical examination of the results in Japan, has prepared the Draft Basic Design.

In order to explain and to consult the Philippine side on the components of the Draft Basic Design, JICA sent to Philippines a Study Team (hereinafter referred to as "the Team"), which is headed by Mr.Akira KASAI, Special Technical Assistant to the President, JICA, which is scheduled to stay in the country from May 28 to June 6, 1996.

As a result of discussions, both parties have confirmed the main items described on the attached sheets.

Manila, May 31, 1996

Mr. Akira KASAI
Leader
Basic Design Study Team
JICA

Dr. Jose D. LACSON
Director General
Technical Education and Skill
Development Authority

A T T A C H M E N T

The Government of the Philippines has agreed and accepted in principle the components of the Draft Basic Design explained by the Team as follows:

1. PROJECT IMPLEMENTING AGENCY

The project implementing agency is TESDA (Technical Education and Skill Development Authority) and its organization is shown in Annex-1.

2. PROJECT SITE

The proposed site of the Project is shown in Annex-2.

3. COMPONENTS OF THE DRAFT BASIC DESIGN

(1) Objectives of the National Center

Main objectives of the National Center are to contribute to the improvement of the social and economic status of women by providing vocational training and to conduct research with NGO assistance concerning women's capabilities development and gender responsive programme.

(2) Functions of the National Center

The National Center has three major functions, Vocational Training, Research and Development, and Advocacy. These three functions are in close linkage for the purpose of the enhancement of the women's social and economic status.

(3) Managing of the National Center

The National Center has a Center Advisory Committee (CAC) and its Technical Committee for the smooth operation and management.

(4) Vocational Training

The National Center provides the vocational training for women including non-traditional field and teaches twenty seven training subjects in the nine training areas as shown in Annex-3. And annual training target is shown in the Annex-4.

(5) Research and Development

Research and Development has activities concerning women's capability development, wider employment opportunities for women, and other necessary measures for enhancing women's status.

(6) Advocacy

The National Center shall organize and conduct symposia / seminar and other related activities on gender issues in collaboration with NGOs and other relevant organizations.The National Center will support NGOs activities by providing space for NGOs.

(7) Facilities of the National Center

-Administration, Training Block:

Workshop, Meeting Room, Multi Purpose Hall, Day Care Center/Nursery, Counseling Room, Library/Resource Center, Net Working Room, First Aid Room, Administrative Office, Job Placement Office, Canteen and Others.

-Dormitory Block:

10 Bedrooms for 2 Persons per room, 35 Bedrooms for 4 Persons per room, Meeting Room,Lounge and Others.

(8) Equipment for the National Center

Automotive Equipment, Electronics Equipment, Metals Equipment, Ceramics Equipment, Agro-Processing Equipment, Hotel & Restaurant Equipment, Garments Equipment, Craft-Gift & Housewares Equipment, Fine Jewelry Equipment, General Use Equipment and Vehicles.

(9) Others

1) Budget

The Philippine side agreed to manage to secure sufficient budget to operate the National Center continuously.

2) Technical Cooperation

The Philippine side stressed the necessity of Japanese technical cooperation to the National Center, such as overall management of the National Center and advisor for the Research and Development / Advocacy.

3) Trainers Recruitment

The Philippine side shall take necessary measures to recruit appropriate qualified trainers for the vocational training.

4) Trainees Enrollment

The Philippine side shall take necessary measures to enroll the trainees according to the training population.

5) Name of the National Center

The Philippine side proposed the name of the National Center as "National Vocational Training and Development Center for Women (NVTDCW)", also known as the National Center for Women"

4. JAPAN'S GRANT AID PROGRAMME

The Philippine side has understood the system of Japan's Grant Aid Programme explained in Annex-5.

5. NECESSARY MEASURES TO BE TAKEN BY THE PHILIPPINE SIDE

The Philippine side shall take necessary measures described in Annex-6 for smooth implementation of the Project on condition that the Grant Aid by the Government of Japan is extended to the Project.

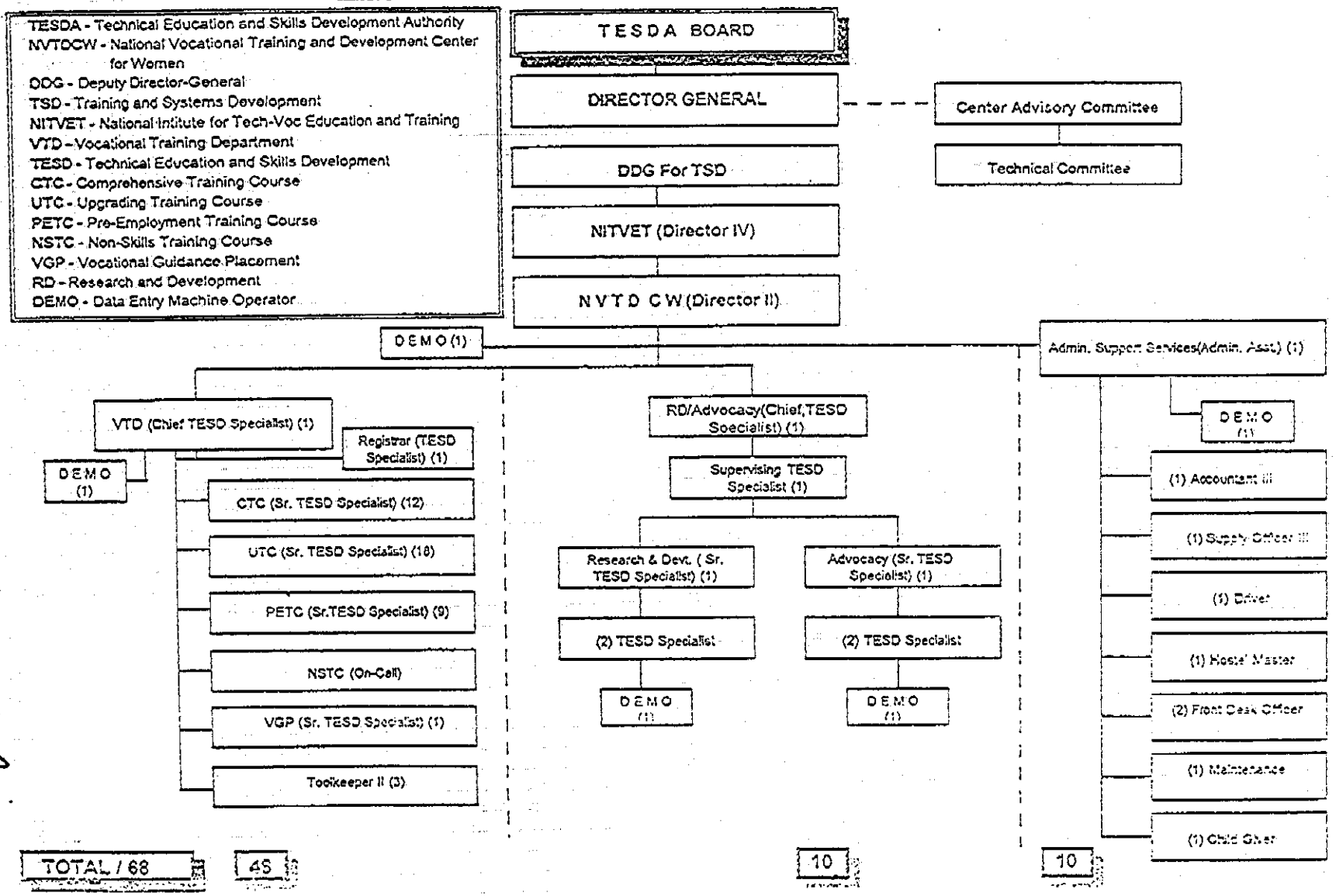
6. FURTHER SCHEDULE OF THE STUDY

JICA will complete the Basic Design Report and forward it to the Philippine side by July,1996.

PROPOSED TESDA ORGANIZATIONAL STRUCTURE
LEGEND:
DG - Director General
DDG - Deputy Director General
TESD - Technical Education and Skills Development
TECHVOC - Technical and Vocational
TVET - Technical Education and Training
TESDA BOARD
OFFICE OF THE DIRECTOR GENERAL
OFFICE OF THE DDG FOR POLICY AND PLANNING
TECHNICAL SERVICES AND INFORMATION OFFICE
INFORMATION SYSTEM MANAGEMENT DIVISION
COMMUNICATIONS MANAGEMENT DIVISION
PLANNING OFFICE
POLICY RESEARCH DIVISION
DEVELOPMENT PLANNING DIVISION
TECHNICAL COOPERATION MANAGEMENT DIVISION
OFFICE OF THE DDG FOR SYSTEMS AND DEVELOPMENT
SKILLS STANDARDS AND CERTIFICATION OFFICE
STANDARDS & TESTS DEVT DIVISION
ACCREDITATION AND SKILLS PROMOTION DIVISION
NATIONAL INSTITUTE FOR TECHVOC EDUC. & TRNG.
THE NATIONAL CENTER
NATL SKILLS DEMONSTRATION CENTER
TRAINORS TRAINING DIVISION
CURRICULUM DEVELOPMENT DIVISION
TRAINING RESEARCH DEVT DIV.
OFFICE OF THE DDG FOR TECHVOC EDUCATION & TRAINING
OFFICE OF FORMAL TECHVOC EDUCATION AND TRAINING
FORMAL TVET SYSTEMS AND PROGRAMS DIVISION
FORMAL TVET COORDINATION DIVISION
OFFICE OF NON-FORMAL TECHVOC EDUCATION AND TRAINING
NON-FORMAL TVET DEVELOPMENT DIVISION
NON-FORMAL TVET COORDINATION DIVISION
OFFICE OF APPRENTICESHIP
APPRENTICESHIP DEVELOPMENT DIVISION
APPRENTICESHIP COORDINATION DIVISION
OFFICE OF THE CHIEF OF SERVICES FOR ADMINISTRATION
FINANCE SERVICE
ACCOUNTING DIVISION
BUDGET DIVISION
TREASURY DIVISION
ADMIN SERVICE
HUMAN RES MGMT DIV
PROPERTY & SUPPLY DIV.
GENERAL SVCS DIV
OFFICE OF THE REGIONAL DIRECTOR
Regl TESD Committee
REGIONAL PLANNING & EVALUATION DIVISION
REGIONAL DEVELOPMENT AND COORDINATION DIVISION
FINANCE/ADMINISTRATIVE DIVISION
REGIONAL TESD CENTER
OFFICE OF THE PROVINCIAL DIRECTOR
Provincial TESD Committee
FINANCE/ADMINISTRATIVE
PROVINCIAL PLANNING & EVALUATION DIVISION
PROVINCIAL DEVELOPMENT AND COORDINATION DIVISION
PROVINCIAL TESD CENTER

ORGANIZATIONAL STRUCTURE (N V T D C W)

TESDA - Technical Education and Skills Development Authority
NVTDCW - National Vocational Training and Development Center for Women
DDG - Deputy Director-General
TSD - Training and Systems Development
NITVET - National Institute for Tech-Voc Education and Training
VTD - Vocational Training Department
TESD - Technical Education and Skills Development
CTC - Comprehensive Training Course
UTC - Upgrading Training Course
PETC - Pre-Employment Training Course
NSTC - Non-Skills Training Course
VGP - Vocational Guidance Placement
RD - Research and Development
DEMO - Data Entry Machine Operator



Annex I-2

Annex -2

Project Site

Subjects of Each Trade Area

Area	Subject
1. Automotive	1)Autotronics 2)Automotive Electricity 3)Engine Tune-up
2. Electronics	1)Fundamental Principle 2)Consumer Electronics 3)Industrial Electronics(Sequence Control)
3. Metals	1)Welding(Gas Welding,Arc Welding,TIG,MIG)
4. Ceramics	1)Designing & Model Making 2)Mold Making 3)Processing, Treatment and Packaging
5. Agro-Processing	1)Fermentation and Biochemistry 2)Drying and Smoking 3)Packaging, Canning and Bottling
6. Hotel & Restaurant	1)Front Desk Operation and Management (Including Computer Works) 2)Housekeeping and Maintenance 3)Food and Beverage Servicing 4)Cooking, Food Preparation 5)Dry Cleaning
7. Garments	1)Designing and Pattern Making 2)Cutting, Sewing and Finishing(Ironing) 3)Industrial Embroidery Machine Operation
8. Crafts-Gift & Housewares	1)Stuffed Toy Making(Cloth, Leather)
9. Fine Jewelry	1)Fine Jewelry Designing 2)Casting, Making and Finishing 3)Stone Setting and Engraving 4)Appraisal 5)Gem Cutting and Polishing

Annual Training Targets of National Vocational Training Center for Women

Course	Area	No.of Trainee /Batch	No.of Batch /Year	No.of Trainee	Training Duration
1.Comprehensive Trainers Training	1)Automotive	10	1	10	20 Months
	2)Electronics	10	1	10	
	3)Metals	10	1	10	
	4)Agro Processing	16	1	16	
	5)Hotel&Restaurant	16	1	16	
	6)Jewelry	10	1	10	
2.Pre-Employment Training	1)Automotive	10	3	30	4 Months (Average)
	2)Electronics	10	2	20	
	3)Metals	10	3	30	
	4)Ceramics	16	2	32	
	5)Agro Processing	16	2	32	
	6)Hotel&Restaurant	16	2	32	
	7)Garments	10	2	20	
	8)Crafts-Gift & Housewares	16	2	32	
	9)Jewelry	10	2	20	
3.Skills Upgrading Training	1)Automotive	-------	-----	-------	1~2 Months
	2)Electronics	10	4	40	
	3)Metals	-------	-----	-------	
	4)Ceramics	16	4	64	
	5)Agro Processing	16	4	64	
	6)Hotel&Restaurant	16	4	64	
	7)Garments	10	4	40	
	8)Crafts-Gift & Housewares	16	4	64	
	9)Jewelry	10	4	40	
4.Training Methodology Training		12	12	144	80Hrs
5.Non-Skills Training	1)Entrepreneurship Development	20	6	120	80Hrs
	2)Leadership & Management Development	20	6	120	80Hrs
	3)Adovocacy & Social Marketing	20	3	60	40Hrs
	4)Strategic Management & Managing Change	20	2	40	40Hrs
	5)Work Values & Attitude Development	20	2	40	50Hrs
	6)Community Organizing & Development	20	2	40	80Hrs
	7)Cooperative Development	20	1	20	40Hrs
	8)Meetings & Conference Management	20	4	80	24Hrs
	9)Gender Sensitivity	20	4	80	40Hrs
Total	32 Areas	352	96	1,440	

ANNEX-5 JAPAN'S GRANT AID PROGRAMME

1.Japan's Grant Aid Procedures

The Japan's Grant Aid Programme is extended in the following procedures:

1)· Application (A request made by the recipient country)

· Study (Basic Design Study conducted by JICA)

· Appraisal & Approval (Appraisal by the Government of Japan and Approval by the Cabinet of Japan)

· Determination of Implementation (Exchange of Notes between both Governments)

· Implementation (Implementation of the Project)

2)At the first step (Application), a request made by the recipient country is examined by the Government of Japan (the Ministry of Foreign Affairs), whether or not it is suitable for Grant Aid. If the request is confirmed that it has a high priority as the Project for Grant Aid, the Government of Japan instructs JICA to conduct the Study.

At the second step (the Study), the Basic Design Study is conducted by JICA basically under contracts with a Japanese consulting firm to carry out.

At the third step (Appraisal & Approval), the Government of Japan appraises whether or not the Project is suitable for Japan's Grant Aid Programme based on the Basic Design Study Report prepared by JICA and then submitted for approval by Cabinet.

At the fourth step(Determination of Implementation),the Project approved by the Cabinet is officially determined to implement by signing the Exchange of Notes between both Governments.

In the course of implementation of the Project, JICA will take charge of expediting the execution by assisting the recipient country in terms of the procedures of tender, contract and others.

2.Basic Design study

1)Contents of the study

The purpose of the study (the Basic Design Study) conducted by JICA is to provide basic documents necessary for the appraisal by the Government of Japan whether or not the project is viable for Japan's Grant Aid Programme. The contents of the Study are as follows;

a)to confirm the background of the request, objectives and effects of the Project and maintenance ability of the recipient country necessary for the implementation,

b)to evaluate the appropriateness of the Grant Aid from the technical, social and economical

points of views,

c)to confirm the basic concept of the plan mutually agreed upon through discussion between both sides,

d)to prepare a basic design of the Project,

e)to estimate the rough cost of the Project,

The Contents of the original request are not necessarily approved as the contents of the Grant Aid as it is. The Basic Design of the Project is confirmed considering the Japan's Grant Aid Scheme. In the implementation of the Project, the Government of Japan requests the recipient country to take necessary measures in order to promote it's self-reliance. Those undertakings shall be guaranteed even if the recipient implementing entity does not have jurisdiction. Therefore, the implementation of the Project is confirmed by all relevant organizations in the recipient country in the Minutes of Discussions.

2)Selection of a Consultant

For the smooth implementation of the Study, JICA selects a consultant among those consultants who registered to JICA by evaluating proposals submitted by those consultants. The selected consultant carries out the Basic Design Study and prepares a report based upon the terms of reference made by JICA.

At the stage of implementation after the Exchange of Notes, for concluding the contract regarding the Detailed Design and Construction Supervision of the Project between a consultant and the recipient country, JICA recommends the same consultant which participated in the Basic Design Study to the recipient country in order to maintain the technical consistency between the Basic Design Study and the Detailed Design as well as to avoid undue delay caused by the selection of a new consultant.

3.Japan's Grant Aid Scheme

1)What is Grant Aid ?

The Grant Aid Programme provides the recipient country with nonreimbursable funds needed to procure facilities, equipment and services (labor or transportation, etc.) for economic and social development in the country under the following principles in accordance with the relevant laws and regulations of Japan.The Grant Aid is not a form of donation in kind to the country.

2)Exchange of Notes (E/N)

The Japan's Grant Aid is extended in accordance with the Exchange of Notes between both Governments, in which the objectives of the Projects, period, conditions, amount of the grant, etc.are confirmed.

3) Period

The period of the Grant Aid is within the Japanese fiscal year in which the Cabinet approved the Project. Within the fiscal year, all procedure such as Exchange of Notes, concluding contracts by the recipient country with the consultant and contractors, and the final payment to them shall be completed.

In the case of a big project which requires net construction period more than 12 months, the period of the Grant Aid is designated covering more than one fiscal year depending on Basic Design Study Report.

However in case of the delay of delivery, installation or construction due to events such as weather, the period of the Grant Aid can be further extended for one fiscal year at most by mutual agreement between both Governments.

4)Purchase of the Products and or Services

The Grant Aid is used properly and exclusively for the purchase of the products, in principle, of Japan or the recipient country and of the services of the Japanese or the recipient country's nationals. The term "Japanese" means juridical persons controlled by Japanese physical persons.

When both Governments deem it necessary, the Grant Aid may be used for the purchase of the products and/or services of the third country (other than Japan or the recipient country).

However, in terms of the principle of the Grant Aid, the prime contractors, that is the consultant, contractor and procurement firm, necessary for the the implementation of the Grant Aid are limited to "Japanese nationals".

5)Verification

The Government of recipient country or its designated authority will conclude the contracts in Japanese yen with Japanese nationals. Those contracts shall be verified by the Government of Japan. The "Verification" is necessary because the source of the Grant Aid is the taxes of Japanese nationals.

6)Undertakings required to the Government of Recipient Country
(As described in ANNEX6)

7)Proper Use

The recipient country is required to maintain and use the facilities constructed and the equipment purchased under the Grant Aid properly and effectively and to assign the necessary staff for operation and maintenance of them as well as to bear all the expenses other than those to borne by the Grant Aid.

8)Re-export

The products purchased under the Grant Aid shall not be re-exported from the recipient country.

9)Banking Arrangement(B/A)

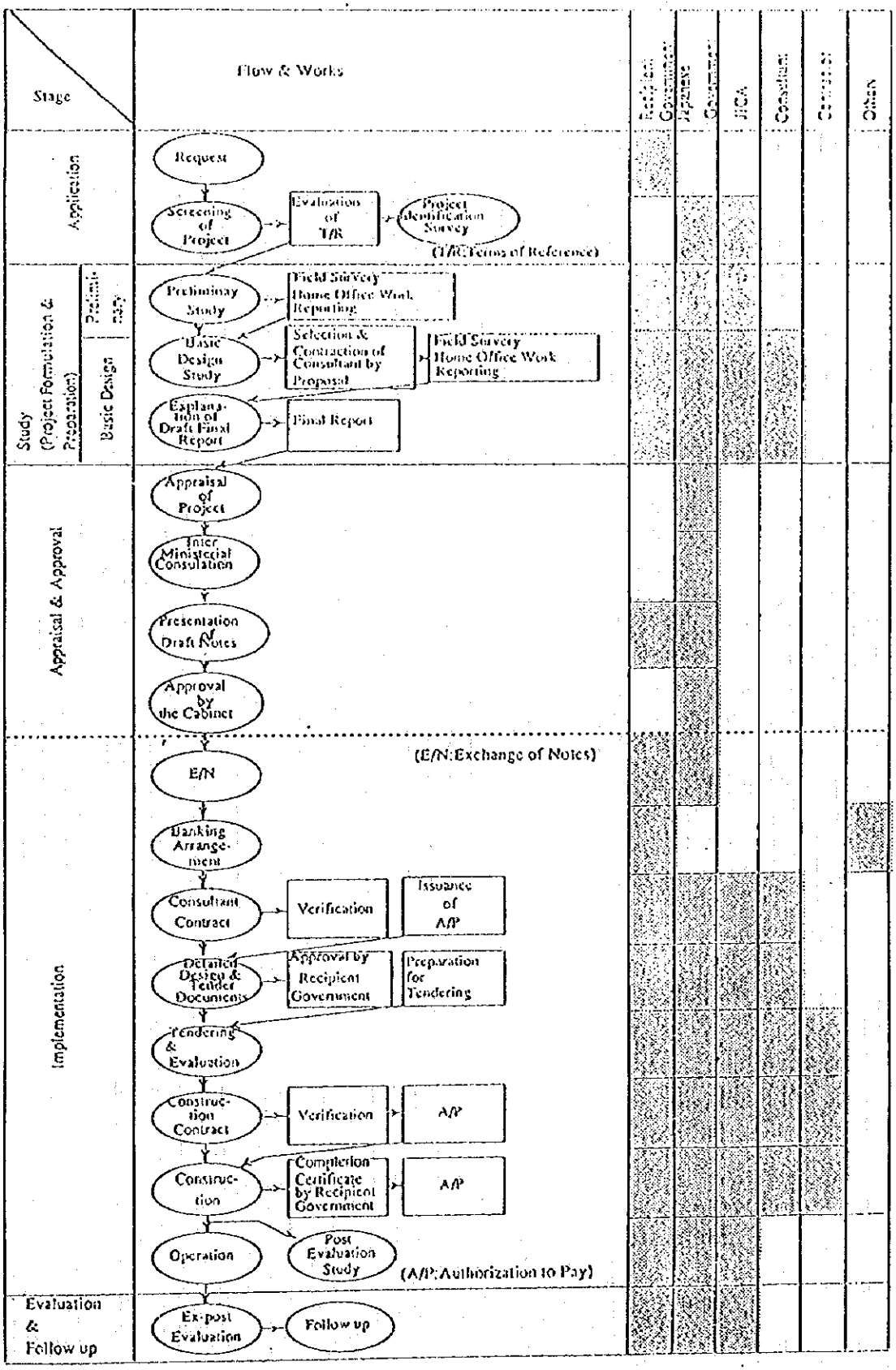
a)The Government of the recipient country or its designated authority shall open an account in the name of the Government of the recipient country in an authorized foreign exchange bank in Japan (hereinafter referred to as "the Bank"). The Government of Japan will execute the Grant Aid by making payments in Japanese yen to cover the obligations incurred by Government of the recipient country or its designated authority under the contracts verified.

b)The payments will be made when payment requests are presented by the Bank to the Government of Japan under the an Authorization to Pay (A/P) issued by the Government of the recipient country or its designated authority.

4. Grant Aid Procedure

The contents of Japan'sGrant Aid Procedures are as follows;

Flow Chart of Japan's Grant Aid Procedures



ANNEX- 6 NECESSARY MEASURES TO BETAKEN BY PHILIPPINES SIDE

Following necessary measures should be taken by the Philippines side on the condition that the Grant Aid by the Government of Japan is extended to the Project:

1. To provide data and information necessary for the Project;
2. To secure a land for the Project;
3. To clear, level and reclaim the site for the Project prior to the Project implementation;
4. To provide proper access road to the project area;
5. To undertake gardening,fencing,exterior lighting,and other incidental outdoor works in and around the Project site;
6. To provide the following incidental facilities to the Project;
   (1) Electricity distributing line to the site,
   (2) City water distribution main to the site,
   (3) Drainage main to the site,
   (4) Telephone trunk line to the site,
   (5) General furniture such as carpet,curtain and other,
   (6) Other incidental facilities necessary for the Project realization;
7. To bear commissions to the Japanese foreign exchange bank for its banking services based upon the Banking Arrangement, namely the advising commission of the "Authorization to Pay" and payment commission;
8. To ensure prompt unloading, tax exemption, customs clearance at the port of disembarkation in Manila and prompt internal transportation therein of the materials and equipment for the Project purchased under the Grant Aid;
9. To exempt Japanese juridical and physical nationals engaged in the Project from customs duties,internal taxes and other fiscal levies which may be imposed in Philippines with respect to the supply of the products and services under the verified contracts;
10. To accord Japanese nationals whose services may be required in connection with the supply of the products and the services under the verified contract such facilities as may be necessary for their entry into Philippines and stay therein for the performance of their work;
11. To provide necessary permissions, licenses and other authorizations for implementing the Project, if necessary;
12. To assign appropriate budget and to teach administrative staff members for proper and effective operation and maintenance of equipment provided under the Grant Aid;
13. To maintain and use properly and effectively the facilities constructed and the equipment provided under the Project;
14. To bear all the expenses, other than those to be borne by the Japan's Grant Aid within the scope of the Project.

5. Cost Estimation

5-1 Cost Estimation Borne by the Recipient Country

5-2 Cost Esimation of Operation and Maintenance

Annex 5-1 Cost Estimation Borne by the Philippines Side

(1) Site Clearance P 20,000.00

This work shall be done before starting constructions.

Center Building Site Area	8,100 ㎡
Dormitory Building Site Area	2,100 ㎡
	10,200 ㎡

Surface of the project sites are almost flat and there are no big obstacles in the sites. We estimated the cost for site clearance is 2 pesos/㎡.

(2) Construction of Road & Landscaping P 5,700,000.00

- Estimated road construction cost 5,000 pesos/㎡
- Road area around the center building and dormitory building is about 1,140 ㎡

1,140 ㎡×5,000 = 5,700,000.00

(3) Connecting Charges P 679,000.00

1) Electricity P 164,000.00

One month electric charge is connecting charge.

- Center Building P 114,673.00
  ≒P 115,000.00
- Dormitory Building P 48,721.00
  ≒P 49,000.00

2) Telephone P 65,000.00

Investment cost for a business line is P 6,500 per line.

- Center Building
  10 lines×6,500 = P 65,000.00
- Dormitory Building
  Brunch line from TESDA main building

3) Deep Well P 450,000.00

Digging cost for a new deep well estimated 450,000.00 pesos.

(4) General furniture & fixtures P 1,200,000.00

• Number of estimated center staffs	68
• Number of advisers	5
• NGO and other groups	7
Total	80

General furniture (desk, chair, locker and cabinet) is 8,000 Pesos per person.

80 (person)×8,000 = P 640,000.00

Fixtures (curtain, blind and others)

estimated P 560,000.00

(5) Banking Arrangement (B/A) P 750,000.00

Approx. 0.1% of total amount of grant aid is cost of B/A.

- Construction Phase- I P 650,000.00
- Construction Phase- II P 100,000.00

(6) Applications Fee for Building Permit P 119,000.00

Floor area up to 5,000 m²..... 10 p/m²

More than 5,000 m²..... Varies

- Center Building (10,713 m²) P 94,278.00 ≒P 95,000.00

5,000 m²×10 P = P 50,000.00

5,713 m²×Varies = P 44,278.00

- Dormitory (2,404 m²) P 24,040.00 ≒P 24,000.00

2,404×10 = P 24,040.00

(7) Custom Clearance Charges P 344,000.00

Custom clearance charges U$ 9.2 per freight ton.

- Phase I

  1,105 ㎥ FT×9.2 (U$)×104.0 (¥)÷3.96 (y/p) = P 266,985.00

  ≒P 267,000.00

- Phase II

  317 ㎥ FT×9.2 (U$)×104.0 (¥)÷3.96 (y/p) = P 76,592.00

  ≒P 77,000.00

(8) Staff Salary for 1997 P 7,500,000.00

In addition to the above cost, TESDA needs the operation cost for the staffs salaries one year before the turn over of the National Center. Because TESDA scheduled to start to prepare the operation of the National Center from April, 1997 and will recruit new staffs and transfer TESDA staffs to the National Center by then. Estimated salaries for the new staffs of the National Center is 7,500,000.- pesos for the year 1997.

(9) Total amount of estimated cost to be borne by Philippines side Table A5-1 show the payment year and total amount of the estimated cost to be borne by Philippines side.

Table A5-1 Estimated cost to be borne by Philippines side

(Unit: Peso)

	1996	1997	1998	Total
(1) Site Clearance	20,000	-	-	20,000
(2) Construction of road & landscaping	-	-	5,700,000	5,700,000
(3) Connecting charges Electricity		164,000		164,000
Telephone		65,000		65,000
Deep Well		450,000		450,000
(4) General furniture & fixtures	-	-	1,200,000	1,200,000
(5) Banking arrangement (B/A) Commission	650,000	100,000		750,000
(6) Application fee for Building permit	95,000	24,000	-	119,000
(7) Custom clearance charges		267,000	77,000	344,000
(8) Staff Salary		7,500,000		7,500,000
Total	765,000	8,570,000	6,977,000	16,312,000

Annex 5-2 Cost Estimate of Operation and Maintenance Cost

(1) Operation Cost

1) Water Bill

There will be no water charge as groundwater will be supplied from a well on the premises. As the water pump will require maintenance, however, the maintenance cost is accounted for.

2) Power Bill

- Main Building

i) Assumed monthly power consumption volume
400 KW×20 (days)×7.0 (hrs)×0.7 = 39,200 KWh/month

ii) Calculation of electricity bill
* Basic fee = 39,200 Kwh×0.970×2.385 p = 90,687 p/month..... (1)
* Additional charges
  - Demand charge (meter rate) = 400 KW×25.00 = 10,000 p ..... (2)
  - Energy charge = 39,200 Kwh×0.62 p/Kwh= 24,304 p ..... (3)
  - Discount (10,000 p + 24,304 p)×0.29 = ▲9,948 p..... (4)
* CERA
  [(2) + (3) + (4)] ¥ ▲0.0152 =▲370 p..... (5)
  Monthly power bill = (1) + (2) + (3) + (4) + (5) = 114,673 p/month
  ≒115,000 ..... (6)
  Annual power bill = (6)×12 = 1,380,000 p/year

- Dormitory Building

i) Assumed monthly power consumption volume
150 KW×20 (days)×5.0 (hrs) = 15,000 KWh/month

ii) Calculation of electricity bill
* Basic fee = 15,000 KWh + 1,000×2,342 p = 35,130 p/month ..... (1)
* Additional charges
  - Demand charge (meter rate) = 150 KW×25.00 = 3,750 p ..... (2)
  - Energy charge = 15,000 Kwh×0.67 = 10,050 p ..... (3)

* CERA

13,800 ¥▲0.0152 = ▲ 209 P..... (4)

Monthly power bill = (1) + (2) + (3) + (4) = 48,721 p

≒49,000..... (5)

Annual power bill = (5)×12 = 588,000 p

Total 2,514,528.00

3) Gas Bill

50 kg LPG gas cylinders will be used to supply gas. In the case of the main building, gas will be supplied to the canteen kitchen, the cooking facilities in the hotel and restaurant workshop and the kiln in the ceramics workshop. Here, only the workshop consumption is considered.

150 kg/day×200 days/year×14 p/kg	=	420,000 p/year

4) Telephone Bill

The main building will have 6 outside lines, one facsimile line and one Internet line while the dormitory building will have 2 outside lines, totalling 10 lines.

Basic charge (unlimited local calls)		
537 p/line/month×10 lines	=	5,370 p/month
Trunk calls/facsimile	=	8,000 p/month
Annual bill = 13,370 p/month×12 months	=	160,440 p/year
	≒	160,000 p

5) Petrol and Oil

A total of 4 vehicles will be provided under the Project, i.e. one 30-seater microbus to be mainly used for the transportation of trainees for OJT, one pick-up truck for the transportation of training equipment, one station wagon to communicate with NGOs, etc. for R & D and advocacy purposes and one fork-lift for the transportation of the equipment and materials in the workshops. The likely petrol consumption of these vehicles is estimated below.

a. Microbus (diesel engine)
1×30 litres/month×7.3 p/litre×12 months = 26,280 p/year

b. Pick-up truck (petrol engine)
1×250 litres/month×9.5 p/litre×12 months = 28,500 p/year

c. Station wagon (petrol engine)
1×250 litres/month×9.5 p/litre×12 months = 28,500 p/year

d. Fork-lift
1×50 litres/month×9.5 p/litre×12 months = 5,700 p/year

e. Generator
1 generator×300 ℓ /month×7.3 p/ ℓ ×12 month = 26,280 p/year

f. Engine oil, etc. = 25,000 p/year

Total = 140,260 p/year

(approximately 140,000 p/year)

6) Training Textbooks, etc.

1,440 trainees×1,000 p/trainee = 1,440,000 p/year

7) R & D and Advocacy Activities Cost

R & D on one theme: 150,000 p×3 themes = 450,000 p/year
Reporting of R & D achievements, etc. = 300,000 p/year
Advocacy activities cost = 750,000 p/year

Total = 1,500,000 p/year

(2) Maintenance Cost

1) Maintenance expenses of facilities

Building maintenance expenses vary substantially as time elapses. By assuming that annual average maintenance expenses per floor area amount to 50P/m^2 when viewed over a span of 30 years, the facility maintenance expenses are calculated (including the facility cleaning and guarding expenses).

50P/m^2·year×13,117m^2 = 655,850 P/year

2) Maintenance expenses of mechanical system

Mechanical system maintenance expenses will not amount to much during the first five years after the completion of the building, but parts and instruments will have to be replaced with new ones thereafter. The expenses are calculated by assuming that annual average maintenance expenses are about 0.5% of the mechanical system expenses when viewed over a span of ten years.

700,000 P/year

3) Maintenance expenses of vocational training equipment

Maintenance expenses of vocational training equipment will change by the training activities, but if me estimate it by the maintenance cost of OMSD, it is estimated 500,000 P/year. Facility and equipment plan were designed to minimize the maintenance expenses as much as possible. And the consideration of the spare parts for main equipment are taken, and equipment were selected based on the repair and maintenance possibility in Manila by procuring them in locally. We suspect that the maintenance of the equipment will possible by the TESDA budget.

6. Other Relevant Data

6-1 Annual Training Targets

6-2 Training Subject in each Area and Related Trade Test Standard

6-3 Requested Training Subject and Selected Training Subject

6-4 Training Curriculum

6-5 Vocational Training Schedule (Tentative)

6-6 Outline of Existing Research and Institution and Their Tendency

6-7 List of OJT Accepted Industries and Enterprises

6-8 Estimate of Beneficiaries by the NVTDCW

Annex 6-1 Annual Training Targets

Course	Area	No.of Trainee /Batch	No.of Batch /Year	No.of Trainee	Training Duration
1.Comprehensive Trainers Training	1)Automotive	10	1	10	20 Months
	2)Electronics	10	1	10	
	3)Metals	10	1	10	
	4)Agro Processing	16	1	16	
	5)Hotel&Restaurant	16	1	16	
	6)Jewelry	10	1	10	
2.Pre-Employment Training	1)Automotive	10	3	30	4 Months (Average)
	2)Electronics	10	2	20	
	3)Metals	10	3	30	
	4)Ceramics	16	2	32	
	5)Agro Processing	16	2	32	
	6)Hotel&Restaurant	16	2	32	
	7)Garments	10	2	20	
	8)Crafts-Gift & Housewares	16	2	32	
	9)Jewelry	10	2	20	
3.Skills Upgrading Training	1)Automotive	-------	-----	-------	1~2 Months
	2)Electronics	10	4	40	
	3)Metals	-------	-----	-------	
	4)Ceramics	16	4	64	
	5)Agro Processing	16	4	64	
	6)Hotel&Restaurant	16	4	64	
	7)Garments	10	4	40	
	8)Crafts-Gift & Housewares	16	4	64	
	9)Jewelry	10	4	40	
4.Training Methodology Training		12	12	144	80Hrs
5.Non-Skills Training	1)Entrepreneurship Development	20	6	120	80Hrs
	2)Leadership & Management Development	20	6	120	80Hrs
	3)Adovocacy & Social Marketing	20	3	60	40Hrs
	4)Strategic Management & Managing Change	20	2	40	40Hrs
	5)Work Values & Attitude Development	20	2	40	50Hrs
	6)Community Organizing & Development	20	2	40	80Hrs
	7)Cooperative Development	20	1	20	40Hrs
	8)Meetings & Conference Management	20	4	80	24Hrs
	9)Gender Sensitivity	20	4	80	40Hrs
Total	32 Areas	352	96	1,440	

Annex 6-2 Training Subjects in each Areas and Related Trade Test Standard

Training Area	Related Trade Skill Test	Selected Training Subject
1.Automotive	1)Automotive Mechanic(General) 2)Automotive Mechanic(Heavy Duty) 3)Automotive Mechanic(Light Duty) 4)Diesel Engine Mechanic 5)Aautomotive Electrician 6)Fuel Injection Technician 7)Hydraulic Mechanic 8)Batteryman 9)Lubrication Man 10)Automotive Body Repairman 11)Automotive Painter	1)Autotronics 2)Automotive Electricity 3)Engine Tune-up
2.Electronics	1)Computer Operator 2)Computer Programmer 3)Consumer Electronics Mechanic 4)Video Electronics Service Technician 5)Electrical Appliance Service Technician 6)Industrial Electrician 7)Instrumentation Repairman 8)Industrial Electronics:Test standard is developing.	1)Fundamental Principle 2)Consumer Electronics 3)Industrial Electronics (Sequence Control)
3.Metals	1)Gas Welder 2)Electric Arc Welder 3)TIG Welder 4)MIG Welder:Test standard is developing.	1)Welding (Gas Weldin, Arc Welding, TIG, MIG)
4.Ceramics	1)Ceramics Products Maker	1)Designing&Model Making 2)Mold Making 3)Processing, Treatment and Packaging
5.Agro-Processing	Test standard is developing.	1)Fermentation and Biochemistry 2)Drying and Smoking 3)Packaging,Canning and Bottling
6.Hotel & Restaurant	1)Front Desk Clerk 2)Roomboy/Chambermaid 3)Cold Kitchen Cook, Hot Kitchen Cook 4)Baker(General) 5)Pantryman 6)Waiter(General) 7)Bartender 8)Dry Cleaning:Test standard is developing.	1)Front Desk Operation and Management(Include Computer Works) 2)Housekeeping and Maintenance 3)Food&Beverage Servicing 4)Cooking,Food Preparation 5)Dry Cleaning
7.Garments	1)Dressmaker 2)Patternmaker 3)Industrial Cutter(Garments) 4)Sewer(Garments) 5)Embroiderer	1)Designing&Pattern Making 2)Cutting,Sewing and Finishing(Ironing) 3)Industrial Embroidery Machine Operation
8.Crafts-Gifts & Housewares	1)Stuffed Toy Maker 2)Leathergoods Assembler 3)Rattan Furniture Maker 4)Bamboo Furniture Maker	1)Stuffed Toy Making (Cloth,Leather)
9.Fine Jewelry	1)Jewelry Maker(Goldsmith & Silver Smith) 2)Stone Setter/Engraver 3)Gem Cutting:Test standard is developing.	1)Fine Jewelry Designing 2)Casting,Making&Finishing 3)Stone Setting&Engraving 4)Appraisal 5)Gem Cutting & Polishing

Annex 6-3 Requested Training Subjects and Selected Training subjects

Subject after discussion	Proposed Subject
1. Automotive 1)Autotronics 2)Automotive Electricity 3)Engine Tune-up	1)Autotronics 2)Automechanics 3)Automotive Body Repair 4)Automotive Body Painting 5)Upholstery 6)Auto Sound and Security
2. Electronics 1)Fundamental Principle 2)Consumer Electronics 3)Industrial Electronics(Sequence Control)	1)Industrial Automation & Robtics 2)Semiconductor Assembly 3)Consumer Durables Electronics 4)Medical Electronics
3. Metals 1)Welding(Gas Welding,Arc Welding,TIG,MIG)	1)Welding 2)Metal Finishing and Plating 3)Computer Aided Design
4. Ceramics 1)Designing & Model Making 2)Mold Making 3)Processing, Treatment and Packaging	1)Designing & Model Making 2)Mold Making 3)Processing, Treatment and Packaging
5. Agro-Processing 1)Fermentation and Biochemistry 2)Drying and Smoking 3)Packaging, Canning and Bottling	1)Fermentation and Biochemistry 2)Drying and Smoking 3)Canning and Bottling 4)Testing and Quality Control
6. Hotel & Restaurant 1)Front Desk Operation and Management (Include Computer Works) 2)Housekeeping and Maintenance 3)Food and Beverage Servicing 4)Cooking, Food Preparation 5)Dry Cleaning	1)Front Desk Operation and Management (Include Computer Works) 2)Housekeeping and Maintenance 3)Food and Beverage Servicing 4)Cooking, Food Preparation
7. Garments 1)Designing and Pattern Making 2)Cutting, Sewing and Finishing(Ironing) 3)Industrial Embroidery Machine Operation	1)Designing and Pattern Making 2)Industrial Sewing Machine Operation 3)Industrial Embroidery Machine Operation 4)Dry Cleaning
8. Crafts-Gift & Housewares 1)Stuffed Toy Making(Cloth, Leather)	1)Leathercraft 2)Home Decor and Novelty Items 3)Stuffed Toy Making 4)Bamboo and Rattancraft
9. Fine Jewelry 1)Fine Jewelry Designing 2)Casting, Making and Finishing 3)Stone Setting and Engraving 4)Appraisal 5)Gem Cutting and Polishing	1)Fine Jewelry Designing 2)Casting, Making and Finishing 3)Stone Setting and Engraving 4)Polishing 5)Appraisal 6)Goldsmithing 7)Gem Cutting and Polishing
Total: 27 Subjects	39 Subjects