

# **Annex 1**

### Schedules of Evaluation Activities

Main Activities	Months, 2006		
	Feb	Mar	Apr
Formulate evaluation study plan, including evaluation grid (grasp project framework by studying project documents available at JICA office)			
Prepare materials for explanation meeting			
Conduct kick-off meeting to level off understanding about the project and evaluation process and contents			
Prepare survey questionnaires, interview guides, & guides for conducting focus group discussions			
Conduct focus group discussion with OSHC staff at OSHC office, Quezon city			
Make official JICA letters and send survey questionnaires to ex-participants and OSH counterparts			
Make follow up and retrieve survey questionnaires			
Conduct focus group discussions and interviews in Cambodia and Vietnam			
Analyze results of survey questionnaires, focus group discussions and interviews			
Write draft study report			
Review draft report			
Finalize and submit final report to JICA			

## **Annex 2**

**Annex 2: Participants to**

- (i) Focus-Group Discussion with OSHC staff, (ii) Focus-Group Discussions in Cambodia and Vietnam, and (iii) Respondents to survey questionnaires

**1. Participants to FGD with OSHC staff, February 16, 2006, OSHC office**

1	Ms Rosanna Tubelonia, OSHC	7	Engr Onna Cruz, OSHC
2	Ms Maritess Sison, OSH	8	Ms Maria Jayona, OSHC
3	Engr Nelia Granadillos, OSHC	9	Mr Nick Baoy, JICA
4	Ms Jeane Mendoza, OSHC	10	Ms Grace Ciego, JICA
5	Engr Melba Marasigan, OSHC	11	Mr Rey Gerona, JICA
6	Dr Ma Pureza Fontelera, OSHC		

**2. Participants to the Focus-Group Discussion (FGD) in Cambodia and Vietnam, February 20-24, 2006**

Cambodia		Vietnam	
1	Mr Khon Naryth, Occupational Health Dept	1	Mr Dong Huong, OSD Ministry of Labor
2	Mr Neang Sivatha, OHD	2	Mr Nguyen Due Hung, Center for Env
3	Mr Han Nopakun, OHD	3	Mr Dang Cham Thong, Bureau of Safe Work
4	Mr Khann Tola, OHD	4	Mr Le Manh Tien, Employers" organization
5	Mr Sum Suphorn, Social Security Dept.	5	Mr Khang, Dept of Occupational Safety
		6	Mr Trung, VCCI

**3. Respondents to the survey questionnaire, February-March-April 2006**

1	Mr Pariaman Sinaga, Indonesia	11	Mr Neang Sivatha, Cambodia
2	Ms Chayakarn K., Thailand	12	Mr Han Nopakun, Cambodia
3	Mr Komson I, Thailand	13	Mr Khann Tola, Cambodia
4	Mr Haji Rambli, Brunei	14	Mr Sum Suphorn, Cambodia
5	Mr Khairul Afandi, Malaysia	15	Mr Dong Huong, Vietnam
6	Mr Lena Kurniawati, Indonesia	16	Mr Nguyen Due Hung, Vietnam
7	Mr Anis Fahmy Pauzi, Malaysia	17	Mr Dang Cham Thong, Vietnam
8	Mr Bernard Bairoy, Philippines	18	Mr Le Manh Tien, Vietnam
9	Mr Surasak Bunluesak, Thailand	19	Mr Khang, Vietnam
10	Mr Khon Naryth, Cambodia	20	Mr Trung, Vietnam
		21	Ms Rosanna Tubelonia, OSHC-Philippines

## **Annex 3**



## **Annex 4**

**TERMINAL EVALUATION STUDY OF TCTP ON IMPROVEMENT OF OSH IN SMEs  
SURVEY RESULTS (CAMBODIA)**

**1. BASIC INFORMATION ABOUT THE RESPONDENTS**

Name	(1) Khon Naryth	(2) Neang Sivatha	(3) Han Nopakun	(4) Khann Tola	(5) Sum Suphorn
Sex	Male	Male	Male	Male	Male
Year of Participation	2003	2004	2001	2005	2002
Current Office	Occupational Health Department	-ditto-	-ditto-	-ditto-	Social Security Department
Current Position	Deputy Director	Staff	Chief of Bureau	Vice-Chief of Bureau	Deputy Director
Previous Position	Chief of Bureau	Same	same	Same	Dep Director-OHD

**2. RESPONSES TO SURVEY QUESTIONS**

1.	Did you learn new skills from the training?	Yes	Yes	Yes	Yes	Yes
1.1	What are those skills?	Fire escap Lifestyle Material handling PPE Accident investigaiton	PPE Housekeeping Risk environment in workplace	Chemical Fire explosion PPE Accident investigation Machine safety Confine space work Material handling	Fire and classification of fire Housekeeping Machine safety PPE	No answer
1.2	If NO, ....	NA	NA	NA	NA	NA
2.	Are these skills useful in current work?	Yes	Yes	Yes	Yes	Yes



2.1	In what way?	Improved our ability to inspect workplace; Able to share knowledge to co-workers, trade union and OSH committee in factories	To protect workers from accident	Training of colleagues and workers on OSH; Conduct of inspections in workplaces e.g., garment factories	Providing advice to workers and employers for protection and prevention of accidents in the workplace	Formulating sub-decrees on social security law
3.	Did you find opportunity to apply the skills learnt in your work after the training?	Yes	Yes	Yes	Yes	No
3.1	If yes, how?	Inspection of OSH in workplaces	Inspection of garment factories	Conduct of training to OSH infirmary physicians; Providing advice about OSH to medical inspector	Conduct of inspection in factories	NA
3.2	If no, why	NA	NA	NA	NA	NA. Transferred to Social Security Dept
4.	Did you have opportunity to share skills learned to co-workers?	Yes	Yes	Yes	Yes	No
4.1	If yes, in what way?	Give advice to colleagues while on the job	Discuss OSH issues during weekly meeting and during factory inspections	Share skills during conduct of inspection visits; Conduct of workshop on OSH	Giving advice during conduct of inspection	
4.2	If NO, why?	NA	NA	NA	NA	NA. Transferred to social security dept

5.	Did you find opportunity of share the knowledge and skills learned to SMEs	Yes	Yes	Yes	Yes	NA. Transferred to social security dept
5.1	If Yes, how?	During conduct of regular OSH inspection of workplaces	During conduct of factory inspections	During OSH workshops supported by ILO	During conduct of workshop on OSH	NA
5.2	If No, why					Transferred to social security department
6.	Did you find opportunity to update your knowledge on OSH after the training?	Yes	Yes	Yes	Yes	Yes
6.1	If Yes, in what way?	Attended workshops on OSH organized by ILO; attended short training on OSH in ASEAN countries	I gain more knowledge on OSH in conduct of my job	Self-study; attended training for safety officers in Singapore	No comment	Attended further trainings in Singapore and Japan
6.2	If No, why?	NA	NA	NA	NA	NA
7.	Did you find any opportunity to implement your Re-entry Plan?	Yes	Yes	Yes	No	NA. Transferred to Social Security Department
7.1	How soon?	No response	Upon return	1 year after the training	NA	NA

7.2	How did you implement it?	No response	Sharing of new learnings to colleagues during meetings and briefing of factory safety committee during inspections	Share knowledge on OSH to infirmary physician, factory manager, etc. during inspection visits at workplace; conduct small training workshop on OSH in OHD		
7.3	If No, why?	NR	NA	NA	NA. Just completed the training last year	NA
8.	Suggestions to improve the effectiveness of the training program	OSH skills for construction industry is needed in Cambodia	No comment	Training program should focus on construction safety	No comment	No comment
9.	Other comments	More trainings should be conducted to transfer skills to other staff in OHD	No comment	No comment	Conduct of OSH training for drivers to reduce traffic accidents.	No comment

**TERMINAL EVALUATION STUDY OF TCTP ON IMPROVEMENT OF OSH IN SMEs  
SURVEY RESULTS (VIETNAM)**

**1. BASIC INFORMATION ABOUT THE RESPONDENTS**

Name	(6) Dong Huong	(7) Nguyen D Hung	(8) Da Cham Thong	(9) Le Manh Tien	(10) Khang	(11) Trung
Sex	Male	Male	Male	Male	Male	
Year of Participation	2002	2003	2002	2003	2004	2005
Current Office	Occupational Safety Department, MOLISA	Center for Environment and Working Condition	Bureau of Safe Work	Employer's organization	Department of Occupational Safety	VCCI
Current Position	Senior Officer	Director	Senior Expert on OSH	Consultant manager	Deputy Chief of Division	Senior officer
Previous Position		Same	Same	Same	Same	Samre

**2. RESPONSES TO SURVEY QUESTIONS**

1.	Did you learn new skills from the training?	Yes	Yes	Yes	Yes	Yes	Yes
1.1	What are those skills?	No answer	Evaluation methodology Systematic training Organizing training courses	Skills in conducting trainings on OSH	How to organize a comprehensive training programme Some specific OSH in certain area Teaching methodology	Learned simple, comprehensive and intuitional training method How to conduct lively training Developed self-confidence	Clearer knowledge on OSH especially on safety issue How to organize training courses for associations more effectively
1.2	If, NO,.....	NR	NA	NA	NA	NA	NA
2.	Are these skills useful in work?	Yes	Yes	Yes	Yes	Yes	Yes

2.1	In what way?	NR	NR	Training of colleagues	- in composing training materials and manual	Application of simple but comprehensive training methods	I can expand my activities for Vietnamese SMEs and associations
3.	Did you find opportunity to apply the skills learnt in your work after the training?	Yes	Yes	Yes	Yes	Yes	Yes
3.1	If yes, how?	NR	Conduct of training courses	Conduct of training for employers, workers and farmers; act as lecturer on OSH	Direct and indirect training to enterprises Composing manual	Giving lectures during trainings on OSH	Supporting Vietnamese SMEs and associations by sharing my knowledge on OSH in many fields
3.2	If no, why	NA	NA	NA	NA	NA	NA
4.	Did you have opportunity to share skills to co-workers?	Yes	Yes	Yes	Yes	Yes	Yes
4.1	If yes, in what way?	NR	Sharing of training materials	Share skills in everyday work	Sharing the training manual (hard copy and e-copy)	Communicating with my co-workers and sharing training materials Participating in trainings on OSH	During monthly office meetings where we brainstorm on OSH issues and share my knowledge to co-workers

4.2	If No, why?	NA	NA	NA	NA	NA	NA
5.	Did you find opportunity of share the knowledge and skills learned to SMEs	Yes	Yes	Yes	Yes	Yes	No
5.1	If Yes, how?	Conduct of trainings	Conduct of training and workshops for SME	During conduct of trainings for SME workers; share OSH information in the website	Conduct of training of trainers (TOT)	Providing lectures during training classes on OSH Instructing the SMEs during conduct of OSH inspections	I am still collecting experience now; I hope to be a trainer in the future so that I can share my experience on OSH to SMEs in Vietnam
5.2	If No, why	NA	NA	NA	NA	NA	NA
6.	Did you find opportunity to update your knowledge on OSH after the training?	Yes	Yes	Yes	Yes	Yes	Yes
6.1	If Yes, in what way?	- Attend training - Reading books	- Attend conferences	Thru the internet, reading literature	Further training on specific OSH areas	Reading ILO materials on OSH Practice my skills through lectures on OSH for laborers and employers	Participate in some training on OSH
6.2	If No, why?						

7.	Did you find any opportunity to implement your Re-entry Plan?	Yes	Yes	Yes	Yes	Yes	Yes
7.1	How soon?	Immediately upon return	Immediately upon return	Immediately upon return	Immediately upon return	Immediately upon return	Within year of training
7.2	How did you implement it?	NR	NR	Disseminate OSH information to employers, workers and farmers through training, newsletter and bureau's website	NR	Conduct of training classes on OSH Use knowledge and skills learned to institute the policies on OSH in daily work	Conduct of training of trainers and associations to multiply knowledge on OSH in SMEs The activities are part of the plan of our office
7.3	If No, why?	NA	NA	NA	NA	NA	NA
8.	Suggestions to improve the effectiveness of the training program	Conduct training for trainers	<ul style="list-style-type: none"> <li>- More interactive communication between participating countries</li> <li>- Update participants on new OSH issues</li> </ul>	<ul style="list-style-type: none"> <li>- Conduct survey of OSH training needs in target countries</li> <li>- Exchange experiences before training</li> <li>- Interactive communication after training</li> <li>- Focus training on specific sectors</li> </ul>	<ul style="list-style-type: none"> <li>- The program should focus on how to multiply the knowledge not only thru training of "plain trainers"</li> <li>- Try to avoid overlap of lessons to be given and what the participants already know</li> <li>- Interactive communication to</li> </ul>	<ul style="list-style-type: none"> <li>- Training content should be more specialized in the methods and technology of safety to avoid occupational accidents and diseases</li> <li>- should expand the special subjects on occupational safety in many other fields</li> </ul>	Focus more on training of trainers

					watch out the outcome and effectiveness of the programme	such as chemical safety in construction, safety in using hot equipments, safety in exploring minerals	
9.	Other comments	Continue the program for five more years	No comment	No comment	No comment.	No comment	Training program is excellent



**TERMINAL EVALUATION STUDY OF TCTP ON IMPROVEMENT OF OSH IN SMEs  
SURVEY RESULTS (OTHER COUNTRIES)**

**1. BASIC INFORMATION ABOUT THE RESPONDENTS**

Name	(12) Pariaman Sinaga	(13) Chayakarn K.	(14) Komson I	(15) Haji Rambli	(16) Khairul Afandi
Sex	Male	Female	Male	Male	Male
Year of Participation	2005	2005	2003	2005	2002
Country	Indonesia	Thailand	Thailand	Brunei	Malaysia
Current Office	Ministry of Cooperatives-SME	Safety Sector	-Labor	Labor department	Industrial Resins (M) Berhad
Current Position	Deputy Assistant for Coop Research	General Administrator	Chief Safety Officer	Senior Labor Inspector	Head, Safety Health Environment
Previous Position	Same	Same	Team Head	Same	Safety Health Officer

**2. RESPONSES TO SURVEY QUESTIONS**

1.	Did you learn new skills from the training?	Yes	Yes	Yes	Yes	Yes
1.1	What are those skills?	Identification of hazards in industrial company Horizon about OSH regulation on various countries; Extension method in socializing OSH; Calculation of cost due to OSH failure	Method of estimating indirect cost of accidents Use of Ergonomics for preventing accidents	How to train people on safety	I learned skills on OSH and how to be a trainer	Managing OSH in workplace in different perspective
1.2	IF NO, ....	NA	NA	NA	NA	NA
2.	Are these skills useful in work?	Yes	Yes	Yes	Yes	Yes

2.1	In what way?	To raise this to SME promotion in Indonesia, both individually and in group	I can apply the new knowledge and skills for the safety management in the office		It is useful since I work as Inspector in the Safety and Health Unit	Can propose new safety and health program to be implemented in the organization
3.	Did you find opportunity to apply the skills learnt in your work after the training?	Yes	Yes	Yes	Yes	Yes
3.1	If yes, how?	I will conduct research of OSH in SME in Indonesia and hold a seminar on OSH implementation in SME and local government	To present process and method to top management for consideration	Training was useful in explanation and demonstration of OSH using training equipment	My new learning serves as guide when I do site inspection	As in-house trainer on OSH, we encourage employers to upgrade their safety standards
3.2	If no, why	NA	NA	NA	NA	NA
4.	Did you have opportunity to share skills learned to co-workers?	Yes	Yes	Yes	Yes	Yes
4.1	If yes, in what way?	I explain OSH issues to my colleagues during meetings; I also share with them articles and papers on OSH program	Present paper and recommendation during office meeting	During safety meetings where I present safety plan and report result of action	As required by our department, we make a report to our commissioner and the Ministry of Home Affairs. For our department we present	Through consultation and sho a good example in developing OSH as culture of work

					our report in the form of “powerpoint” in a meeting attended by senior officials and co-workers	
4.2						
5.	Did you find opportunity of share the knowledge and skills learned to SMEs	Yes	Yes	Yes	Yes	Yes
5.1	If Yes, how?	It is possible to promote OSH among SMEs through equipment improvement and increasing quality of human resources by training or comparative study	By contact with the SME sector for sharing the idea and knowledge	By applying to the government as safety trainer	Every month, I give talk on Workmen Compensation to 20-40 employers for a half-day familiarization course – to provide basic information about our department, labor laws and procedures	When invited to give talk in OSH seminars
5.2	If No, why	NA	NA	NA	NA	NA
6.	Did you find opportunity to update your knowledge on OSH after the training?	Yes	Yes	Yes	Yes	Yes

6.1	If Yes, in what way?	There are opportunities but limited due to budget shortage	On the job training Attending other training	Through the internet; Membership in several safety club	By attending ASEAN OSH Net Workshop in Kuala Lumpur in March 2006	By participating in National Program in OSH
6.2	If No, why?	NA	NA	NA	NA	NA
7.	Did you find any opportunity to implement your Re-entry Plan?	Yes	Yes	Yes	No. Still awaiting feedback from the commissioner on my report	Yes
7.1	How soon?	1 year after training	Within 1 year	1 year after the training		1 year after training
7.2	How did you implement it?	Upon return to Indonesia, I submitted my report to the Minister including proposal in relation to OSH program for SME. Aside from that, I coordinated with Manpower Ministry. Within this year, we will conduct joint research and seminar on OSH condition of SME in Indonesia	Subject: Risk at work Target: training for employees 20 times a year  Subject: Basic fire fighting Target: 20 times a year	By providing safety training to many companies on Basics of Safety, Fire Safety and How to Work with Machine	Any plan to be implemented must have approval from top officials Time factor (just completed the training last year)	Health issue on exposure of hazardous chemical to employees; by doing systematic hazard identification, risk assessment and risk control, program on prevention of occupational disease had been implemented and been monitored by safety and health committee closely
7.3	If No, why?	No response	NA	NA	NA. Just completed the training last year	NA

8.	Suggestions to improve the effectiveness of the training program	<p>Increase time allocation for practicing individually of each equipment</p> <p>Display the new method and opportunity to apply it in home countries</p> <p>Adjust allowance to keep up with increase in living cost</p>	<p>Extend training from 3 weeks to 4 weeks (1 month)</p> <p>More plant visits</p>	This survey should be done 6 months or 1 year after the training	<p>Include the sponsor country (Japan) in the training</p> <p>More relevant plant visits such as agriculture, coal mine, etc. to study real situation (types of hazards) and environment</p>	<p>Make training objective more specific</p> <p>Curriculum design should cover more topics on OSH management</p> <p>Training methods should adopt adult learning methods</p> <p>Improve training facilities and equipment so that training is not in classroom only</p>
9.	Other comments	<p>Give opportunity for participants to join other activities such as comparative study to Japan/European country and special workshop in developed country to update knowledge of the participant</p> <p>To foster relationship among ex-participant or among institutions, it is necessary to establish a bulletin or joint activities</p>	<p>Convene ex-participants every year or every two years after training for exchanging ideas</p> <p>The course must go on</p>	I wish to attend a seminar specifically on Safety	<p>Training was excellent; mixture of participants with varied experiences and dedicated lecturers made the training fruitful and enjoyable;</p> <p>Special food should be provided for Muslims</p> <p>Ample time allocated for afternoon prayer and special prayer room to be provided.</p>	Consider reunion of all trainees for sharing experiences and knowledge after training

**TERMINAL EVALUATION STUDY OF TCTP ON IMPROVEMENT OF OSH IN SMEs  
SURVEY RESULTS (OTHER COUNTRIES)**

**1. BASIC INFORMATION ABOUT THE RESPONDENTS**

Name	(17) Lena Kurniawati	(18) A. Fahmy Pauzi	(19) Bernard Bairoy	(20) S. Bunluesak	(21) M. Hossain Foku
Sex		Male	Male	Male	Male
Year of Participation	2004	2004	2004	2005	
Country	Indonesia	Malaysia	Philippines	Thailand	Bangladesh
Current Office	Directorate of Safety and Health	Malaysian Employers Confederation	Canadian Red Cross	Government	BSSF (Private)
Current Position	Chief of Electrical and Fire Protection Safety and Health	Associate Consultant	Project Manager (Banda Aceh)		President
Previous Position	Safety Inspector	Same	Project Coordinator – OSH and Education Project, National Union of Bldg and Const Workers	Same	Same

**2. RESPONSES TO SURVEY QUESTIONS**

1.	Did you learn new skills from the training?	Yes	Yes	Yes	Yes	Yes
1.1	What are those skills?	Basic behavior on safety Advocacy on safety Zero accident program Inspection program	Child labor welfare and issues – Philippine experiences	In-depth knowledge of OSH in all sectors Hazard management Experiences of other countries related to legislation and enforcement of OSH in SMEs and informal economies	Adult learning Mechanisms of organized training modules	Safety measures and laws related to safety of workers

1.2	If NO.....	NA	NA	NA	NA	NA
2.	Are these skills useful in current work?	Yes	Yes	Yes	Yes	Yes
2.1	In what way?	To make standard and regulation for safety and health To train and promote the behavior safety in industry and other enterprises	As OSH Consultant, learning OSH and sharing experiences during the program help me create better understanding and develop networking	More focused in dealing OHS concerns not only in construction but also in other sectors	It is useful in my role and responsibilities concerning OSH promotion services	The workers are trained about the use of safety appliances and get rid of accidents
3.	Did you find opportunity to apply the skills learnt in your work after the training?	NR	Yes	Yes	Yes	Yes
3.1	If yes, how?	NR	The materials given by organizer were adopted and adapted in my training session to further improve the	I became more passionate in the conduct of OSH-related training to common workers from all sectors; Became more aware of the importance of OSH for high productivity thus economic gains for industry and country Enable to engage local authorities,	As government officer, I have chances to cooperate with other relevant authorities by means of counseling,	The members of my federation are trained to use safety measure to avoid accident and as a result they face little number of accident at work

			learning experience of my participants	employers and workers in giving OSH the highest order of priority	training, and providing information	
3.2	If no, why	NR	NA	NA	NA	NA
4.	Did you have opportunity to share skills learned to co-workers?	NR	Yes	Yes	Yes	Yes
4.1	If yes, in what way?	NR	Every organization in Malaysia is required to have Safety and Health Committee and this was my venue to share experience with the Committee of my organization members	Training and education is my passion. I volunteer my time and resources into it	I had my knowledge transfer by developing study report as an information resource within the organization	I trained members of my federation to use safety devices to keep them away from occupational diseases
4.2	If, NO...	NA	NA	NA	NA	NA
5.	Did you find opportunity of share the knowledge and skills learned to SMEs	Yes	Yes	Yes	Yes	Yes



5.1	If Yes, how?	Through socialization, training and advocacy	50% of our member companies are SMEs and therefore they benefit from sharing of knowledge and skills directly through training organized by the Federation	I offer free training sessions to the workers especially those who cant afford to pay for formal training sessions offered by private and public OSH training organizations	By giving advice to SME sector; Transfer of knowledge to safety officers at any level by providing training and information	Some members of my federation are employed in the SME sector. I trained them about P.P. to avoid accident/hazard. As a result degree and frequency of accident was lessened
5.2	If No, why	NA	NA	NA	NA	NA
6.	Did you find opportunity to update your knowledge on OSH after the training?	Yes	No	Yes	Yes	Yes
6.1	If Yes, in what way?	Attending other trainings and seminars, learning OSH standard/regulation from other countries	I already updated my knowledge thru my training; after the training, it was not time to update but to implement the knowledge learned	Through independent research and attendance to conferences and for a; However, it is very limited because quality conferences are often abroad & I cant afford it.	By attending training on OSH issues from time to time	No response
6.2	If No, why?	NA	NA	NA	NA	NA
7.	Did you find any opportunity to implement your Re-entry Plan?	Yes	Yes	Yes	Yes	Yes

7.1	How soon?	Immediately upon return	Immediately upon return	Immediately upon return	Immediately upon return	2 years after training
7.2	How did you implement it?	<p>Making standard for OSH inspection Inspection of SME sector</p>	<p>My re-entry plan was to enhance the notification and reporting of accidents to authorities which was very low before attending the training. Concurrently, Malaysia introduced a new regulation which made reporting of accidents mandatory to all companies. In response to this, the Federation manage to conduct a series of road show to explain the new regulation and provide insight on how to comply with the new regulation. We have successfully attracted 500 companies nationwide to attend the roadshow. As a result, the awareness level of the reporting requirement increased and many companies made follow-up action by inviting the</p>	<p>Housekeeping within the organization; explained the importance of OSH to political officers and secretary generals of the union Conducted basic OSH in construction to about 500 workers</p>	<p>I do generate the relevant knowledge consistent with the policies and plan especially in the account of National Safety Week. In addition, the time frame of promoting OSH is unlimited within OSH National Master Plan (5 years</p>	<p>Conducted 1-week training for federation members; spot visit was one of major activities</p>

			federation to assist in establishing their internal procedure on said regulation			
7.3	If No, why?	No response	NA	NA	NA. Just completed the training last year	NA
8.	Suggestions to improve the effectiveness of the training program	Include subjects on specific OSH in shipyard and OSH in confined space	No further comment	<p>Objectives: most session objectives were not clearly stated to the participants; some objectives are not learning objectives (for the participants) but objectives (of the trainer/facilitator/resource person) to have excellent delivery</p> <p>Curriculum: subjects covered are comprehensive enough</p> <p>Training duration: enough for classroom-type delivery but needs more time for adult learners who appreciate participatory and active lectures/delivery</p> <p>Time allocation for lectures: perfect for one-way lecture' lectures</p>	If possible, the OSH drills on workplace visits may be extended to other site locations such as the ex-country.	<p>Legal provisions about health and safety should be more elaborate;</p> <p>Training duration should be at least 6 weeks;</p> <p>Workshop and exercises should be held more frequently;</p> <p>Number of plant visits should be increased;</p> <p>Training method should be fully audio-visual using power point method</p>

				<p>are one-way, very limited interaction from participants</p> <p>Site visits – excellent</p> <p>Training methods – most are traditional classroom lecturers; needs more improvement vis-à-vis level of experience of participants in terms of session delivery and meeting learning objectives</p> <p>Training facilities and equipment – excellent</p>		
9.	Other comments	Participants should be people who engage in OSH practice e.g. OSH Inspection/Chief, employer/employee who handle OSH in their workplace	Training was good; lecturers were friendly and helpful; materials were relevant and hospitality of the host was First Class	<p>Training programs should be re-visited regularly; this can be checked through the conduct of follow-up activities for the participants;</p> <p>In terms of content, the program is very extensive but in terms of delivery, great effort should be done to improve</p>	I prefer to have advanced training program; Support more than 1 nominee in one country	As the training is of technical nature, refresher course is required to be held to accomplish the training so that participants can acquire full knowledge in implementation.

## **Annex 5**

## HIGHLIGHTS OF SURVEY ACTIVITIES IN CAMBODIA & VIETNAM

**February 20, 9am-12am**

**FGD with 5 ex-participants of TCTP**

**Occupational Health Department (OHD) Office**

**Ministry of Labor, Phnom Penh, Cambodia**

- All participants noted that they have acquired new knowledge and skills during the training;
- Of the 5 who received training, 4 remain working in OHD. One ex-participant was promoted as Deputy Director of the newly created Social Security Department under the Ministry of Labor.
- All participants noted that skills learned from the course are useful in their current work which involves inspection of Occupational Safety and Health (OSH) conditions of factories, hotels and restaurants and medical check-up for workers. The ex-participant who transferred to the Social Security Department was able to apply his knowledge and skills on OSH in the formulation of rules and guidelines for implementation of the social security law enacted in 2002 establishing the National Social Security Fund.
- After the training, they had opportunities to share the skills acquired to their colleagues in the course of doing their regular work and conduct of workshops supported by the International Labor Organization (ILO).
- They were also able to share their acquired skills to the Small and Medium Enterprise (SME) sector during factory inspection wherein they discuss OSH problems with the members of safety committee of each factory. Also, they were able to share their skills during OSH meetings and workshops conducted for trade unions and SMEs
- They were able to update their OSH skills through interactions with their colleagues, self study, attending workshops sponsored by ILO and attending training/seminars abroad sponsored by Asean OSH Network and the Government of Singapore.
- OHD needs to train more of its staff on OSH. In particular, training is urgently needed to address the OSH concerns in Cambodia's booming construction industry. At present, OHD has neither the capacity nor credibility to address these concerns.
- Moreover, OHD has inadequate facilities and equipment for OSH.
- Suggestions for designing future TCTP on OSH:

- Include participants from the trade unions and industry;
- Focus on OSH in the construction industry

**February 20, 2pm-4pm**

**Meeting with JICA staff**

**JICA Cambodia Office, Phnom Penh**

- The survey team briefed the JICA officials and national staff on the background and objectives of the study and survey activities being done in Cambodia.
- The team also shared its initial findings from the focus group discussion with ex-participants in from OHD of the Ministry of Labor, namely:
  - Trainees were able to apply their acquired skills in their work;
  - Trainees were able to share their acquired skills to their colleagues and the SME sector through meetings, workshops and factory visits
  - Trainees conducted 3 workshops for SMEs with funding support of ILO
  - Some trainees were able to update their OSH skills by attending ILO workshops and further trainings in Singapore
- JICA Cambodia suggested that it might be more effective to OSH send consultants and experts to Cambodia instead of sending participants to TCTP
- While TCTP enables participants to acquire skills, it is equally important to look into how the ex-participants are applying these skills in their workplace.
- It is important to assess the situation of key industries in Cambodia in order to determine the training needs. Currently, Cambodia needs to build its capacity on OSH policy formulation and regulation.

**February 21, 8:30am-10:00am**

**Meeting with Undersecretary of the Ministry of Labor,**

**Director of OHD and Bureau Chiefs**

**OHD Office, Phnom Pehn**

- OHD was originally established in 1993 with 6 bureaus: polyclinic, laboratory, industrial hygiene, safety, statistics and external relations and admin/finance;
- In 1997, 2 more bureaus were added to OHD: ASEAN OSHNet and Health Documents;
- Regulations on occupational hygiene and safety in Cambodia are very basic but are consistent with ILO standards and regulations, e.g., enterprise infirmary, confined

- space, seating arrangements, etc.;
- Major functions of OHD include: enforcing regulation for OSH; inspection of factories and medical check-up for new workers;
  - Current challenges facing OHD are: ill-equipped laboratory; lack of trained manpower on OSH; and lack of qualified safety inspectors.;
  - Future plans: strengthening of OSH committees at the enterprise level by establishing an accreditation/certification system for safety officers in factories; developing a pool of certified/accredited trainers within OHD and industry to conduct training on OSH;
  - With the construction boom in Cambodia, there is need to regulate OSH in construction sites; currently, OHD has no skill and capability to enforce OSH in the construction industry.
  - Suggestion: provide more trainings to Cambodians not only those from the government but also from the industry. Trainings on OSH in construction (vertical and horizontal) industry are much needed.

**February 21, 10am-12pm**

**Visit to factory and construction sites**

- Visit was made together with ex-participants to garments factory owned by Chinese investor in one of the industrial parks in Phnom Penh. This factory has about 3,000 workers producing garments for the US and European markets.
- OHD staff inspects 8 garments factories every week. During inspection, they meet with the safety committee of the factory which is composed of the factory manager, supervisors and safety officer. During the visit, the inspection team accomplishes the safety checklist. Negative findings are immediately brought to the attention of the safety committee for appropriate action.
- There are about 300 garment factories in Cambodia. Each factory has to follow OSH regulation otherwise it will not be allowed to operate. In some cases, the market imposes OSH requirement on the factory.
- In recent years, there has been a significant reduction in work-related accidents in the garment factories in Cambodia.
- Working conditions in the garment factory visited was observed to be within acceptable standards in terms of adequacy of ventilation, toilets, infirmary, seating arrangements, PPE, among others.



**February 23, 10am-11am**

**Meeting with JICA staff**

**JICA Vietnam Office, Hanoi**

- JICA Vietnam coordinated the sending of 12 participants to the TCTP from 2001-2005;
- The JICA Vietnam staff suggested that adequate information about the training be sent in advance to give them time to disseminate such information to concerned agencies;
- Over the years, JICA has been supporting the reconstruction efforts of Vietnam. The present JICA country assistance plan for Vietnam focuses on 24 programs across different sectors;
- Priority given to vocational training is not so high but invitations for Vietnamese participants to TCTP training programs are most welcome.
- JICA Vietnam hopes that the TCTP is extended to allow key persons from the construction industry to participate.

**February 23, 1pm-4pm**

**Focus group discussion with 6 ex-participants and key officials of the**

**Bureau of Safe Work, MOLISA , Hanoi**

- The Director expressed her gratitude for the opportunity given to several of her staff to attend the TCTP in the Philippines not only during 2001-2005 but even during the first phase;
- Ensuring OSH in the workplace is a major concern of the Bureau of Safe Work under the Ministry of Labor (MOLISA). The Bureau has about 120 personnel.
- In 2004, the National Training Center on Occupational Safety was established by the government under the Bureau of Safe Work. In establishing this Center, ex-training participants were utilized to develop the training curriculum and materials and act as trainers during conduct of trainings. The ex-participants revealed that the training materials they got from OSHC during their TCTP training were helpful in developing the contents of their initial training programs.
- The Center conducts about 60 trainings per year. So far, the Center has trained some 3,000 personnel.
- Ex-participants from MOLISA revealed that the skills they have acquired from the TCTP were useful in their work particularly in the design and conduct of trainings

- on OSH for their colleagues and the safety officers of various industries in Vietnam.
- The two ex-participants from the Vietnam Chamber of Commerce and Industry (VCCI), on the other hand, revealed that the TCTP training was very relevant in their task of providing technical advice on OSH to SME associations.
- VCCI implements its own OSH awareness and training programs for its members. Ex-participants noted that the training hand-outs were very useful in designing their OSH training programs.
- VCCI trainings on OSH are subsidized by Vietnam government and foreign donors.
- Ex-participants received further trainings sponsored by foreign donors (ILO, CIDA, DANIDA, etc.) but the TCTP program of JICA and OSHC was deemed as the most comprehensive training on program on OSH that they have attended.
- ILO has recently supported the MOLISA in developing OSH program for the agriculture sector.

**February 24, 3pm-5pm**

**Focus group discussion with 2 ex-participants based in  
Ho Chi Min City**

- The ex-participant from VCCI found the training very relevant in her advocacy work on OSH among SMEs in Ho Chi Min City. The OSH knowledge she acquired from the training was particularly helpful in the drafting of the National Industrial Relations Plan of Vietnam.
- OSH on construction should have more focus in future trainings considering the great number of work-related accidents occurring in this sector.
- Lack of awareness on OSH is a major issue in the SME sector in Vietnam. Unsafe working conditions and violation of safety processes are most prevalent causes of work-related accidents.
- Suggestions for improving the training program: (a) training curriculum design should be industry-specific; (b) give more opportunity for VCCI and labor sector; (c) design a separate training course for less developed countries.
- The ex-participant from the labor sector found the training very relevant in her work as labor representative of the OSH inspection team and in conduct of information campaign among workers on OSH.
- Her suggestions for future training programs on OSH include: (a) focus on training of trainers on OSH within the labor sector; (b) conduct of advanced training courses on OSH for ex-participants.

## **HIGHLIGHTS OF FOCUS GROUP DISCUSSION WITH OSHC COUNTERPARTS**

1. The FGD began with a briefing on the objectives of the TCTP terminal evaluation study by JICA In-house Consultants.
2. The TCTP was implemented for 5 years from 2000 to 2005.
3. Average training cost was estimated at P2.4 million per year.
4. There were 13 countries that were invited each year from which 20 participants were selected to participate in each training batch.
5. Based on country reports and feedback from participants, training on OSH was most needed by CMLV countries (Cambodia, Myanmar, Lao PDR and Vietnam). The OSH level in other ASEAN countries like Singapore, Malaysia and Thailand were either comparable or more advanced than that of the Philippines. Thailand, in fact, is already implementing the Zero Accident Program (ZAP) and WISE.
6. China has no policy on OSH. Recently, it has signified intention to send participants in future training.
7. Changes were introduced in the training curriculum. In 2005, Effects of Globalization and Case Studies on OSH were added.
8. The ASEAN OSH Net strongly recommended the continuation of the OSH training for ASEAN countries.
9. Suggestions for improvement:
  - Conduct of TNA in targeted countries prior to start of training
  - Introduce "electives" in future training where participants select topics of interest or plants to visit depending on his/her interest
  - Use of didactics


## **Annex 6**



**RECORD OF DISCUSSIONS  
BETWEEN  
THE RESIDENT REPRESENTATIVE OF JICA PHILIPPINE OFFICE  
AND  
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF THE  
REPUBLIC OF THE PHILIPPINES ON THE THIRD COUNTRY TRAINING  
PROGRAMME**

Japan International Cooperation Agency (hereinafter referred to as "JICA") represented by the Resident Representative of JICA Philippine Office had a series of discussions with the authorities concerned of the Government of the Republic of the Philippines represented by the Occupational Safety and Health Center (OSHC) concerning the organization of a training course in the field of Improvement of Occupational Safety and Health (OSH) in Small and Medium Enterprises in Selected ASEAN and Asia Pacific Countries under JICA's Third Country Training Programme, and the desirable measures to be taken by both Governments to ensure the successful implementation of the course.

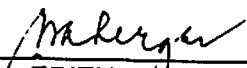
Based on the above discussions, the Resident Representative of JICA Philippine Office and the authorities concerned of the Government of the Republic of the Philippines agreed to recommend to their respective Governments the matters referred to in the documents attached hereto.

Makati City, Metro Manila \_\_\_\_\_, 2001

  
\_\_\_\_\_  
**HIDEO ONO**  
Resident Representative  
JICA Philippine Office

  
\_\_\_\_\_  
**Dr. DULCE P. ESTRELLA-GUST**  
Executive Director  
OSHC 

Witnessed by:

  
\_\_\_\_\_  
**Ms. EDITHA S. ABERGAS**  
OIC Executive Officer  
Special Committee on Scholarships  
National Economic & Development Authority

## ATTACHED DOCUMENT

The Government of Japan and the Government of the Republic of the Philippines will cooperate with each other in organizing a training course in the field of Improvement of Occupational Safety and Health (OSH) in Small and Medium Enterprises (hereinafter referred to as "the Course") under JICA's Third Country Training Programme.

The Government of the Republic of the Philippines will conduct the Course with the support of the technical cooperation scheme of the Government of Japan. The Course will be held once a year from Japanese FY 2001 to JFY 2005, subject to annual consultations between both Governments. The Course will be conducted in accordance with the following:

### 1. TITLE

The Course will be entitled "Improvement of Occupational Safety and Health (OSH) for Small and Medium Enterprises"

### 2. PURPOSE

The purpose of the Course is to provide the participants from thirteen (13) developing countries with an opportunity to upgrade their knowledge and techniques to improve OSH in SMEs and thus contribute to the improvement of national OSH in their respective countries.

### 3. OBJECTIVES

The Course aims to achieve the following:

- 3.1 to discuss possible responses to the OSH needs of SMEs under the current globalization phenomena of economies;
- 3.2 to explain the OSH concerns particularly vulnerable populations within SMEs;
- 3.3 to develop the capability to conduct training courses on workplace safety and health in SMEs;
- 3.4 to show advanced knowledge and skills in improving

environmental control and processes in workplaces involving harmful operations and/or materials;

- 3.5 to demonstrate advanced knowledge and skills in determining occupational health hazards, their effects, and the appropriate measures to mitigate these effects;
- 3.6 to improve their knowledge and skills in ensuring safety in machinery, equipment and dangerous operations; and
- 3.7 to formulate a re-entry plan with which they can share knowledge and skills acquired to identified sectors in their respective countries.

#### 4. DURATION

The duration of the Courses will be approximately three (3) weeks and the Course for JFY 2002 (hereinafter referred to as the first Course) will be held from January 14 – February 1, 2002.

#### 5. CURRICULUM

Tentative curriculum for the first Course is attached as Annex I.

#### 6. INVITED COUNTRIES

The Governments of the following countries will be invited to apply by nominating applicant(s) for the Course:

- (1) Bangladesh
- (2) Cambodia
- (3) China
- (4) India
- (5) Indonesia
- (6) Laos PDR
- (7) Malaysia
- (8) Myanmar
- (9) Pakistan
- (10) Sri Lanka
- (11) Thailand
- (12) Vietnam
- (13) Philippines

7. **NUMBER OF PARTICIPANTS**

The number of participants from the invited countries shall not exceed eighteen (18) in total. And the number of participants from the Philippines shall not exceed two (2).

8. **QUALIFICATION OF APPLICANTS**

8.1 Applicants for the Course are to be nominated by their respective Government organizations in accordance with the application procedure:

8.1.1 for Government participant, to be a senior level position holder, preferably a labor inspector or technical staff involved in training, technical assistance

8.1.2 for a worker's union participant to be a safety and health practitioner with direct and active involvement in the occupational safety and health activities of their companies organizations;

8.1.3 for participant from the employer sector, be a practicing safety and health practitioner with direct and active involvement in the activities of their companies and organizations;

8.2 Participants for the course are :

8.2.1 to be preferably trainers or have experiences in training or facilitating in OSH or related fields;

8.2.2 to preferably have practical experience of more than two years in the field of OSH;

8.2.3 to be more than 25 and under 50 years of age

8.2.4 to have a good command of spoken and written English; and

8.2.5 to be in good health, both physically and mentally, to participate and complete the Course. A medical certificate should be submitted together with the nomination form.



9. **FACILITIES AND INSTITUTIONS**

The Course will be held at the Occupational Safety and Health Center (OSHC) in North Avenue corner Agham Road, Diliman, Quezon City, Metro Manila, Philippines.

10. **APPLICATION PROCEDURE**

- 10.1 A Government applying for the Course on behalf of its nominee(s) shall forward five (5) copies of the prescribed application form for each nominee to the Government of the Republic of the Philippines through diplomatic channels not later than forty-five (45) days before the commencement of the Course.
- 10.2 The Government of the Republic of the Philippines will inform the applying Government, through diplomatic channels, whether or not the applicant(s) is/are accepted to the Course not later than twenty (20) days before the commencement of the Course.

11. **MEASURES TO BE TAKEN BY THE GOVERNMENT OF JAPAN AND THE GOVERNMENT OF THE REPUBLIC OF THE PHILIPPINES**

In organizing and implementing the Course, both Governments will take the following measures in accordance with the relevant laws and regulations in force in each country.

The schedule of the first Course implementation is attached as Annex II.

11.1 The Government of the Republic of the Philippines

11.1.1 National Economic & Development Authority (SCS-NEDA)

- (1) To forward General Information brochures (GI) of the Course to the Government of the invited countries through diplomatic channels
- (2) To monitor and facilitate the course implementation in coordination with the concerned institution.

11.1.2 Occupational Safety and Health Center

- (1) To formulate the curriculum based on Annex I

- (2) To draft and print the General Information brochures (G.I.) and  
to receive application forms through diplomatic channels
- (3) To assign an adequate number of its staff as lecturers/instructors for the Course
- (4) To provide its training facilities and equipment for the Course
- (5) To select participants in coordination with the concerned organization for the course and notify the result of the selection to NEDA and the JICA office as well as to the respective Governments through its diplomatic channels
- (6) To arrange accommodation for the participants
- (7) To arrange international air tickets for the participants from invited countries and meet and see them off at the airport
- (8) To arrange domestic study tour(s) as a part of the Course, if necessary
- (9) To take budgetary measures to cover the cost of conducting the Course, excluding the expenses financed by the Government of Japan
- (10) To issue certificates to the participants who have successfully completed the Course
- (11) To submit a course report to the JICA Philippine Office within thirty (30) days after the termination of the Course
- (12) To submit a statement of expenditures with the receipts and other documentary evidence necessary to verify the expenditures stated above within thirty (30) days after the termination of the Course
- (13) To coordinate any matter related to the Course

## 11.2 The Government Of Japan

- 1) To dispatch Japanese lecturer (s) in accordance with the normal procedures of its technical cooperation scheme, who will give advice to OSHC and deliver some of the lectures. This, however, is subject to the availability of the JICA budget for this purpose and to the availability of suitable lecturer (s) in Japan. OSHC is expected to inform the JICA Office of requests for JICA lecturer (s) not later than the annual consultation.
- 2) To bear the following expenses through JICA:  
(A tentative estimate of expenses for the course is attached as ANNEX III)
  - a) Expenses relevant to participants from invited countries such as international economy class air

fare, accommodations, per-diem, and medical insurance premiums

- b) Expenses relevant to the OSHC such as study tours, textbooks, teaching aids, expendable supplies, copies, honoraria for external lecturer(s) and opening and closing ceremonies

## 12. PROCEDURES FOR REMITTANCE AND EXPENDITURES

Remittance of funds for expenses to be borne by the Government of Japan and the expenditure thereof will be arranged in accordance with the following procedures:

- 12.1 OSHC will open its bank account to keep the funds disbursed by JICA, and inform the JICA Philippine Office of the name of the bank, the account code number, and the name of the account holder.
- 12.2 OSHC will submit to the JICA Philippine Office a bill of estimate for the expenses to be borne by the Government of Japan not later sixty (60) days before the commencement of the Course.
- 12.3 JICA will assess the bill of estimate and either disburse the assessed amount of expenses by check or remit to the BPI account (in case the institute holds a bank account with the Bank of the Philippine Islands) within thirty (30) days after the receipt of the bill of estimate.
- 12.4 OSHC will liquidate the amount and submit to JICA Philippine Office statement of expenditures within thirty (30) days after the termination of the Course.
- 12.5 In case there is any unspent remainder of the amount remitted by JICA, OSHC will reimburse the unspent amount to JICA in accordance with the advice given by JICA. The funds allocated for the flight fare, accommodation, per-diem and medical insurance premiums shall not be appropriated for any other purposes.
- 12.6 When requested by JICA, OSHC will make available for JICA's reference all the receipts and other documentary evidence necessary to verify the expenditures stated in 12.4 above.

13. **OTHERS**

This attached document and the following Annexes attached hereto shall be deemed to be part of the Record of Discussions:

Annex I: Tentative Curriculum of the Course (for JFY 2001)

Annex II: Schedule of Course Implementation (for JFY 2001)

Annex III: Tentative Estimate of Expenses for the first Course (for JFY 2001):

to be borne by the Government of the Philippines  
to be borne by the Government of Japan

*Annex I*

*Tentative Curriculum*

**Third Country Training Programme on OSH in SMEs in Selected  
ASEAN and Asia-Pacific Countries  
January 13 - February 2, 2002  
Occupational Safety and Health Center  
Philippines**

Day/Time	Session/Title	Trainer's Session Objective/s	Methodology	Content
<i>Day 0</i>	Arrival of Participants			
<i>Day 1</i>				
9:00-10:00	Opening Ceremony	1. to introduce participants to key Japanese Embassy, JICA, respective representatives from the Embassies of participants, and DOLE officials; 2. to set the atmosphere for optimum learning conditions of participants	Messages from Japanese Embassy, JICA and DOLE officials, introduction of participants, "Getting to Know You" exercise	Formal opening ceremonies with messages from the Japanese Ambassador or representative, JICA, and DOLE officials. Participants will also be formally introduced. After the formalities, the "Getting to Know You" exercise will ease tensions brought about by new surroundings.
10:30-12:00	Course Orientation	1. to identify participants' expectations of the Course 2. to level off participants' expectations viz-a-viz objectives of the Course	Surfacing and leveling of expectations, overview of the Course	Expectation Check and Overview of the Training
1:00- 2:00	Introducing the Philippines	1. to provide participants with a brief background on Filipino history, culture and values	Film showing, Open forum, discussions	Briefer on Phil History, culture, and values
2:00- 2:30	Introducing the OSHC	1. to introduce the OSHC to the participants-its mandate, vision, mission, programs/plans/activities on OSH in the Philippines and Asia	Video showing, discussions	Introduction of OSHC, its mandate, vision, mission, programs/projects on OSH, including its TCTP intervention

2:30-3:30	Globalization and OSHE Concerns in SMEs	1. to provide information on the OSH concerns of SMEs in the light of globalization 2. to point out possible responses to such concerns	Video showing, lecture, discussions	Characteristics of SMEs in developing countries, OSH problems confronting them as a result of globalization
3:30-5:00	Cultural Dimensions of OSHE	1. to impart information on the cross-cultural commonalities and differences among Asian countries 2. to provide practical tips on handling such differences to improve OSH conditions in various workplaces	Lecture and Inter-active discussions with the participants	Discussion on various Asian cultural traits which affect work attitudes and OSH conditions in the workplace.
<b>Day 2</b>				
8:30-9:30	Checklist Exercise- Overview of Hazards	1. to provide initial hands-on experience on the use of checklist as a tool to identify workplace hazards	Checklist exercise	Discussion on hazards in the workplace; use of checklist to document such hazards; hands-on use of checklist in plant visit
9:30-12:00	Plant Visit	1. to provide practical experience on identifying hazards based on a checklist	Plant visit	
1:00-2:30	Workshop	1. to provide opportunity for discussing findings on workplace hazards	Workshop	Discussion on results of plant visit
2:30-5:00	Presentation of Results	1. to provide forum for sharing insights on workplace hazards	Presentation of results	Participants present the results of group discussion in plenary
<b>Day 3</b>				
8:00-9:00	Recapitulation	1. to determine learnings so far obtained by participants	Review of significant learnings of the previous day	Key points of topics discussed the day before.
9:00-10:00	Materials Handling and Storage	1. to equip participants with knowledge on: the types of manual and mechanical handling; measures to prevent accidents involving materials handling	Lecture; slide presentation; interactive discussion	Classification of manual and mechanical handling; prevention of materials handling accidents

10:00-11:00	Housekeeping (5S)	<ol style="list-style-type: none"> <li>1. to provide information on the 5S elements</li> <li>2. to impart practical application of 5S principles in both home and work lives.</li> </ol>	Lecture; slide presentation; video showing, interactive discussion -	Principles and practical applications of the 5S
11:00-12:00	Machine Safety	<ol style="list-style-type: none"> <li>1. to describe the different hazardous mechanical motions of machines</li> <li>2. to point out different categories of machine guards</li> <li>3. to discuss prevention of dangerous motions</li> </ol>	Lecture; slide presentation; demonstration of actual samples of machine guards; interactive discussion	Principles and practical applications of machine safety
1:00-2:00	Fire Protection and Control	<ol style="list-style-type: none"> <li>1. to define fire and the pyramid of fire</li> <li>2. to discuss the five basic principles of fire protection and control</li> <li>3. to explain use and types of fire extinguishers</li> </ol>	Lecture; slide presentation; interactive discussion	Triangle of Fire; principles and practical applications of fire protection and control
2:00-3:00	Electrical Safety	<ol style="list-style-type: none"> <li>1. to discuss the nature of electricity, the modes of its transmission and effects to the human body</li> <li>2. to emphasize the six (6) preventive measures on electric shock</li> </ol>	Lecture; slide presentation; interactive discussion	Principles and practical applications of electrical safety
3:00-4:00	Personal Protective Equipment (PPE)	<ol style="list-style-type: none"> <li>1. to discuss types of PPEs</li> <li>2. to explain constraints and limitations of PPEs</li> <li>3. to present samples of some PPEs</li> </ol>	Lecture; slide presentation; demonstration of actual PPEs; interactive discussion	PPE as last defense; types of PPEs; limitations and constraints on use of PPEs
4:00-5:00	Safety Inspection, Accident Investigation	<ol style="list-style-type: none"> <li>1. to define and delineate safety inspection and accident investigation</li> <li>2. to point out the two types of inspection</li> <li>3. to provide tips on accident investigation</li> </ol>	Lecture; slide presentation; short exercise, interactive discussion	Safety inspection and accident investigation defined; principles in the conduct of such; short exercise on such

<i>Day 4</i>				
8:30-9:00	Recapitulation	1. to determine learnings so far obtained by participants	Review of significant learnings of the previous day	Key points of topics discussed the day before.
9:00-10:00	Recognition, Evaluation of Chemical Hazards	1. to classify health hazards due to chemical exposure 2. to explain the types of monitoring, sampling methods and the collection of chemicals 3. to stress the use and importance of chemical. Material safety data sheets 4. to present case studies involving chemical hazards	Lecture; slide presentation; case study; interactive discussion	Types and Forms of Chemical Hazards; principles and concepts of workplace evaluation of chemical hazards
10:00-11:00	Recognition, Evaluation of Physical Hazards	1. to assist participants in identifying the types of physical hazards 2. to show actual samples of various measuring instruments 3. to present a case study involving physical hazards	Lecture; slide presentation; short exercise; interactive discussion	Types of Physical Hazards; principles and concepts of workplace evaluation of physical hazards
11:00-12:00	Control of Workplace Hazards	1. to discuss the different control measures- engineering, administrative, and use of PPEs	Lecture; slide presentation; short exercise; interactive discussion	Principles and concepts of control of workplace hazards
1:00-2:30	Workplace Hazards and their Ill Effects	1. to explain the health effects of various workplace hazards to the human body	Lecture; slide presentation; case studies; interactive discussion	Types of Workplace Health Hazards; routes of entry; concepts of toxicity; dose, and hazards; effects of such to the health of workers exposed to them
2:30-5:00	Physical, Chemical, Biological, Ergonomic and Psycho-social Factors in the Workplace	1. to discuss individually the different health hazards	Lecture; slide presentation; case studies; interactive discussion	



<i>Day 5</i>				
8:30-9:00	Recapitulation	1. to determine learnings so far obtained by participants	Review of significant learnings of the previous day	Key points of topics discussed the day before.
9:00-10:00	OSHE and Productivity in the Workplace	1. to emphasize that productivity defined today has expanded to include effectiveness and quality 2. to point out the effects of accidents and illnesses to the productivity of the workplace	Lecture; slide presentation; case studies; inter-active discussion	Productivity defined; problems affecting productivity in the workplace; role of OSH management to improve productivity
10:00-2:00	Plant Visit	1. to identify hazards and recommend control measures based on theoretical inputs so far provided participants	Plant Visit	
2:00-3:00	Workshop	1. to provide forum to discuss plant visit results	Workshop	Discussion of plant visit by groups
3:00-5:00	Presentation of Results	1. to provide a forum to present/share findings of plant visit in plenary	Presentation of Results	Presentation of results in plenary
<i>Day 6</i>				
8:30-9:00	Recapitulation	1. to determine learnings so far obtained by participants	Review of significant learnings of the previous day	Key points of topics discussed the day before.
9:00-10:00	Issues in Women's OSHE	1. to explain the basic physical and physiological differences between men and women which may affect their work 2. to discuss gender concerns affecting women's OSH	Lecture; slide presentation; case studies, inter-active discussion	Reproductive health issues of women workers
10:00-11:00	OSHE and Lifestyle	1. to define lifestyle-related diseases 2. to enumerate examples of such diseases	Lecture; slide presentation; case studies, inter-active discussion	Lifestyle-related diseases defined; examples of such diseases; health risks of such diseases; workplace programs in

		3. to explain the effects to the human body, the workplace of such diseases 4. to discuss possible workplace interventions to address said problem		response to such
11:00-12:00	OSHE and Child Labor	1. to define child labor 2. to explain the effects of workplace hazards on the health, safety and development of a child 3. to identify workplace and other measures to reduce or eliminate child labor	Lecture; slide presentation; video showing; case studies, inter-active discussion	Child labor defined; global and Asian situation of Child Labor; stages of child development; what makes children more vulnerable to hazards; measures to protect child workers
1:00-5:00	Courtesy Call to DOLE Officials	1. to provide opportunity for participants to know OSH-related programs of the DOLE	Visit to DOLE Central Office and meeting with key DOLE Officials	Discussion on labor and OSH plans, programs and activities of the DOLE as a whole
<i>Day 7</i>				
8:30-9:30	Zero Accident Program (ZAP)	1. to orient participants on the concept of ZAP as a DOLE flagship program 2. to enumerate ZAP components 3. To showcase selected ZAP information materials	Orientation on the DOLE Flagship program "ZAP"	ZAP defined, components of ZAP; examples of ZAP interventions
9:30-10:30	Training on OSHE	1. to define training and its purposes 2. to discuss the training cycle 3. to explain the training program of the OSHC	Lecture; slide presentation; inter-active discussion	Training defined; purposes of training; stages of the training cycle; OSHC training program
10:30-12:00	Approach to Research Agenda on OSH	1. to discuss the role of research in the prevention of workplace accidents and diseases 2. to present the research agenda of OSHC and the process for determining such	Lecture; slide presentation; inter-active discussion	Research Agenda of OSHC; considerations in research planning and programming
1:00-2:00	Information dissemination on OSHE	1. to present Communication Plan of OSHC	Lecture; slide presentation; inter-active discussion	Communication Plan of OSHC; rationale for choice of IEC materials; types and forms of IEC

		2. to discuss factors in determining information materials		materials; samples of selected IEC materials
2:00-3:00	ASEAN OSH-NET	1. to orient participants on ASEAN OSH-NET 2. to discuss training concerns of the ASEAN OSH-NET	Lecture; slide presentation; inter-active discussion	Backgrounder on the ASEAN OSH-NET, purpose, four priority program areas
3:00-5:00	UZAPang OSH	1. to provide a forum to discuss an OSH issue in SMEs	Coffe-shop style forum	Open forum; audience participation in the discussion
<i>Day 8</i>				
8:30-5:00	Country Report Presentation	1. to provide opportunity for participants to present/share OSH conditions in their respective countries especially those in SMEs	Country Report Presentation	Participant presents country report they have prepared prior to the training
<i>Day 9</i>				
8:30-5:00	Country Report Presentation	-same as above- ....	Country Report Presentation	Participant presents country report they have prepared prior to the training
<i>Day 10</i>				
8:30-12:00	Overview of Training and Development Cycle	1. to differentiate between learning and formal education situations 2. to discuss principles of adult learning and how these should be integrated into learning situations 3. to explain the various stages of the training cycle	Lecture; slide presentation; exercise; inter-active discussion	Training philosophy and principles of adult learning; stages of the training cycle;
1:00- 5:30	Approach to Training-Program Design	1. to discuss factors that must be considered in designing trainings 2. to enumerate and explain the processes involved in the various stages of training design	Lecture; slide presentation; workshop	Factors in designing trainings; stages of training design; importance of drafting clear learning objectives; exercise in drafting learning objectives

<b>Day 11</b>				
8:30-9:00	Recapitulation	1. to determine learnings so far obtained by participants	Review of significant learnings of the previous week	Key points of topics discussed the week before
9:00-12:00	Instructional Skills Development	1. to characterize "good" trainers 2. to provide helpful tips on planning, organizing, and delivering presentation 3. to provide guidelines on determining and preparing visual aids	Lecture; slide presentation; exercise; inter-active discussion	Training management framework; planning, organizing and delivering presentation; visual aids types and preparation
1:00-5:00	Workshop	1. to provide opportunity for participants to plan, organize and prepare for the delivery of an OSH topic	Workshop	Participants are assigned an OSH topic for delivery and given time to prepare training materials
<b>Day 12</b>				
8:30-5:00	Workshop	1. to provide venue for participants to practice on their presentation skills	Workshop on Presentation Skills	Participants deliver OSH topic assigned in front of a panel of trainers. At the end of the day, the panel presents summary of their observations
<b>Day 13</b>				
8:30-10:00	Introduction to Designing an Enterprise level OSHE Program	1. to discuss components of effective OSH programs 2. to stress the various roles of management, supervisors and workers for effective OSH programs 3. to provide a range of possible OSH plans/programs/activities	Lecture; slide presentation; inter-active discussion	Components of effective enterprise-level OSHE program; roles of mgt, supervisor, rank-and-file workers, samples of OSHE activities
10:00-12:00	Re-entry Planning	1. to discuss possible follow-up activities of participants back in their workplaces 2. to provide guidelines for the formulation of such plans	Lecture; slide presentation; inter-active discussion	RE-entry plans defined; importance of re-entry plans; samples of re-entry plans
1:00-5:00	Workshop	1. to provide time for participants to identify priority OSH concerns	Workshop	Participants are asked to identify OSHE concerns in their workplaces; the

		in their workplaces, possible and achievable responses to such concerns.		activities that will be initiated in response to such concerns; time frame of the activity/ies and individuals/organizations that can assist in such activity/ies
<i>Day 14</i>				
8:30-12:00	Presentation of Re-Entry Plans	1. to provide venue for participants to present their respective re-entry plans	Presentation of Re-Entry Plans	
1:00-2:00	Program Integration	1. to enable trainers to summarize key points of the Course	Lecture/discussion	Summary of the learnings during the 3-week course
2:00-3:00	Evaluation	1. to enable participants to evaluate/assess the Course as a whole using two evaluation tools- drawings and questionnaire ....	Using drawings of facial expressions and a structured questionnaire, participants indicate their over-all evaluation of the Course	
3:00-4:00	Closing Ceremony	1. to prepare participants for the return home to their respective countries		
4:00-7:00	Farewell Socials	1. to provide participants with the opportunity to interact with officials and representatives of JICA, DOLE, and OSHC in a social setting		
<i>Day 15</i>		Departure of Participants		

## COURSE OUTLINE

### Introductory Module

#### Part 1

#### Part 2

#### Course Overview

Introducing the Philippines  
Introducing the Center

#### Towards Developing A Common OSHE Culture:

- ☞ Globalization and OSHE Concerns
  - ☞ Conditions of Work in SMEs
  - ☞ Deepening our Understanding of OSHE
    - ☒ Checklist Exercise: Overview of Hazards of the Workplace (with plant visit)
    - ☒ Occupational Safety
      - ☒ Materials Handling and Storage
      - ☒ Machine Safety
      - ☒ Fire Safety
      - ☒ Electrical Safety
      - ☒ Housekeeping (5S)
      - ☒ Personal Protective Equipment
      - ☒ Safety Inspection, Accident Investigation and Recording in Workplace
    - ☒ Occupational Hygiene
      - ☒ Recognition, Evaluation of Chemical Hazards
      - ☒ Recognition, Evaluation of Physical Hazards
      - ☒ Control of Workplace Hazards
    - ☒ Occupational Health
      - ☒ Workplace Hazards and Their Ill Effects
      - ☒ Physical, Chemical, Biological, Ergonomic and Psycho-social Factors in the Workplace
  - ☒ OSHE and Productivity in SMEs
  - ☒ Integration (with plant visit)
- ☞ Special Concerns
- ☒ Issues in Women's OSHE

# TCTP

THIRD COUNTRY TRAINING PROGRAMME ON OSH FOR SME'S

Part 3	<ul style="list-style-type: none"><li>☐ OSHE and Lifestyle</li><li>☐ OSHE and Child Labor</li></ul>
	<ul style="list-style-type: none"><li>☐ Sample Institutional Responses<ul style="list-style-type: none"><li>☐ Zero Accident Program (ZAP)</li><li>☐ Training on OSHE</li><li>☐ Research on OSHE</li><li>☐ Information Dissemination</li><li>☐ ASEAN OSHNET</li></ul></li></ul>
Part 4	<ul style="list-style-type: none"><li>☐ uZAPang OSH</li><li>☐ OSHE and Child Labor</li></ul>
Part 5	<ul style="list-style-type: none"><li>☐ The Asian OSHE Situation<ul style="list-style-type: none"><li>☐ Individual Country Reports</li></ul></li></ul>
Part 6	<ul style="list-style-type: none"><li>☐ Approach to Training<ul style="list-style-type: none"><li>☐ Designing OSHE Training Programs</li><li>☐ Presentation Skills</li></ul></li></ul>
....	
Closing Module	<ul style="list-style-type: none"><li>☐ Participating Responses<ul style="list-style-type: none"><li>☐ Designing Enterprise Level OSHE Programs</li><li>☐ Re-Entry Planning and Presentation</li></ul></li></ul>
....	
	<ul style="list-style-type: none"><li>☐ Programme Integration and Evaluation</li><li>☐ Closing Activity</li></ul>

*\*Is a forum to discuss selected OSH topic*

**Third Country Training Programme on OSH in SMEs in  
ASEAN and Selected Asian-Pacific Countries**

**Programme of Activities  
January 13 - February 2, 2002**

**13 January, Sunday**      Arrival of Participants

**14 January, Monday**

A. M.

9:00 - 10:00

Opening Ceremony

10:30 - 12:00

Course Orientation

- Expectation Check
- Overview of Training

P. M.

1:00 - 2:00

Introducing the Philippines

2:00 - 2:30

Introducing the OSHC

2:30 - 3:30

Globalization and OSHE Concerns

3:30 - 5:00

Cultural Dimensions of OSHE

Welcome Reception

**15 JANUARY, Tuesday**

A. M.

8:30 - 9:30

Checklist Exercise - Overview of Hazards  
in the Workplace

9:30 - 12:00

Plant Visit I

P. M.

1:00 - 2:30

Workshop I

2:30 - 5:00

Presentation of Results

**16 January, Wednesday**

A. M.

8:00 - 9:00

Recapitulation

9:00 - 10:00

Materials Handling and Storage

10:00 - 11:00

Housekeeping (5S)

11:00 - 12:00

Machine Safety

P. M.

1:00 - 2:00

Fire Protection and Control

2:00 - 3:00

Electrical Safety

3:00 - 4:00

Personal Protective Equipment

4:00 - 5:00

Safety Inspection, Accident Investigation



**17 January , Thursday**

A. M.

8:30 - 9:00	Recapitulation
9:00 - 10:00	Recognition, Evaluation of Chemical Hazards
10:00 - 11:00	Recognition, Evaluation of Physical Hazards
11:00 - 12:00	Control of Workplace Hazards

P. M.

1:00 - 2:30	Workplace Hazards and Their Ill Effects
2:30 - 5:00	Physical, Chemical, Biological, Ergonomic and Psycho-Social Factors in the Workplace

**18 January, Friday**

8:30 - 9:00	Recapitulation
9:00 - 10:00	OSHE and Productivity in SME's
10:00 - 2:00	Plant Visit II - Integrative Activity I.
2:00 - 3:00	Workshop II
3:00 - 5:00	Presentation of Results

**19 January, Saturday** Free Day

**20 January, Sunday** Free Day

**21 January, Monday**

A. M.

8:30 - 9:00	Recapitulation
9:00 - 10:00	Issues in Women OSHE
10:00 - 11:00	OSHE and Lifestyle
11:00 - 12:00	OSHE and Child Labor

P. M.

1:00 - 5:30	Courtesy Call to DOLE Officials
-------------	---------------------------------

**22 January , Tuesday**

A. M.

8:30 - 9:30	Zero Accident Program
9:30 - 10:30	Training on OSHE
10:30 - 12:00	Approach to Research Agenda on OSHE

P. M.

1:00 - 2:00	Information Dissemination on OSHE
2:00 - 3:00	ASEAN OSHNET
3:00 - 5:00	uZAPang OSH*

**23 January, Wednesday**

8:30 - 5:00	Country Report Presentation
-------------	-----------------------------

**24 January, Thursday**

8:30 - 5:00	Country Report Presentation
-------------	-----------------------------

**25 January, Friday**

A.M.

8:30 - 12:00	Overview of Training and Development Cycle
	<ul style="list-style-type: none"><li>• Training Philosophy and Principles</li><li>• Principles of Adult Learning</li><li>• Stages of Training Cycle</li></ul>

P. M.

1:00 - 5:30	Approach to Training: Program Design
	<ul style="list-style-type: none"><li>• Drafting Learning Objectives</li><li>• Workshop III</li><li>• Presentation of Results</li></ul>

**26 January, Saturday** Free Day

**27 January, Sunday** Free Day

**28 January, Monday**

A. M.

8:30 - 9:00	Recapitulation
9:00 - 12:00	Designing OSH Training Program

P. M.

1:00 - 3:00	Workshop IV - Designing Training Program
3:00 - 5:00	Presentation of Results

*\* uZAPang OSH – a Zero Accident Program (ZAP) information component which discusses current OSH issues in coffee-shop style.*

**29 January, Tuesday**

A. M.

8:30 - 9:00          Recapitulation  
9:00 - 12:00        Instructional Skills Development

P. M.

1:00 - 5:00          Workshop V - Presentation Skills

**30 January, Wednesday**

8:30 - 5:00          Workshop V - Presentation Skills  
(Continuation)

**31 JANUARY, Thursday**

A. M.

8:30 - 10:00        Introduction to Designing an Enterprise Level  
OSHE Program  
10:00 - 12:00        Workshop VI - Re-Entry Planning

P. M.

1:00 - 5:00          Workshop VI (Continuation)

**01 February, Friday**

A. M.

8:30 - 12:00        Presentation of Re-Entry Plans

P. M.

1:00 - 2:00          Program Integration  
2:00 - 3:00          Evaluation  
3:30 - 4:30          Closing Ceremony  
4:30 - 7:00          Farewell Socials

**02 February, Saturday**    Departure of Participants

Proposed Budget for  
 Third Country Training Programme on the Improvement  
 of OSH in the Small and Medium-sized Enterprises  
 January 13-February 2, 2002

18 Foreign pax; 2 Filipino pax

PARTICULARS		JICA	OSHC
<b>I. Invitation</b>			
1. Airfare	S18,085 @ P55 per US\$ for 18 pax	P 994,675.00	
2. Transportation (Pick-up and send off)	P 500 @ 18 @ 2 times	3,000.00	15,000.00
3. Per diem - Foreign	P 800 @ 18 @ 21 days	302,400.00	
4. Accomodation - Foreign	P1,750 @ 18 @ 20 nights	630,000.00	
5. Medical Insurance	P 3,500 @ 18	54,000.00	
6. Airport Terminal Fee	P550 @ 18	9,900.00	
7. Stop Over Allowance*			
- Per Diem	P1000 @ 12 @ 2 days	24,000.00	
- Accomodation	P3000 @ 12	36,000.00	
<i>Sub-Total</i>		<i>P 2,053,975.00</i>	<i>15,000.00</i>
<b>II. Training Expenses</b>			
1. External Speakers	6 speakers X P1000.00/hr x 6 hrs.	36,000.00	
2. Employment Fee (see attached)		35,000.00	25,300.00
Transportation (Plant visit/City Tours within Metro Manila)		24,300.00	15,000.00
5. Supplies (incl. Rental of laptops)		167,976.00	65,604.00
6. Meeting Expenses	P350 x 50 x 2 (opening/closing)	35,000.00	
7. G.I. & Certificate	P397.50 x 200 copies	34,500.00	45,000.00
8. Textbook Printing and purchases	(P200.00 x 20 pax x 25 topics)	25,000.00	75,000.00
9. Others (Telephone/Fax)	P790 x 50 calls	39,500.00	
(Internet subscription/use)			55,000.00
(Letters/Parcel)	P650 x 70 letters	22,500.00	23,000.00
<i>Sub-Total</i>		<i>P 419,776.00</i>	<i>303,904.00</i>
<i>Sub-Total</i>		<i>2,473,751.00</i>	<i>318,904.00</i>
<b>Others: GOP Expenses</b>			
1. Training Module Development	Development and production of training manual		50,000.00
2. Uzapang OSH and cocktail party			70,000.00
<i>Sub-Total</i>			<i>120,000.00</i>
<b>Grand-Total</b>		<b>P 2,473,751.00</b>	<b>438,904.00</b>

\* Stop-over Allowance - accomodation and food expenses during the stay of participant in foreign country (within a limit of 2 days)

\*\* The budget varied from last year due to increase in prices and this includes rental of laptops

\*\*\* The number of copies increased from 100 to 200 this year aside from the increase in prices

\*\*\*\* Due to increase in mailing cost last year and ordinary mail would only cost P3.00 now P5.00

*Dulce P. Estrella-Gust*  
**DR. DULCE P. ESTRELLA-GUST**  
 Executive Director

November 27, 2001

North Avenue Comer Agham Road, Diliman, Quezon City, Metro Manila, Philippines, 1104  
 Tel. Nos. 928-67-28 + 928-67-27 + 928-67-55 + 928-67-38 + 929-60-36 to 39 Fax No.: 929-60-30  
 E-mail Address: oshcenter@oshc.dole.gov.ph + Website: www.oshc.dole.gov.ph

**Expendable Supplies**

6th TCTP - January 13- February 2, 2001

Items	Qty.	Unit Price		Amount
Copy Paper (A4)	60 rms.	300.00	P	18,000.00
Project Paper	60 pads	60.00		3,600.00
Sign Pen	60 pcs	50.00		3,000.00
Whiteboard marker (2 color)	20 pcs	50.00		1,000.00
OHP pen	10 sets	310.00		3,100.00
Masking tape	5 rolls	60.00		300.00
Scotch tape	5 rolls	60.00		300.00
ID jacket	35 pcs	16.00		560.00
Transparency film (A4)	5 bxs	2,500.00		12,500.00
Training envelopes	30 pcs	700.00		21,000.00
Streamer/Backdrop	2 pcs	1,300.00		2,600.00
Fax Paper	15 rolls	250.00		3,750.00
Inkjet cartridge	10 pcs.	1,500.00		15,000.00
Floppy diskette	10 bxs	500.00		5,000.00
Print film and developing	12 rolls	500.00		6,000.00
Slide film and developing	15 rolls	600.00		9,000.00
Linen cartolina	6 pcs	25.00		150.00
Folder w/ binder 3"	30 pcs	250.00		7,500.00
Paper clip, bulldog type	20 pcs	12.50		250.00
Battery, AA	30 pcs	25.00		750.00
Video films VHS...	20 pcs	100.00		2,000.00
Air freshner	4 pcs	130.00		520.00
Photocopying of materials				30,000.00
Flowers				1,000.00
Certificate folders	35 pcs	150.00		5,250.00
Newspapers	21 pcs.	60.00		1,500.00
Photo Album/comers	2 pcs	850.00		1,700.00
Scissors	2 pcs	150.00		300.00
Flip Chart	5 rolls	350.00		1,750.00
Cassette tapes (C90)	70 tapes	70.00		4,900.00
Packaging tape	20 rolls	65.00		1,300.00
Rental of Laptops and other equipments (15 days)	2 units	3,500.00		70,000.00
<b>TOTAL</b>			<b>P</b>	<b>233,580.00</b>

Employment Fee

6th TCTP - January 14-February 1, 2001

Coordinators	P 250 x 20 hrs.	5,000.00
	P 250 x 18 hrs.	4,500.00
	P 250 x 16 hrs.	4,000.00
Lecturers/Facilitators	P 200 x 4 x 12 hrs.	9,600.00
	P 200 x 4 x 10 hrs.	8,000.00
	P 200 x 4 x 5 hrs.	4,000.00
	P 200 x 5 x 4 hrs.	4,000.00
Support Staff	P 300 x 60 days	18,000.00
	P 100 x 5 x 8 hrs.	3,200.00
.....		
Total		60,300.00