



DOLE-RS 3JUN'24 9:47

DEPARTMENT ORDER NO. 245
Series of 2024

IMPLEMENTING GUIDELINES OF THE CAREER DEVELOPMENT SUPPORT PROGRAM

In the interest of the service and pursuant to the Department's mandate under Section 17, Chapter 4, Title VII, Book IV of the Administrative Code of 1987, Republic Act (RA) No. 8759, as amended by RA No. 10691, and its Implementing Rules and Regulations, these Guidelines are hereby issued for the effective and efficient implementation of the Career Development Support Program (CDSP).

Section 1. Program Objectives. The CDSP is an employment facilitation intermediation service with the primary goal of providing career development support services, by integrating and strengthening all employment facilitation services, in order to address the gaps in employability dimensions (i.e., personal and environmental factors, job objectives, skills and requirements to perform the job, job search skills, and ability to maintain a job). Further, it aims:

- 1.1 to assist individuals to find the right job, identify appropriate upskilling or reskilling interventions, and progress in their chosen career path;
- 1.2 to provide relevant and timely knowledge on the latest and prevailing trends in the labor market and labor market information affecting career decisions and increase the employability of individuals (i.e jobseekers, employees, workers, or persons interested); and
- 1.3 to ensure that program beneficiaries and stakeholders are provided with a more comprehensive and holistic package of career development support services and initiatives.

Section 2. Definition of Terms. The following terms shall mean and refer to:

- a. **Career Development** – a process of increasing an individual's employability and productivity through the provision of vocational, labor market, and career information, guidance, and employment counseling.
- b. **Career Development Support (CDS)** - encompasses a range of services to assist individuals in finding suitable employment, identifying relevant upskilling or reskilling opportunities, and advancing in their chosen career path. It aims to guide individuals toward appropriate job opportunities and foster their professional growth through tailored interventions and support mechanisms.

- c. **Career Development Support Services**— a wide variety of services and activities that provide support to program beneficiaries in achieving successful and fulfilling careers and enable effective career transitions.
- d. **Counseling** – a dialogue process engaging the jobseeker in a discussion to identify career, vocational, and employment issues or concerns, and providing suggestions or recommendations to address these issues or concerns properly. This does not include the guidance and counseling functions provided pursuant to RA No. 9258 or the Guidance and Counseling Act of 2004.
- e. **Employee** – any person engaged in formal employment with an established employee-employer relationship or informal employment.
- f. **Jobseeker** – any individual who is actively seeking work, whether:
- student;
 - first time jobseeker;
 - moving from unemployment to employment;
 - moving from one job to another to increase hours of work from part-time to full-time;
 - moving from temporary to regular employment; or
 - simply moving to a more appropriate level of skill or a higher wage.
- g. **Labor Market Programs** – the interventions in the labor market to actively increase employment chances of jobseekers (i.e., technical/vocational skills training, internship programs, apprenticeship programs).
- h. **Job Placement Office (JPO)** – those educational institutions accredited by the Department of Labor and Employment (DOLE) to perform the core functions of a Public Employment Service Office (PESO).
- i. **National Registration Skills Program (NRSP) Form** – a standard form used and utilized by the PESO/JPO for the profiling of individuals for purposes of employment facilitation services.
- j. **PESO** – a non-fee charging multi-employment service facility or entity established or accredited pursuant to RA No. 8759, as amended by RA No. 10691.

Section 3. Scope and Coverage. The CDSP shall cover jobseekers, employers, and institutions or organizations as program beneficiaries.

The PESOs and JPOs, as the primary providers of career development support services, shall focus on facilitating the transition to the labor market by providing public employment services to help job seekers find suitable employment opportunities.

Human resource practitioners in the private sectors shall enjoin employees toward appropriate career development support services based on labor market information to thrive in their roles and contribute effectively to their organizations.

Section 4. Program Components. The CDSP shall have the following program components:

- 4.1. **Career guidance.** This refers to services that intend to help program beneficiaries of minimum employable age make guided decisions on employment choices to manage their career paths effectively.
- 4.2. **Career education/orientation.** This refers to activities aimed at developing program beneficiaries' career management and employability skills by educating and helping them to understand and interpret labor market information, learn the trends and other career opportunities, and consider available knowledge and skills development interventions or opportunities.
- 4.3. **Career development support for the formally employed.** This refers to the assistance to establishments or individuals in the conduct of human resource management activities in formal employment aimed at continuously providing access to labor market information, and knowledge on qualification enhancement, vocational or professional development. This includes career talks in the company promoting and utilizing career development programs and services.
- 4.4. **Career development support for workers in the informal economy.** This refers to services aimed at providing workers in the informal economy access to labor market information and knowledge on qualification enhancement, vocational or professional development to promote their functional skills, through assessment, certification or recognition for potential transition from informal to formal career path.
- 4.5. **Career development support for self-employed.** This refers to services focused on conducting financial and business counseling and career guidance to assist program beneficiaries develop their entrepreneurial knowledge and skills and increase their knowledge on setting up businesses, developing organizations, availing of opportunities for productivity, or other organizational interventions.

Section 5. Career Development Support Services. Key career development support services offered to program beneficiaries include:

- 5.1. **Career Counseling.** Assists jobseekers, or persons interested in entering the labor market, in selecting appropriate occupation. The process will examine and address issues related to both personal and environmental factors, to help the jobseeker set a clear job objective.
- 5.2. **Vocational Counseling.** Helps assess current skills and work experience against the entry-level of a job within an occupational field. It also intends to identify skills gaps and determine ways to close gaps.
- 5.3. **Employment Counseling.** Provides jobseekers with the necessary tools and skills to search out job opportunities and market their abilities to potential employers, retain their jobs, and advance in the job. This would

also include reintegration assistance to displaced/disadvantaged workers to transition from one career path to another.

Section 6. Program Management. The Bureau of Local Employment (BLE) shall be responsible for the overall management of the program.

Section 7. Program Implementation. The DOLE Regional/Field Offices shall implement the CDSP and perform the following:

- 7.1 Provide capacity building and technical assistance to PESO personnel and key stakeholders in the conduct of any of the program components and provision of career, vocational, and employment counseling services;
- 7.2 Coordinate and cooperate on the mechanisms that support communication, service delivery and knowledge sharing between the various stakeholders in a career development support system;
- 7.3 Disseminate career development support modules, advocacy materials, and Labor Market Information (LMI) publications to PESOs within their jurisdiction; and
- 7.4 Prepare and submit reports to the BLE on the implementation of CDSP.

The PESOs and JPOs, as implementing arms of the DOLE, shall provide career development support services to its clients.

The following procedures shall be observed in the implementation of the program:

- a. **Individual.** Any individual seeking career development support services shall proceed to the concerned PESO/JPO. The PESO/JPO shall guide the individual in accomplishing the NSRP Jobseeker Form which may be done manually or electronically depending on the resources of the office. PESO personnel/staff shall review the form together with the client to ensure completeness and accuracy of provided information.

The information provided by the program beneficiary shall be processed to determine one's current level in terms of employability dimensions, recognition of prior learning, goal setting, and identification of appropriate labor market intervention to increase his/her employability.

- b. **Institution or Organization.** Any institutions/organizations may also avail CDSP services through a written letter addressed to the BLE, DOLE-RO/FO, or PESO/JPO. CDS providers shall ensure labor market information materials are updated and disseminated.

Section 8. Monitoring and Reporting System. CDS activities shall be regularly monitored by the Regional Offices and the BLE through the Statistical Performance Reporting System (SPRS).

Section 9. CDS Microsite. To assist in the implementation of career development programs and services and align with the efforts on digital transformation, the CDS

Microsite lodged in the philjobnet.gov.ph shall provide information and materials on education and training opportunities and trends in the labor market.

Section 10. Funding. Funding requirements to support the CDSP implementation shall be sourced from the available funds of the BLE, subject to the usual accounting and auditing rules and regulations.

Section 11. Data Privacy Clause. Any officers, employees or agent who may have access to any and all confidential, sensitive and/or personal information in accordance shall store, use, process, and dispose the same in accordance with RA No. 10173 or the "Data Privacy Act of 2012," and its Implementing Rules and Regulations and Regulations and applicable National Privacy Commission issuances.

Section 13. Effectivity. These Guidelines shall take effect after fifteen (15) days from its publication in a newspaper of general circulation.

27 May 2024


BIENVENIDO E. LAGUESMA
Secretary

