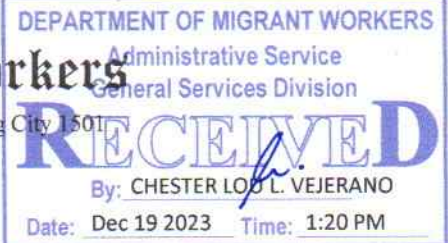




Republic of the Philippines  
**Department of Migrant Workers**  
Blas F. Ople Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501



**DEPARTMENT CIRCULAR NO. 03-A**  
**Series of 2023**

**REVISED GUIDELINES IN THE IMPLEMENTATION OF  
"SA PINAS, IKAW ANG MA'AM AT SIR " PROGRAM**

**ARTICLE I  
BACKGROUND**

Prior to the creation of the Department of Migrant Workers (DMW), the Department of Labor and Employment (DOLE) through the Overseas Workers Welfare Administration (OWWA) and the National Reintegration Center for OFWs (NRCO) in collaboration with the Department of Education (DepEd) and the Philippine Normal University (PNU) implemented a program dubbed –"Sa Pinas, Ikaw ang Ma'am at Sir (SPIMS)". SPIMS is an employment reintegration program which aims to provide migrant workers abroad who passed the Licensure Examination for Teachers (LET), the opportunity to find teaching employment in the public schools of the Philippines.

Since its inception in September 2014, a total of 5,934 OFWs LET passers that returned to the country were employed by the DepEd under the program.

With the creation of the DMW, it identifies the SPIMS program as a potential reintegration intervention and therefore warrants its continuity with the Regional Offices as the lead implementing office pursuant to its mandate under Republic Act No. 11641.

To achieve the goals and objectives of the SPIMS Program, these guidelines are hereby, issued, prescribing the standards and procedures for its effective and systematic implementation.

**ARTICLE II  
PROGRAM DESCRIPTION**

The SPIMS is an employment reintegration program of DMW in collaboration with the Department of Education (DepEd) that responds to the need for employment reintegration of migrant workers who have passed the Licensure Examination for Teachers (LET).

All approved applicant teachers upon confirmation that they were appointed in the Plantilla positions and will start to teach in the public schools identified by the DepEd shall be entitled to receive one (1) time financial assistance in the amount of Php 20,000.00 to augment their financial needs for work-start up employment related expenses.

**ARTICLE III  
PROGRAM OBJECTIVES**

The Program Objectives are as follows:

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1. To encourage OFW LET passers to come home and teach in the Philippines as public school teachers;
2. To create a mechanism of support for selected applicants by facilitating their employment with the DepEd; and
3. To facilitate the online refresher course for those who are required to attend the teaching skills enhancement sessions.

#### **ARTICLE IV PARTNER AGENCIES**

The SPIMS is implemented through the collaborative partnership of the following agencies:

1. Department of Education (DepEd) – To facilitate the approval of Plantilla positions with the Department of Budget and Management and undergo the employment screening and evaluation process from the applicants endorsed by the NRCO; and
2. Philippine Normal University (PNU) – To conduct an Online Refresher Course (ORC) to the applicants endorsed by the NRCO.

#### **ARTICLE V QUALIFICATIONS**

##### **A. General Conditions**

Applicants must meet the following conditions:

1. Must be a Filipino Citizen;
2. Board passer for the Licensure Examination for Teachers (LET); and
3. Must not have stayed or resided in the Philippines for more than three (3) years based on the applicant's latest date of arrival in the country from their employment abroad.

##### **B. Special Conditions**

1. Applicants who passed the LET within the last five (5) years are not required to undergo a refresher course.
2. Applicants who passed the LET with teaching experience of twelve (12) months are not required to undergo refresher course.
3. Applicants who have no teaching experience or with less than twelve (12) months teaching experience in the last five (5) years is also eligible in the program but are required to undergo a refresher course either online with the PNU or to attend the regular refresher course in any recognized school at his/her own expense.

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## ARTICLE VI APPLICATION REQUIREMENTS AND PROCEDURES

The following documents shall be submitted to the Welfare and Reintegration Services Division (WRSD) of the ROs.

### 1. Documentary Requirements -

- a. Duly accomplished SPIMS Online Registration Form through online at <https://forms.gle/sW3daXPgxvaTk1YN9>.
- b. Copies of the following documents:
  1. Professional License ID (PRC ID) or Certificate of Board Rating;
  2. Passport (including pages 2 and 3; pages with the latest arrival and departure stamps);
  3. Certificate of Employment abroad and other proof of employment, translated in English (if applicable); and
  4. Certificate of Employment as a teacher which indicate the employment duration.

### 2. Procedures -

- a. The ROs shall initially conduct the profiling, databasing to include, at the minimum, the following: personal and academic information; LET certificate and employment records which will be submitted to the Electronic Reintegration Services Division of the NRCO; and
- b. Evaluation and Approval - The application for SPIMS shall be evaluated by the WRSD of the ROs and endorsed by the Regional Directors to the Director of the NRCO. For approval based on the NRCO's yearly budget vis-à-vis the approved work financial plan as well as the available Teacher plantilla positions that could be made available by the DepEd to the Program. The selection shall be based on the first-come first-serve basis.
- c. Approved applicants will be endorsed to:
  1. DepEd – For SPIMS applicants with twelve (12) months teaching experience for the last five (5) years and applicants with bachelor's degree who passed the LET for the last five (5) years will be endorsed to DepEd for final screening and evaluation; and
  2. PNU - for SPIMS applicants with less than twelve (12) months teaching experience for the last five (5) years or with no teaching experience at all will be endorsed to PNU to undergo the required ORC.

### 3. Refresher Courses

- a. Online Refresher Course - Those who want to avail the ORC must first register under the SPIMS program through online at <https://forms.gle/sW3daXPgxvaTk1YN9>. The following are the procedures to avail of the ORC:

1. NRCO will endorse to PNU the list of SPIMS applicants who are required to undergo the ORC.

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2. PNU emails the ORC takers on the confirmation of their preferred subject of specialization.
  3. PNU conducts orientation for the ORC takers.
  4. PNU will notify the ORC takers and provide him/her with the necessary enrollment key and Learning Management System (LMS) manual.
  5. The ORC takers shall access the PNU-LMS website using the enrollment key, ensure required attendance, and ensure satisfactory completion of the refresher course. Takers are required to finish their modules within three (3) months.
  6. After completing the twelve (12) units of the ORC and passing the corresponding assessment, PNU will inform the takers to pay their Certificate of Completion and Assessment fee amounting to One Thousand Five Hundred Pesos (Php 1,500.00).
  7. PNU conducts send-off ceremony for the ORC completers.
  8. ORC takers shall fill-out the google form for the mode of payment and delivery of their Certificate of Completion (COC).
  9. SPIMS applicant must submit the scanned copy of his/her Transcript of Records (TOR) and Certificate of Completion (COC) to NRCO via email at spims@owwa.gov.ph.
- b. Regular Refresher Course - The applicants may wish to enroll in a regular refresher course, with at least twelve (12) units of subjects in education, in any colleges or universities of his/her choice instead of taking the online course being offered by PNU. Subject taken under Masteral/Doctoral courses are not considered as refresher course.

After completing the regular refresher course, SPIMS applicant must submit the scanned copy of his/her Transcript of Records (TOR) and Certificate of Completion (COC) to NRCO via email at spims@dmw.gov.ph.

#### **B. Employment Placement of Qualified Beneficiaries**

1. SPIMS applicants endorsed to DepEd shall undergo the employment screening and evaluation process of DepEd, subject to the availability of Teaching Plantilla positions. They shall be notified by the NRCO through an email or phone communication of the approval of their appointment.
2. The DepEd will issue the assignment order of the qualified applicant.

#### **C. Refusal in Accepting the Plantilla Position**

If by any chance that the SPIMS applicant refused to accept the teaching position, he/she will be prohibited to re-apply through the program and will be advised to directly apply to DepEd the next time he/she signifies his/her intention to teach in public schools in the Philippines.

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## **ARTICLE VII FINANCIAL ASSISTANCE**

The DMW shall grant Php 20,000.00 as an employment financial assistance in the form of cash/check to all approved applicant teachers upon confirmation that they were appointed in the Plantilla position and will start to teach in the public schools identified by the DepEd. This is to augment their financial needs for work-start up related expenses.

The DMW Regional Offices shall be in charge for the distribution of the said grant.

## **ARTICLE VIII PROGRAM MANAGEMENT, MONITORING, EVALUATION, AND REPORTING**

The following mechanisms are necessary to evaluate the relevance and success of the Program:

1. Program Management - The NRCO which is under the direct supervision of the Assistant Secretary for Reintegration, shall act as the Program Manager of the SPIMS. As such, it shall:
  - a. Oversee the effective and efficient implementation of the Program;
  - b. Recommend, as the case may be, additional policies and guidelines to improve the implementation of the Program;
  - c. Provide relevant and updated templates for the preparation of periodic reports for dissemination to the ROs; and
  - d. Requires periodic reporting as necessary.
2. Monitoring – Regular monitoring of all beneficiaries shall be the responsibility of the ROs through the WRSD.
3. Reporting - reporting shall be adopted to ensure data reliability and timely updates. The ROs shall submit monthly reports to the NRCO.
4. Database – The ROs shall maintain data of the program, while the Electronic Reintegration Services Division (ERSD) of NRCO shall maintain the consolidated electronic database of the program.
5. Evaluation - Periodic evaluation shall be conducted by NRCO thru its Policy, Planning and Technical Support Division.

## **ARTICLE IX FUNDS**

The funds for the SPIMS program shall be sourced from the General Appropriations Act and the release of funds to the Regional Offices is subject to the recommendation of the Assistant Secretary for Reintegration and approval of the Undersecretary for Foreign Employment and Welfare Services.

All disbursement of funds shall be subject to the usual budgeting, accounting and auditing rules and regulations.

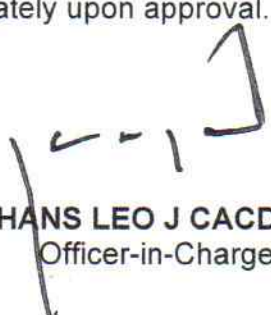
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**ARTICLE X  
TRANSITORY PROVISIONS**

This Department Circular shall also cover the applications approved by the NRCO in FY 2022 but were not provided the necessary grants.

**ARTICLE XI  
EFFECTIVITY**

This Department Circular shall take effect immediately upon approval.

  
**HANS LEO J CACDAC**  
Officer-in-Charge

DEC 19 2023

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