

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF LABOR AND EMPLOYMENT
INTRAMUROS, MANILA

FIELD OPERATIONS MANUAL

NATIONAL SKILLS REGISTRY SYSTEM (NSRS PROJECT)

BUREAU OF LOCAL EMPLOYMENT
Revised November 2012

The **National Skills Registry System (NSRS)** is a Project initiated by the Department of Labor and Employment (DOLE) established in 2008 with the main objective of establishing and maintaining a continuing nationwide skills registry system with the enhanced PHIL-JOBNET as the repository of the Skills Registry.

The **Skills Registry** is a roster of active labor supply that shows information on the qualifications and skills set of registrants which are either formally acquired in school or gained through experience. With a computerized system, this Registry can be readily accessed by clients or interested parties through an information highway that is available all throughout the country.

The **NSRS Field Operations Manual** will be the main reference material of all personnel involved in the implementation and monitoring/evaluation of the NSRS Project so as to realize the objectives and expected outputs of the Skills Registration System.

CHAPTER 1

NATURE OF THE NATIONAL SKILLS REGISTRY SYSTEM

(NSRS)

A. Rationale

Talent mismatch is a global phenomenon. It is an issue that has been identified as one of the key challenges for the new and succeeding working age groups. This notion moves beyond the skills mismatch problem as this condition involves a new generation of potential workers who lacks the necessary job-related skills and intra- and inter-personal competencies, or work attitudes, that will aid employers subsequently attune their services and/or products to the constantly changing needs of their clientele. Moreover, the high roll-over rate of employees who move from one company to the next, technological innovations, large scale work consolidations, drive for green jobs creation, and the necessity to adapt to diverse and flexible work arrangements are challenges which exacerbates the issue of a growing pool of workers who lack the expertise to do work-specific tasks.

The growing world economies have likewise observed that due to the changing world of work trends, there are many hard-to-fill jobs that have remained unfilled, in the midst of difficulties experienced by many to gain and/or maintain decent employment.

From the macro perspective, this phenomenon forces the DOLE, to think of strategies and subsequent actions to be undertaken, which may curb the said problem, using existing government structures, programs and resources. From the micro level, it creates the necessity of empowering the PESO institution that will place it at the forefront of alleviating this primary concern.

As we enter the Human Age, these combined efforts will provide the necessary conditions or environment that will promote the development and maximization of human potentials.

B. Background

The **National Skills Registry System**, or the NSRS Project, was initiated to establish a web-based NSRS in the Philippines. This will be achieved through the creation of a system that shall capture the pool of available talents at the community level. The ingenuity of this system comes from the system's ability to capture the 'liveness' of available skills in the country. Likewise, the system has the capacity to track on monthly and quarterly bases the employment status of registrants enrolled in the system. The 'liveness' of the system is vital as it is seen as the most strategic approach in linking available manpower supply and demand.

In addition to registering available skills in every locality throughout the country, the relevance of the said project is the 'liveness' of the skills registry wherein potential employers are given the assurance that the skills registered are up-to-date and only those who are actively searching for employment are shown. This will help expedite the selection and hiring process for employers. Furthermore, because of the monthly and quarterly reporting mechanism of the project, DOLE and PESO are certain that the enrolled skills registrants may be easily contacted and interviewed by potential employers. It also shows its potential of being used as a mechanism to discern additional intermediary services that the PESO may extend to increase the employability of the enrolled skilled registrants, either through the provision of skills re-tooling or upgrading that may be used for both wage and entrepreneurial endeavors. As such, this project aims to aid the PESO in facilitating the referral and placement of jobseekers given the available job vacancies in and outside the community.

Moreover, by integrating it with the Enhanced Phil-JobNet System, this will result to the creation of an IT-based system that has the capability to serve as a hub for the active and live interplay between labor demand and supply.

For this reason, generated data by the NSRS project can be used to help define existing policies on employment facilitation which will subsequently equip the PESO with additional mandate that will transform it as the main employment brokering facility of the Philippine Government.

C. Objectives

The NSRS was conceptualized and designed to realize the following specific objectives:

1. To establish a national registry that signals the formal creation of a labor market as the environment for the interplay of labor demand and supply;
2. To establish and maintain a continuing nation-wide skills registry system with the existing ENHANCED PHIL-JOBNET SYSTEM as the repository of the Registry;
3. To enhance the present databank of manpower supply indicating their skills and qualifications that can be readily accessed by clients;
4. To strengthen the current system of registry of labor supply and demand from employers and job seekers; and,
5. To harmonize the manpower databases of the following DOLE agencies- BLE, POEA, PRC, TESDA, NMP and possibly other government agencies such as CHED,

DepEd, etc. so that the supply and demand situation for skills at a given time in the labor market can be determined, assessed and updated on REAL time mode.

However, for lack of other standard definition of what **SKILL** means, for purposes of this project, it refers to any **talent, ability, proficiency, competence, handiness, expertise**, declared by the potential applicant/registrant. The burden of proof rests on the applicant/registrant when subjected to an interview by the employer. Immediate proof of skillfulness upon demand shall form part of the documents to be submitted by the jobseeker on educational background, work experience, employment certificate or training certificate. These documents, however, shall not be submitted at the time of registration.

D. Expected Deliverables

Provided the objectives expressed above, the NSRS Project aims to achieve the following outcomes:

1. Capture most if not all the manpower supply available for potential employment locally and abroad;
2. Facilitate the decent employability of individuals who are available, willing and able to work whether wage employment or entrepreneurship/ livelihood.
3. Facilitate the employment of qualified members of the labor force that suit the requirements of local and foreign employers as well as recruitment agencies at any given time;
4. Provide valuable information for institutions engaged in education and training such that their curriculum will be more focused to the manpower needs of the time;
5. Ease unemployment and underemployment challenges;
6. Provide an efficient feedback mechanism on the employment status of the manpower supply whether or not the Register meets the need/requirements of employers;
7. Harmonize all data systems among government agencies on labor demand and labor supply to increase the efficiency of deployment of manpower; and
8. Contribute to the overall development and improvement of the quality of the Philippine labor force to be more globally competitive.

CHAPTER 2

ROLES AND RESPONSIBILITIES OF NSRS PROJECT IMPLEMENTERS

A. Background on the Roles and Responsibilities of NSRS Project Implementers

1. Central Office (CO)

- 1.1. Under the general guidance and supervision of the DOLE Secretary, the Undersecretary for Employment spearheads the Steering Committee in setting policies and decision in the implementation of the NSRS. Members of this Steering Committee are heads/representatives of participating agencies, namely: POEA, OWWA, TESDA, PRC, and NMP.
- 1.2. The Bureau of Local Employment (BLE) provides the overall direction in the implementation of the NSRS. It is responsible in maintaining the operation of the PHIL-JOBNET SYSTEM through the assistance of a National Technical Committee (NatCom) headed by the BLE Director and whose members are representatives from the participating agencies, namely: POEA, OWWA, TESDA, PRC and CHED with technical assistance from Bureau of Labor and Employment Statistics (BLES), Planning Service (PS), Financial Management Service (FMS), and Administrative Service (AS).

2. Regional and Field Offices

- 2.1. The DOLE Regional Offices (ROs) serve as the link between the NatCom and the PESO with the assistance of DOLE Provincial and Field Offices. A Regional Technical Committee (ReTCom) is formed to assist the ROs execute the NSRS plan as well as manage the implementation of the NSRS Project region-wide. It is headed by the DOLE Regional Director with the following members: TSSD Chief, DOLE RO NSRS Focal Persons, DOLE Field/Provincial Officers and PESO Federation President.
- 2.2. The PESO is the manpower skills registration arm of the NSRS at the city/municipality level as well as all the barangays, while the Barangay Council, which includes the Chairperson and his Kagawads, act as agents of registrants within the barangay. The involvement of the PESO in the NSRS is through the cooperation of the local government officials under the leadership of the Local Chief Executives.
- 2.3. Other support agencies at the sub-national level that can catalyze the registration process at the grassroots level may likewise be mobilized. These are the PESO Network, Leagues of Cities/Municipalities, Local Government Units, Associations of Barangay Captains, Industry Associations, Employers' Associations, Religious and Civic Organizations, Guidance Counselors' Network, Private and Public Schools both academic and vocational, and other non-governmental organizations and government offices.

B. Specific Roles and Responsibilities of NSRS Project Implementers

1. Central Office

Rationale

With the guidance emanating from the Secretary of Labor, this committee, which is headed by the Undersecretary for Employment, provides policy guidance and determines the execution of the NSRS plan. Initiatives and policy direction that will further promote and/or enhance the implementation of the NSRS Project is likewise determined by this committee.

Understanding the value of the proper implementation of the NSRS Project at the operations level, bi-annual National Validation and Assessment Exercises are spearheaded by this committee along with counterparts at the DOLE ROs to assess the deployment strategies used for each NSRS Implementation Waves. Further, additional methods that will enable the data generated by the NSRS are likewise discussed during these exercises. This approach ensures that the NSRS will be fully maximized in facilitating that the right skills get the right fit.

1.1. Steering Committee/Management Committee

- Sets policy guidelines in the implementation of the NSRS nationwide.
- It shall meet every three months or as often as needed.
- The Undersecretary for Employment heads the Steering Committee as well as the Management Committee with the head/representative of participating agencies as members. The participating agencies are the Philippine Overseas Employment Administration (POEA), Overseas Workers and Welfare Administration (OWWA), Technical Education and Skills Development Authority (TESDA), Professional Regulatory Commission (PRC), and Commission on Higher Education Department (CHED).
- The BLE Director is the Executive Officer of this committee and head of the National Secretariat (NSec) and NatCom.

1.2. National Technical Committee (NaTCom)

- It shall manage the implementation of the NSRS Project at the national level.

- It is chaired by the BLE Director with members from Planning Service (PS), Financial Management Service (FMS), and the Administrative Service (AS), with special assistance on technical matters from the Bureau Labor and Employment Statistics (BLES).
- The technical staff of BLE will back staff the NaTCom and shall compose the NSRS National Secretariat (NSec).

1.3. Advocacy Committee

- It is assigned to develop media plan to create awareness of the general public on the objectives of the NSRS.
- This committee is headed by the Director of the Labor Communication Office (LCO) of DOLE with members from the Planning Service (PS) and Administrative Service (AS).

1.4. Committee on Harmonization of DOLE Skills Databases

- It is tasked to study and evaluate databases for purposes of integration or linking databases within DOLE particularly with the PHIL-JOBNET SYSTEM.
- This will be headed by the Director of BLE.

2. Regional and Field Implementers

2.1. Rationale

Administrative Order No. 127 Series 2009 created the Regional Technical Committee (ReTCom) to execute and implement the plans formulated for the NSRS within the jurisdiction of the region.

This Committee is headed by DOLE Regional Director whose members come from the Provincial and Field Offices of DOLE, PESO Federation President and other stakeholders within the region that can help promote the regional implementation of the NSRS Project. The technical staff of the regional office serves as the secretariat to be known as Regional Secretariat (RSec) to distinguish it from the NSec.

2.2. Regional implementing arm:

- The DOLE Regional Offices (ROs) serve as the link between the NatCom and the PESO with the assistance of DOLE's Provincial and Field Offices. ReTCom provides technical assistance at the regional level.
- The DOLE Provincial and Field Offices (PFOs) shall be the link between the Regional Office and the PESOs, with the assistance of an NSRS Project Field Coordinator.

2.3. NSRS Registration arm:

- The PESO is the manpower skills registration arm of the NSRS in the city/municipality.
- Barangay Council composed of the Chairperson and Kagawads act as the registration arm of the PESO in the barangay.
- The involvement of the PESO in the NSRS shall be made possible through a Memorandum of Understanding or Agreement between the DOLE RD and the Local Chief Executive. The premise shall be anchored with the PESOs' mandate of providing an integrated collaborative and systematic delivery of employment services to clients, as expressed in Republic Act No. 8759, also referred to as the PESO Act of 1999. Consistent with the PESO Act of 1999, each Regional Office shall exercise administrative and technical supervision over every PESO Office within its area of jurisdiction.

3. Support agencies:

Other support agencies at the sub-national level that may be mobilized to catalyze the registration process and/or assist in the advocacy activities at the grassroots levels are: 1) the PESO Network; 2) Leagues of Cities/Municipalities; 3) Local Government Units; 4) Association of Barangay Captains; 5) Industry Associations; 6) Employers' Associations; 7) Religious and Civic Organizations; 8) Guidance Counselors' Network; 9) Private and Public Schools both academic and vocational; 10) Senior Citizen Associations and Network; and, 11) Other non-governmental organizations and government offices.

4. Stakeholders

The job seekers or registrants in the NSRS shall comprise the LIVE SKILLS REGISTRY. This represents the "Supply of Labor" in the local labor market. The manpower skills registry that is hoped to be established will be composed of skilled individuals who are willing to accept jobs at anytime they are included in the Registry.

With the installation of the National Skills Registry System, as a sub-system of the Phil-JobNet System, it is envisioned that the "employers" or "employment service providers" can use the database to access the list of qualified applicants who FIT the skills requirements of a specific position.

C. Feedback Mechanism

The feedback mechanism that is required of the NSRS is an inventory of the supply of labor, updated on a monthly basis using the prescribed reportorial matrices.

To ensure that the Skills Registry is updated every month, the barangay chairperson or his/her kagawads or designated barangay coordinators assigned in the area shall be furnished with a computerized list of new monthly registrants residing in the barangay for updates of employment status. With the help of the Barangay Secretary and other Barangay elected officials, these applicants or registrants shall be visited in their residences to find out if any of them has already been hired.

A reporting or update form shall be submitted to the PESO during the monthly conference of the Barangay Chairpersons with the Mayor. This scheme will not entail additional cost, for the LGU, because the submission will coincide with the monthly meeting of the Barangay Chairpersons with the Local Chief Executive.

The success of the registration system of manpower skills would hinge on how efficient the PESOs are in the monitoring the implementation of the NSRS, which includes to a large extent the full support of the local government officials from the mayor down to the barangay captains.

CHAPTER 3 TRAINING

A. Proposed Training Schedule for NSRS Project Implementers

The **NSRS Field Operations Manual** is the basic material to be used in the training of all personnel involved in the implementation of the NSRS. The discussion of topics follows the sequence in which the topics are presented in this manual. All trainees shall be provided a copy of this manual during the training.

The proposed training schedule is as follows:

Time	TOPIC	Lecturer/Remarks
7:30-8:20 a.m.	Registration	c/o Administrative Staff
8:20 - 8:30	Opening Ceremonies	Directors/Senior staff
8:30 – 9:00	Chapter 1: Background, Rationale, Objectives, Expected Deliverables	DOLE ROs/FOs act as lecturers for PESO Managers and Staff while PESO Managers/Staff act as lecturers to BCs.
9:00 – 9:30	Chapter 2: Organizational Set-Up, Central, Field Offices, Committees, Stakeholders, Linkages and Feedback Mechanism.	
9:30 - 10:00	Chapter 3: Timetable of Field Operations and Nationwide NSRS Implementation	
10:00 - 10:30	BREAK	
10:30 –12:00	Chapter 4: Training and Chapter 5: Registration Process (Registration System at PESO Office; Registration Flow; Step-by-step procedure in registration; and Updating of Employment Status)	Actual filling up of form is suggested. The filled up forms may be used for actual practice in encoding.
12:00-1:00 p.m	LUNCH BREAK	
1:00 – 3:00	Chapter 6: How to Fill Up Registration Forms NSRS Form 1- REGISTRATION FORM; and NSRS Form 2-UPDATE OF EMPLOYMENT STATUS FORM	
3:00 – 3:30	BREAK	
3:30 - 4:00	Chapter 7: Verification. & Transmittal of Forms	
4:00 – 4:30	Chapter 8: Summary Statistics and Labor	

	and Employment Indicators	
4:30-4:40	Chapter 9: Administrative and Financial Matters	DOLE ROs/FOs act as lecturers in PESO Offices while PESOs act as lecturers of BCs.
4:40-5:00	Chapter 10: Media and Advocacy Plan Chapter 11: Non-disclosure Agreements	

B. Briefing and Training Workshop of Barangay Chairpersons

In the case of the Barangay chairpersons, usually the meeting with the mayor is held at the city/municipal hall. If possible hold the briefing and training workshop of barangay chairpersons in the same meeting. Although, a special arrangement could be made with the barangay chairperson so that some barangay officials may be designated to be reporters/listers in the barangay. All personnel involved in the registration or listing operation should undergo the training/briefing in order to avoid commission of errors in the accomplishment of the forms **(for a detailed discussion, please refer to Chapter 6)**.

The training of the BCs in the updating of the employment status of registrants is crucial because the "up-to-dateness" or "liveness" of the database depends on how current is the information on the employment status of jobseekers, of all person-resident of the barangay who are currently looking and wanting work.

The registration of job seekers will be on a **voluntary basis** and it must be expressed that DOLE will not provide the registrant with a job but will merely provide the opportunity to be recruited by those who make use of the Phil-JobNet System with the Skills Registry System as its sub-system.

C. Briefing of City/Municipal Mayors

Mayors or Local Chief Executives shall be given a comprehensive briefing in their offices to ensure their full understanding of the Skills Registration System. If funds are available, the DOLE Regional Director may invite all the mayors in his/her region for a special briefing and at the same time the signing of the Memorandum of Agreement or Understanding/ Agreement to undertake this NSRS Project can likewise be made between RD representing the Secretary of Labor and Employment for DOLE and the Mayor. All the different aspects of the NSRS shall be presented to them so that they will have a full appreciation of the registration process.

It is very important that the Mayor is committed to support the project so that even if the NSRS Project ends, the operation can already be sustained and maintained by the local government.

CHAPTER 4

THE REGISTRATION PROCESS

A. General Description of the National Skills Registry System (NSRS)

The National Skills Registry System (NSRS) is a database containing the profiles of all persons actively searching for work. This registry shall be maintained and updated by the Public Employment Service Office (PESO) of every city or municipality in the entire country. Likewise, this database may be accessed by:

- (1) All employers looking for qualified individuals/jobseekers to fill in the vacant positions in their establishments, which they have posted in the Phil-JobNet System; and
- (2) Recruitment agencies both local and overseas, which are duly recognized by Government Authorities, looking for qualified individuals / jobseekers for their principals and have likewise, posted their vacancies in the Phil-JobNet System.

Furthermore, job vacancies posted by employers and recruitment agencies in the Phil-JobNet System may be accessed by the general public through a query system, also referred to as the DOLE JOB SEARCH KIOSK, installed in public places that will inform them of the labor market information.

B. Key Players in the Implementation of the National Skills Registry System (NSRS) Project

1. **Secretary of Labor and Employment** provides overall direction and support to the NSRS Project.
2. **Steering Committee**, chaired by the Undersecretary of Employment, which provides overall policy guidance on the implementation of NSRS.
3. **Bureau of Local Employment (BLE)** is tasked to manage the nationwide implementation of the NSRS.
4. **DOLE Regional Offices** for implementing the NSRS Plan within the region through the Field/ Provincial Offices that have direct supervision over the PESOs regarding employment and labor services.
5. **NSRS Project Field Coordinator**, assigned in the DOLE regional office, is tasked to assist in closely monitoring the implementation of the NSRS at the grassroots level.
6. **Local Government Units**, thru city/municipal mayor, provide support to PESO enrolled in the NSRS.

7. **Public Employment Service Office (PESO)** is the registration arm of the NSRS at the city/municipality level. It receives all accomplished registration forms directly from applicants/registrants where these are encoded and kept in an electronic medium.
8. **Barangay**, thru Barangay Chairpersons/ Kagawads/ Barangay Coordinators, assists the PESO in encouraging barangay residents within its jurisdiction to register with the PESO for job opportunities within and outside their barangay and/or municipality. Registration forms are made available in barangay halls.

C. Registration Process

1. Step-by-step procedure in the registration of skills registrants at the PESO level

1.1. For permanent and temporary residents

- 1.1.1. Registration starts with the accomplishment of NSRS Form 1 (REGISTRATION FORM, see Appendix 1) by a job-seeker/ registrant/ applicant. Forms are made available in barangay halls and in the PESO Office.
- 1.1.2. The job seeker/registant fills up the form and submits it personally to the PESO staff for review. **In filling up the form, no items should be left unanswered.**
- 1.1.3. The PESO staff upon receipt of the accomplished form verifies whether or not NSRS Form 1 is properly accomplished.
- 1.1.4. After being satisfied that the form is properly accomplished the form is transmitted to the encoder for encoding.
- 1.1.5. At the end of the day, all the documents received are expected to have been encoded.
- 1.1.6. At the end of the week/month all encoded documents may be transmitted to the regional office for disposal or the NSRS Project Field Coordinator/RO/PFO staff can review the encoded documents at the PESO Office and if satisfied with the quality of data captured they can already approve the documents' disposal.
- 1.1.7. A progress report shall be generated on the status of registration at the end of the week or every Monday morning following the past week registration. This weekly report shall be the basis of a monthly progress report will likewise be generated. However, once the Enhanced PHIL-JOBNET System becomes fully operation, this weekly progress report need not be generated.
- 1.1.8. At the end of every quarter, a summary statistics on the demographic characteristics of the registrants as well as specified indicators on labor and

employment situation shall be generated and submitted to the DOLE Regional Director, copy-furnished BLE. The compliance to these requirements is the responsibility of the NSRS Project Coordinator.

1.2. For non-resident registrants

1.2.1. For non-resident registrants, they should be given the same Registration Form to accomplish.

1.2.2. If the PESO would like, all accomplished registration forms of non-residents may be forwarded to DOLE Regional Office at the end of every month for processing using the same software used at the PESO level.

2. Maintenance of database at the PESO level: Updating of Status of Employment in the database.

2.1. The Barangay Chairperson (BC) shall be furnished by the PESO every month a listing of the new applicants/registrants in his/her barangay for updating of status of employment, using the format of NSRS Form 2 to update their employment status. The roster should include exact address (with house number, name of street, etc.) and contact number.

2.2. The BC, or his/her designated representatives, has to visit the resident-applicants to inquire whether they were able to find employment within the month. (The applicant need not be there but at least the other members of the household may provide the desired information.)

2.2.1. BC may install a tracking system to expedite the updating of employment status of the skills registrants within the barangay. The BC may assign each of his/her Kagawad an area of coverage to conduct the said updating activity.

2.3. Each name in the list must be contacted to inquire if the applicant has already found a job. If already employed, a check opposite the name shall be placed and indicate the exact date, and other information called for in the checklist.

2.4. During the monthly meeting with the Mayor, a progress report on employment should be submitted for notation in the local database. These reports should be transmitted to the PESO to update the status of employment of registrants. **This activity is necessary to be able to keep track of employment and those that are still active in the Skills Registry.**

2.5. At the end of the month or quarter, an employment status report has to be prepared with the following information:

Number of registrants visited:..... _____

Number who got employment:_____

Number who are no longer interested to apply:...._____

Number who left the barangay:_____

CHAPTER 5

HOW TO ACCOMPLISH NSRS REGISTRATION FORMS

There are four (4) basic registration/ reporting forms to be used in the NSRS, these are: (1) **NSRS Form 1** – REGISTRATION FORM; (2) **NSRS Form 2**- UPDATES OF EMPLOYMENT STATUS FORM; (3) Skills Registry System Status Report Form; and (4) NSRS Status Quarterly Report Form (the last two forms to be accomplished by DOLE RO/PFO and/or NSRS Project Field Coordinator).

A. How to accomplish NSRS Form 1-REGISTRATION FORM?

NSRS Form 1 has a "Block" format. The center box contains the name of the agency that issues the form and the title identification while on the right most portion is a space to put a 1" x 1" photo. There is a box for brief instruction and the rest of the blocks are identified by numbers.

This form contains 8 major sections and each section may contain several blocks to be filled up while the last box is for Certification/Authorization requiring the signature of the person filling up the form. In case the person cannot sign for any valid reason/s, a thumb mark of the right thumb would suffice to replace a signature. If a person is illiterate, the information contained thereon should be certified by the person filling up the form and write a notation at the bottom of the form that the registrant is illiterate. However, the applicant's thumb mark is necessary to authenticate the information entered in his/her behalf.

2.6. **Specific instructions on how to accomplish NSRS Form 1:**

Attach a 1" x 1" photo in the appropriate box on the upper-right hand corner of the form.

INSTRUCTIONS: Accomplish this form using a ball-point pen. Print in block letters and write legibly. Submit accomplished form to the Public Employment Service Officer/ Manager in your city/municipality of residence.

1.1. **SECTION 1: PERSONAL INFORMATION**

Block 1: contains the name of the registrant and present address.

Item 1: Name. Enter the family name first, then the given name and middle name.

2. PERSONAL INFORMATION																										
T	I	N	I	O							M	A	N	U	E	L					B	U	N	D	C	C
Family Name										Given Name										Middle						
Name																										

Item 2: Present Address: In writing the address, specify the house number and the name of the street, then the name of the subdivision or Purok as the case may be. Write the name of the barangay. There are barangays whose name is a number (e.g. Barangay 1). Write the entire name, then the city or municipality where the barangay is located.

Be sure that the address that is written here can easily be found by a mailman or messenger. Illustration follows:

1898 Pagkakaisa Street	Barangay Magiting	Cabanatuan	Nueva Ecija
Street/Subdivision	Barangay	Municipality/City	Province

Block 2: contains demographic information and the contact number.

Item 1: Birthday. Specify the date of birth (e.g. December 24, 1988)

Item 2: Place of Birth. Specify the exact place of birth e.g. Quiapo, Manila or Q.C. (The best source of information is the Birth Certificate.)

Item 3: Age. Two boxes are provided; enter the age as of last birthday. Suppose the registrant was born on December 24 and filled up this form on July 15, 2012, his/her age as of last birthday is 23. Enter this number in the age box.

Item 4: Sex. Check the appropriate box whether male or female.

Block 3: Contains some physical characteristics such as height and weight. The unit of entries can either be Metric or English System.

Item 1: Height. Specify the height in cms. (If you are not familiar with the Metric system the conversion is as follows: There are 2.54 cm. in one inch and 12 inches in 1 foot. One meter is 100 cms. If you are familiar more in inches, try to convert your height into cms, by the conversion factor given.)

Item 2: Weight. This is expressed in kilograms. (There are 2.2 pounds in 1 kilo of weight. The usual reporting of weight is in kgs (kilograms). However some people are used to reporting in pounds. The weight in pounds can easily be converted to kilos by dividing the weight in pounds by 2.2 and the answer is expressed in kilograms.)

Item 3: Religion. Specify which religious sect you belong. If you have no religion, enter NONE in the space provided. If you are Roman Catholic, or Protestant, or Muslim/Islam as the case may be, write it in the space provided for.

Block 4: this refers to the civil status of registrant.

Civil Status – refers to the legal status of a person. Tick the box for the appropriate legal status of the registrant defined as follows:

Item 1: Single – a person who never got married legally. A mother who is not married legally to any person but with a child is still single in status. In the same manner, a man who never married anybody but living consensually with another woman although with children is still single.

Item 2: Married – is a person who contracted marriage legally. There is a marriage contract.

Item 3: Widowed - a person who was legally married and whose spouse is already dead is described as "widowed", regardless of sex.

Item 4: Separated – a person who was formerly married but got a court decision that he/she is already legally separated. A married person who merely separated from a spouse physically or no longer living together is still married legally and does not fall under this category.

Item 5: Others – are persons not belonging to any of the above classification. Example of these are: persons who are both legally married but have live-in arrangements with present partner and have children during this consensual relationship; another category falling under others are those who divorced in other countries, usually they are no longer citizen of this country. However, if still a Filipino citizen, under Philippine laws even if a person divorced his/her spouse abroad but their marriage has not been annulled in the Philippines, they are still categorized as married and not eligible to get married legally. Report the legal status recognized by law under this category. For example a married woman living with another man other than her legal partner will be reported as Married but when there are children they will be reported under Others as defined earlier.

Block 5: Contact Number. This refers to the fastest communication channels by which you can be contacted

Item 1: Landline. Enter the telephone number under Landline if you have a landline like PLDT or Bayantel or Globe.

Item 2: Mobile. Enter the mobile phone number in the space provided for, if you have a mobile phone.

Item 3: Email Address. Enter the email address in the space provided for, if you have an email address so that you can be contacted electronically through the Internet,

Block 6: Employment Status (Check only one). This refers to the current status of the registrant regarding his/her employment status. Tick the appropriate box found on the opposite side of the employment status.

Item 1: Wage Employed. If the registrant is presently employed, that is if he/she reports for work in an office or place of employer whether the position is permanent or temporary, then tick wage employed. Wage employed persons applying to be registered in the Skills Register are accepted so long as they are willing to accept a job when offered under the NSRS.

Item 2: Self Employed. If the registrant is currently involved and earning income from doing an entrepreneurial or livelihood effort, whether labeled as backyard, micro, small, medium industry, then tick self employed. Further, according the National Statistic Office, these are persons who operate their own businesses or trades and do not employ paid workers in the conduct of their economic activities. This category includes workers who worked purely on commission basis and who may not have regular working hours.

Item 3: Unemployed. Under this category are several subcategories of unemployment as described below:

- a. **Finished (Work) Contract.** Contract employees are hired to perform specific functions in a contractual relationship and for a defined period of time. Contract employees can be hired through staffing agencies or work as Independent Contractors. Therefore, finished (work) contract refers to a condition wherein the contracted party has already accomplished the specific task/s or the terms of a work agreement or the period expressed in the Contract.
- b. **Resigned.** This refers to persons who resigned from their jobs on a voluntary basis but interested to register his/her skill for future employment. They are not actively looking for work but interested to work if the job offered or available is acceptable to them.
- c. **Terminated/Laid Off, local.** This status refers to a person who had been terminated or laid off because of retrenchment or trimming down of the number of employees due to the economic situation, or rationalization of positions in the government service. Even if the person has looked for work since termination or being laid off, the category should still be under this item.
- d. **Terminated/Laid off, abroad.** This status refers to overseas workers who have been terminated because of the expiration of their contract or there was massive laying off of personnel due to closure of the company or due to bankruptcy or whatever is the reason for job termination. Like in b) above, even if the person already attempted to apply for work either abroad or locally, the status to be reported is termination of work abroad. Specify the country where you worked and got terminated: If letter d) above was checked, then there should be an entry under this question.

Tick this box if the answer is yes to any of those mentioned above.

Item 3: Are you actively looking for work?

This is a YES or NO question. If the person says YES it means that the person is presently applying for work in offices or establishments and has written an application letter for a job or took an examination for a position like those in call centers or may have joined a Job Fair conducted by the DOLE. If the person says NO it means that the person is not actively looking for work but interested to work if the job offered or available is acceptable to them.

Tick the appropriate box.

Block 7: Preferred Occupation. This is a follow-up question from Block 6. Entry is not limited to just one preferred occupation but list the preference according to your priority. (Example of occupations are: chemist, architect, family driver, domestic helper, company nurse, legal officer, accountant, bookkeeper, etc.)

Block 8: Preferred Work Location. There are two options given to choose from, either local or abroad. If both are filled up, be sure to write the specific province if local or the country if abroad.

Passport Number. This should be filled up accurately as this will be an important source of your personal identification.

Expiry Date. This refers to the date when the passport issued to the registrant expires.

Block 9: Disability. Tick the appropriate box from the listed impairments or handicaps. If not in the list, check "Others" then write in the space provided the disability or impairment (example, temporary physical disability due to accident)

Block 10: Languages/s SPOKEN, READ and WRITTEN at work (Tick the appropriate box). This refers to the languages that you can read, write and speak with ease or fluently at work. Tick ALL the appropriate boxes. (Example: you are fluent both in Filipino and English)

Section 2: EDUCATIONAL BACKGROUND (list according to importance) - This section asks about the academic qualification of the registrant. There are four (4) columns to be filled out as follows:

Column 1: Highest Level Completed. This refers to the highest level in the education ladder that a person has completed in school.

The entries that are expected to be entered here are as follows:

a. Elementary/ Primary Level.

- Old Curriculum: If the person reached elementary/primary level but did not finish GRADE 6 or 7, as the case may be.
- Enhanced K to 12 Curriculum: If the person reached elementary/primary level but did not finish GRADE 6.

b. Elementary Graduate

- Old Curriculum: If the person finished/ completed the mandatory GRADE 6 or 7, as the case may be.
- Enhanced K to 12 Curriculum: If the person finished/ completed the mandatory GRADE 6 or 7, as the case may be.

c. High School/ Secondary Level

- Old Curriculum: If the person reached High School but did not finish the 4th year level (or the 10th year of High School)
- Enhanced K to 12 Curriculum: If the person acquired the Junior High School diploma (4 years) but did not obtain the Senior High School Diploma (2 years).

d. High School Graduate

- Old Curriculum: If the person finished/ completed 4th year High School (or the 10th year in High School)
- Enhanced K to 12 Curriculum: If the person obtained both the Junior High School diploma (4 years) and the Senior High School Diploma (2 years).

e. College level: If the person reached college but did not finish/ complete it

f. College Graduate/ Degree Holder: If the person finished/ completed college or is a degree holder, then enter "College Graduate" or master's degree or doctoral degree.

Column2: Course/Degree/Major Subject. The entry here is related to the entry in column 1. If the highest Grade completed is high school or below, there should be no entry under this column. Write N.A in this column which means NOT APPLICABLE because there is no course or degree or major subject. However, if the entry is at college level and above, this should be filled up describing the course taken relative to the entry in column 1. The following will illustrate how this column is filled out relative to the entry in col. 1.

Highest Level Completed	Course/Degree/Major Subject
College Level/ Graduate	B.S. Education
College Level/ Graduate	B.A. Philippine Studies

Column 3: Name of School/ College/ University. This is self-explanatory.

Write the complete name of the school. Acronyms should be avoided.

Column 4: Year Graduated. This refers to those who have finished a course or, those who completed elementary and high school. For those who have finished a degree, refer to their diploma, the year that should be entered here should coincide with the year written in the diploma.

Column 5: Year last attended. This should be answered for every entry in Col. 1 although for college graduates, this is optional.

Section 3: PROFESSIONAL LICENSE (Includes professional and non-professiona driver's licenses)

This section should be filled up by professionals who passed the bar and board examinations required to practice their profession. For professional licenses issued to practice one's

profession, these are usually issued by the Professional Regulations Commission (PRC). For other special licenses like driver's licenses, the Land Transportation Office issues them.

Specify the License Title and date of expiration. There are only 2 spaces provided for. If licenses exceed 2, write it at the bottom of the page or use additional sheets and write the remarks that this is for Section 3.

Section 3A: ELIGIBILITY. The information sought for here may refer to civil service eligibility and Career Executive Service (CESO) eligibility acquired by the registrant that will enable him/her to qualify for a government job. Other eligibilities may include those who passed marine examinations or similar types of examinations which are short of being a professional.

Section 4: VOCATIONAL/TECHNICAL TRAINING AND RELEVANT EXPERIENCE (Include programs taken as part of college education, ex. OJT, internship). There are five (5) columns to be filled up on vocational and technical training. Enter only the experience that is directly related to the training attended to be counted as work experience along the reported technical or vocational course taken. If there is no relevant training for a particular course, leave the column blank under Period of Training/ Experience.

Column 1: Name of Training. Indicate exactly the kind of training attended. For example: Input Machine Operator training or Basket Weaving or Tailoring or Dressmaking or Computer programming or photography, etc.

Column 2: Skills Acquired. What was the skill acquired with the training attended? Example: for Input Machine Operator training the acquired skill is encoding or key punching. Training in tailoring can be the skill as master cutter or master sewer of coats or barong, etc. For dressmaking, the skills acquired may be wedding dress or baby dresses, etc. For programming, ability to write computer programs using a specific machine language, or baking or cooking as the case may be for the Culinary Arts.

Column 3: Period of Training/ Experience. Specify the number of days/ weeks/ months/ years of training/ experience, whatever the case maybe, in this specific skill acquired through training.

Column 4: Certificate Received. If a Certificate of training or completion has been received for this training, specify the name of training attended.

Column 5: Issuing School or Agency. Specify the name of the agency that issued the Certificate of Training/Completion. TESDA also issues Certificates of Completion in the vocational courses it offers.

Section 5: CERTIFICATE OF COMPETENCE. This refers to certificates issued showing the competence of a person who has passed certain examination required. Column 2 asks for the rating. Testimonial certificates issued by TESDA call under this category. Also the maritime certificate issued by Maritime Training Council falls under this section.

Section 6: WORK EXPERIENCE. There are 5 columns to be filled up.

Column 1: Name of Company/Firm. Write the name of the firm where the registrant worked, start with the most recent or present employment. Use additional sheet and attach sheet to this form.

Column 2: Address. Indicate the exact address where the registrant previously worked or presently working, as the case may be.

Column 3: Inclusive Dates. Specify the inclusive date of employment.

Column 4: Position Held. Indicate the job title of the position held, like Bookkeeper, Human Resource Management Officer, Elementary classroom teacher, Researcher, Call Center agent, nurse, nursing aide, etc. It is very important to specify the job title of the position held if employed in the formal sector. For self-employment or those in the informal sector, the name of the position should reflect the kind of job performed or done, ex.. Balut vendor, construction laborer, poultry raiser, pig raiser, house painter, tubero or plumber, etc.

PAGE 2 OF THE NSRS REGISTRATION FORM 1

Section 7: FOR SEA-BASED WORKER (Includes Onboard experience or land-based experience related to steamship.) **This portion of the NSRS Form 1 should only be filled up by registrants applying for a sea-based job or position.** If the registrant is not interested in applying for a sea-based work, write N.A (NOT APPLICABLE) in big letters in all the columns of the section. Otherwise, fill up all the required information in the 5 columns.

Column 1: Position. Specify the position that was occupied in a sea-based environment. (Example, Cost guard or cook or dishwasher)

Column 2: Agency/Company. Specify the name of the agency or company that employed the registrant (Example, Philippine Coast Guard, Negros Navigation, etc.)

Column 3: Type/Tonnage. Specify whether it s a passenger or cargo ship and the weight metric tons should also be indicated.

Column 4: Date of Service. Specify the inclusive date of employment. Month and year would suffice.

Section 8. OTHER SKILLS ACQUIRED WITHOUT FORMAL TRAINING. There are 4 columns to choose from. The person filling up the form must tick the box of ALL the skills acquired without formal training. It is generally assumed that if the person ticks the boxes, he/she will be able to prove, to prospective employers, through a series of tests and/or interview that he/she indeed possesses the indicated skills. (Please refer to the glossary of terms for detailed discussion on the definition of each of the choices expressed under every category)

As discussed in CHAPTER 1, skill refers to any talent, ability, proficiency, competence, handiness, expertise declared by the potential applicant/registrant. For this section, skills can be categorized into:

- a. **PEOPLE SKILLS** refer to skills set that involves working with people either through helping, entertaining, influencing the actions and/or thinking of other people. Under this category there are TWELVE (12) choices, namely: (1) Teaching, (2) Negotiating, (3)

Diverting, (4) Persuading, (5) Speaking, (6) Serving, (7) Helping, (8) Encouraging, (9) Motivating, (10) Leading, (11) Promoting, and (12) Selling.

- b. **DATA SKILLS** refer to ability to handle details, facts, numbers, records or files in a quick and accurate way, develop efficient system for these tasks. Under this category there are FOURTEEN (14) choices, namely: (1) Coordinating; (2) Analyzing; (3) Compiling; (4) Computing; (5) Tabulating; (6) Comparing; (7) Planning; (8) Recording; (9) Posting; (10) Checking; (11) Researching; (12) Testing; (13) Comparing; and (14) Copying.
- c. **THING SKILLS** refer to ability to operate, maintain or build machinery, or regulate or process equipment, understand and work with physical, chemical, or biological functions. Under this category there are SIXTEEN (16) choices, namely: (1) Machine work; (2) Setting-up; (3) Operating/controlling; (4) Driving/steering; (5) Manipulating; (6) Working with materials; (7) Materials handling; (8) Inspecting; (9) Producing; (10) Warehousing; (11) Building; (12) Precision working; (13) Setting-up/ Restoring; (14) Feeding/loading; (15) Assembling; and (16) Repairing/ adjusting
- d. **IDEA SKILLS** refer to the ability to solve abstract problems and express thoughts or feelings in a creative and ingenious way. Under this category there are THIRTEEN (13) choices, namely: (1) Implementing; (2) Synthesizing Idea; (3) Creating/ inventing; (4) Discovering; (5) Interpreting; (6) Expressing; (7) Instructing; (8) Organizing; (9) Theorizing; (10) Speculating; (11) Predicting; (12) Anticipating; and (13) Innovating.

CERTIFICATION/AUTHORIZATION: The accomplished form should be certified that all the data and information contained therein are true to the best of the registrant's knowledge. The authorization is given to the DOLE to include the name and other information of the registrant in the Skills Registry System which will be maintained in the PHIL-JOBNET System and that it likewise authorizes DOLE to make the personal file available for access. Also DOLE is not compelled to seek employment for the registrant without permission.

Signature of the registrant is necessary.

Date. Enter the date when the form was accomplished/ submitted to PESO.

B. How to Accomplish NSRS Form 2 –UPDATES ON EMPLOYMENT STATUS?

This form can be seen in Appendix 2.

Title Box: For the Month of _____. This refers to the date when update visit was done.

Geographic ID Box: Copy the Geographic Identification from other accomplished forms. Write the name of the Barangay Chairperson.

INSTRUCTIONS Box: Visit personally all the job applicants found in the computer listing provided by the PESO who are residents of your barangay and find out their employment status at the end of the reference month of reporting.

- Check the appropriate column that best describes the employment status of the applicant.

- It is possible that there are registrants who cannot be located and therefore they should be removed from the roster of registrants in the database.
- Additional list of registrants will be furnished by the PESO every month. If the first list is not yet finished, the updating should continue even if it exceeds one month but what is important is that the list has to be submitted immediately upon completion but not beyond the reference quarter.

Column 1: Serial number. Number the entries sequentially stating from 1 up to the last number of the list of persons to be updated. If the list provided by the PESO follows the format of the form itself, then there is no need to enter the serial number in the first column because the print out is pre-numbered.

Column 2: Name of Registrant. The name of registrant is generated from the encoded registration documents.

Columns 3 to 8. The employment status will be reflected under these columns that shall rely upon the status of the registrant during verification as follows:

Column (3) Employed? If already employed check or put an X mark in the cell to indicate that the registrant is already employed.

Column (4) Enter the date when the person was employed, e.g. 10/15/10

Column (5) and Col (6) Still interested? If the person is not yet employed and enter the response under column 5 if Yes or Col 6, if response is No (this means that the registrant is no longer interested to find a job/ employment)

Column (7) Left the Barangay? If the registrant already left the barangay for good, the date when he/she left should be entered under this column.

Column (8) Cannot be Located (CBL) This column is checked if the registrant cannot be located in the address indicated in his/her registration document.

C. How to accomplish the Skills Registry System Status Report Form and the NSRS Status Quarterly Report Form? These last two forms shall be accomplished by DOLE RO/PFO and/or NSRS Project Field Coordinator. Instructions on how to accomplish such are indicated in the said forms.

CHAPTER 6

VERIFICATION, TRANSMITTAL AND DISPOSAL OF FORMS

A. Documents to be verified

The Registration System was discussed comprehensively in Chapters 4 and 5. The documents to be compiled, verified and disposed of are the following:

- Accomplished NSRS Form 1 - Registration Form.
- Accomplished NSRS Form 2 – Updates of Employment Status Form.

B. Verification of Accomplished NSRS Form 1 – Registration Forms

1. This form has been accomplished by registrants in single copy. The PESO has to verify the entries whether or not these were properly accomplished. After

verification, the accomplished forms are encoded into the local NSRS maintained and updated by the PESO.

2. On a monthly basis, the PESO shall email the updated database to DOLE PFO who shall be responsible for forwarding a copy to DOLE RO, copy furnished BLE. The NSRS database at the DOLE RO and PFO shall be maintained by the NSRS Project Field Coordinator.
3. In addition, on a monthly basis, the source documents (encoded NSRS registration forms) should also have been reviewed by the DOLE PFO staff or NSRS Project Coordinator and made ready for disposal. When the DOLE PFO staff or NSRS Project Field Coordinator is satisfied that the documents passed the quality check, documents may be disposed of permanently through the proper procedures of official documents disposal.

C. Accomplished NSRS Form 2 – Updates of Employment Status Forms

This form plays an important role in the “up-to-dateness” or “liveness” of the Skills Registry. It is therefore very important to monitor the accomplishment of this form by barangay officials because this will determine how “good” the database is in terms of providing the supply that is needed by employers both local and overseas at any given time. This form is submitted by BCs to PESO every month, if status is volatile. Otherwise, every quarter would suffice so that the Skills Registry does not become stagnant.

D. Disposal of Accomplished NSRS Form 1- Registration Form

1. PESO is instructed to dispose all registration documents every end of the month after the NSRS Project Field Coordinator or a representative of the Regional/ Field/ Provincial Office has already reviewed the encoded forms against the NSRS database. Total number of documents for disposal at the end of each month would depend upon the volume of registration during the month. If there is a need to dispose of the source documents earlier than the scheduled time, the PESO has to make the necessary arrangements with the NSRS Project Field Coordinator for an early review of the documents against the encoded file.
2. The DOLE Regional/Field/ Provincial Office is the repository of registration documents of registrants who are not bonafide residents of the city or municipality where the NSRS registration system is installed. The forms do not need to be disposed of if the volume does not warrant the need for additional space to store. However, if the documents become voluminous over time, then the disposal follows that of disposing official records of government, after electronic copy of which is captured.

CHAPTER 7 MAINTENANCE AND UPDATING OF NSRS OFFLINE DATABASE

This chapter on maintenance and updating of database refers to the local NSRS database being maintained by the PESO using the NSRS Offline Software. *(The maintenance and updating of the PHIL-JOBNET database with the NSRS as its sub-system, when the design is finally completed, may be different from what is being described in this chapter.)*

A. Database to be created and maintained at the PESO: Database of Skills Registrants

1. This database contains all registrants/applicants who registered with the PESO.
2. The database contains the complete information about the registrant as contained in the NSRS Form 1 that he/she has accomplished. This database is updated on a monthly basis and forwarded to the DOLE PFO, which in turn forwards it to the DOLE RO and both databases are maintained by the NSRS Project Field Coordinator.

B. Maintenance and Updating of NSRS database

1. Barangay to PESO

- 1.1. The Barangay ensures the up-to-dateness of the skills registry. It also assists the PESO during registration activities.
- 1.2. On a monthly basis, the PESO provides the list of skills registrants, using the NSRS Form 2, to BCs, the Barangay is expected to indicate the employment status of skills registrants whose names are reflected by the said list.
 - 1.2.1. In the NSRS Form 2, there are three possibilities of updates, namely: 1) employed, 2) no longer interested and 3) left the Barangay. A question will arise if the registrant left the Barangay permanently because of death or has left for abroad as immigrant or for good. In these two cases, they have to be removed from the database permanently. In case the one who left for abroad came back, then he/she has to re-register and be treated as a new registrant since his/her file in the database has been removed/deleted permanently. This way, the database will not be keeping records of registrants who are no longer in the country.
 - 1.2.2. Updates on the qualification of the applicant can also be done through the Barangay Chairperson or directly to the PESO. Updates may include additional training, education or relevant experience through apprenticeship or On Job Training (OJT) or Off- the Job Training.
- 1.3. This updated list must be provided to the PESO at the end of the succeeding month or as agreed by both parties. Such modifications must be reflected by the local NSRS database that the PESO maintains.

2. PESO to DOLE Provincial/ Field and RO

- 2.1. The PESO submits to the DOLE Provincial/Field Office the database containing updated list of skills registrants.
- 2.2. After checking the integrity and quality of the submitted NSRS database, DOLE PFO subsequently forwards it to DOLE RO, which in turn copy furnishes the BLE. In addition, on a monthly basis, the NSRS Field Coordinators with the assistance of the DOLE PFO are expected to submit to the DOLE RO the NSRS Status Report Form (please refer to Appendix 3) containing the summary statistics of the skills registry. Further, for NSRS project sites with DOLE Job Search Kiosk, NSRS Field Coordinators are expected to verify the status said equipment.
- 2.3. Every quarter, applicants/registrants who were reported to be employed shall be removed from the active database of applicants. However, a sub-database of employed applicants should be maintained for reference purposes and for generation of statistics on the characteristics of those who were employed.

C. Tagging of Inactive Skills Registrants

1. If there are no feedbacks from the applicants within a quarter either from them directly or through the barangay chairpersons, their names shall be automatically be marked from the database that they have not been employed and are still active seekers for employment.
2. At the end of the next quarter and still the applicant has not been employed, another mark should be indicated on the file of the registrant/applicant.
3. The applicant's file can be maintained in the database for **four continuous quarters**, after which the file of the applicant shall be put in the "inactive" sub-database. The applicant must be informed through the barangay chairperson that his/her name has already been transferred to the "inactive" database or the Administrator of PHIL-JOBNET can inform the registrant directly through email if he/she has one. Registrants shall only be maintained in the active database for a maximum of one year from date of registration.
4. If the applicant that is placed in the "inactive" status wishes to be reactivated in the database in the succeeding year, then he/she has to inform the Barangay Chairperson, who in turn will inform the PESO so that the name can be restored to "active" status. The PIN earlier assigned should be used to update the status. The re-activated registrant will remain for another year, then reverted to inactive status after one year. To re-activate, the applicant has to repeat the same process of re-activation.

CHAPTER 8

SUMMARY STATISTICS AND LABOR AND EMPLOYMENT INDICATORS

A. Summary Statistics on Skills Applicants/ Registrants

The database of registrants contains information that came from the NSRS Form 1- Registration Form. The following marginal totals of variables or group of variables can be generated from the database on a monthly or quarterly basis, depending upon the demand for such data:

1. Total number of registrants/applicants by barangay, by sex can be aggregated at a higher geographic level like by municipality/city, by province or by region and national level
2. Age distribution, can be single years or 5-year interval
3. Marital status of applicants
4. Distribution of applicants by educational background using the normal classification of educational attainment. For college graduates, the specific fields of study may be tabulated.
5. Frequency of skills may be summarized and grouped according to some standard classification
6. Applicants with disability
7. Frequency distribution of Area of Specialization
8. Proficiency in English; Filipino; Japanese
9. Frequency of "Other skills"
10. Frequency of other skills may be summarized and grouped according to some standard classification
11. Number of registrants with work experience or no experience
12. Type of occupation often applying for

More detailed tabulations can be generated by cross-tabulating two or more variables. Some of these tables are the following"

1. Education by number of years of relevant experience by sex
2. Vocational training by number of years of relevant experience by sex
3. Number of registrants by employment status
4. Age, Sex and Marital Status by Occupation Applying for
5. Education by Occupation applying for by sex

B. Labor Supply Indicators

The NSRS has the capability to generate current data on labor supply in the country which is readily available; whether this supply will meet the labor demand of local industries is another matter. What the NSRS can provide is the labor supply that can be tapped at any given time. The statistics that can be generated will be a useful tool for planning, policy formulation and decision making.

The data in the skills registry system will reflect the quality of the present labor force of the country that is actively looking for work and had been terminated/ laid off from their last jobs either locally or abroad. What is being established in the NSRS is a "live" registry of job seekers who are desirous to obtain employment at a particular time. Because of this, the indicators that can be produced will reflect the characteristics of the unemployed at a particular time period, if we consider those who had been terminated or laid off as "unemployed."

1. **Labor supply indicators.** The important indicators that can be generated from the database at the national and regional levels are the following:

On Females in the Registry:

1. Proportion of females in the Registry
2. Proportion of females with work experience
3. Proportion of females with college education/graduates
4. Proportion of young females
5. Proportion of married females
6. Proportion of new entrants female (without work experience)
7. Proportion of female with certified skills
8. Proportion of female with other skills
9. Proportion of female with previous work experience

On Males in the Registry:

1. Proportion of males in the Registry
2. Proportion of males with work experience
3. Proportion of males with college education/graduates
4. Proportion of young males
5. Proportion of married males
6. Proportion of new entrants male (without work experience)
7. Proportion of male with certified skills
8. Proportion of males with other skills
9. Proportion of male with previous work experience

These indicators may likewise be disaggregated according to barangay, city/municipal, provincial, regional, and national levels.

2. **Labor Demand Indicators.** This shall be handled by the Phil-JobNet System with the NSRS sub-system. The important indicators that can be generated from the database at the national and regional levels are the following:

1. Top 20 occupations in the registry
2. Top 5 hard-to-fill occupations by major occupation group
3. Top 10 easy-to-fill occupations by major occupation group
4. Top 5 industry with the most number of vacancies
5. Top 5 regions/province with the most number of vacancies
6. Proportion of vacancies with work experience preference
7. Proportion of vacancies with specialized skills preference
8. Proportion of vacancies with age preference
9. Proportion of vacancies with sex preference
10. Proportion of vacancies in high paying/low paying occupations

CHAPTER 9

ADMINISTRATIVE AND FINANCIAL MATTERS

The success of any nationwide operation hinges mainly on the logistic support that it receives from the administrative and financial units of the organization. The decentralized system of operation of the regional offices makes the DOLE Regional Offices responsible for the operation of all projects of the DOLE at the regional level. The provincial or field offices provide the link on the administrative and financial requirements of NSRS at the PESO level.

A. Administrative Matters

1. Allocation of NSRS Materials for Training Activity/ies

- 1.1. NSRS Field Operations Manual and its attached appendices shall be used for the training activities from the National to the Barangay levels.
- 1.2. In the allocation of NSRS materials to be used during the training, a list of prospective trainees must be prepared to be used in preparing summary statistics for allocation purposes. The list of trainees to be given the NSRS materials are the following: (1) DOLE Secretary; (2) Chairperson of the Steering Committee and its members; (3) All Chairs of other NSRS committees and their members; (4) All DOLE Regional Directors; (5) All TSSD Chiefs and RO NSRS Focal Personnel; (6) All DOLE Field/ Provincial Officers; (7) All City/Municipal Mayors; and (8) All Public Employment Service Officers.

2. Allocation of NSRS Materials for Operation

- 2.1. There are two basic forms needed in the registration process. These are: (1) NSRS Form 1 – NSRS Registration Form; and (2) NSRS Form 2 – Updates of Employment Status Form
- 2.2. An estimate of the basic registration form may be based on the percentage distribution of the total unemployed by region. The result of the latest quarterly survey should be consulted. This statistics is the minimum requirement for the region. Considering that the registration is not limited to the unemployed but also to those who would like to change jobs or look for other work opportunities, the number may be increased by a certain percentage.
- 2.3. Estimation of unemployed in highly urbanized areas may be different. It is expected that there are more registrants in highly urbanized areas. It may be emphasized at this point that registration of applicants should be made with the PESO in their city/municipality of residence.

- 2.4. In the NSRS Form 2, all Barangay Captains must be provided at least 3 forms for updating the list of registrants. In monitoring the employment status, it is always useful to require all barangay captains to submit an Update even if nobody was employed from the registrants residing in the barangay. (All the forms to be used in the NSRS Project use A4 sized bond paper, which is the official paper size for government use. However, if the A4 size is not available locally, the form may be photocopied into a regular short bond paper.)

3. Allocation of supplies

- 3.1. One of the requirements in the registration process is the printing of the names of registrants in the barangay for updating the database of the Skills Registry. This is done every month.
- 3.2. Expenses to be incurred in such shall be considered as part of the counterpart support of the concerned LGU into the NSRS Project.

4. Other administrative matters

- 4.1. The national government according to existing auditing and accounting practices does not transfer funds to the local government. In view of this, the PESO has to prepare a Requisition and Issue Voucher (RIV) on the specific registration materials that are expected to be needed. The usual accounting and auditing rules and regulations regarding the procurement of registration materials and issuances of supplies shall be observed by all regional offices.
- 4.2. If durable equipments are transferred to the local government to be used in the NSRS, the property still belongs to DOLE unless it is donated to the city/municipality later on. The usual Memorandum Receipt (MR) has to be issued for all equipment issued. The computer and printer are considered equipment and therefore should be entered in the Books of Inventory of the Region for accountability of purchased equipment.

5. Financial Matters

- 5.1. **Budgetary Allocation.** Each regional office participating in the NSRS project shall be allocated funding for the operation of the NSRS in their respective areas with detailed guidelines on how the fund is to be disbursed. Most of the fund to be allocated will be for the printing of forms required for the NSRS and other Manual of Instructions as the need arises. Allocation for purchase of computers shall also be allocated to DOLE regional offices that have the responsibility to purchase and allocate these to the different cities/municipalities within the region.
- 5.2. **Report on Financial Matters.** At the end of every quarter, a report of disbursements shall be submitted to the Office of Secretary of DOLE which

shall refer said reports to the National Steering Committee to be able to keep track of the progress of logistic support from DOLE to local government units, specifically, the Public Employment Service Offices of cities and municipalities that are presently implementing the National Skills Registry System (NSRS) Project.

CHAPTER 10

MEDIA AND ADVOCACY PLAN

A. Use of Tri-Media

Information campaign requires the distribution of tri-media materials announcing the NSRS within a locality. The distribution of materials would depend upon the location of the target population. In the case of the NSRS, the target population is the population of working age, in general, from 15 years old and over and particularly those who are actively looking for employment and also those who are currently employed and wish to change jobs. Other stakeholders are the employers and recruitment agencies who are interested to hire qualified people that will fit their job requirements.

1. **Print media.** Local executives usually have Press Relation Officers (PROs) in their offices. The PESO can therefore request them to prepare series of press releases regarding the activities to be undertaken in connection with the NSRS Project. In case there are no PROs in local government offices, an alternative strategy is to seek the help of roving reporters of local newspapers. Some background materials may have to be furnished to the news reporter, particularly the objectives of the NSRS Project, the expected outcome and the timetable of activities.
2. **Broadcast media.** Another means of advocacy which can reach a wider coverage is through the broadcast media. There are many radio stations which are locally-based in regional centers. The DOLE regional and provincial/field offices may spearhead this advocacy campaign. The LCE and PESOs may also make use of local radio stations to solicit support from the general public, particularly the target population of the NSRS. The materials to be supplied to the broadcast media should include the objectives of the NSRS Project, the expected outputs of the Project and the major activities including the timetable for the nationwide implementation. (It must be emphasized that registration with the NSRS does not guarantee employment but will provide them better chances and opportunities of being hired by employers.)
3. **Television Coverage.** TV coverage may be limited to the live coverage of certain events related to the NSRS. It is also possible that some public service programs aired during primetime may be interested to cover the NSRS Project.

B. Other Strategies

1. **Local Churches.** One strategy in reaching out to the target population is to seek the assistance of lay leaders and local priests/pastors in the municipality/ city enrolled in the NSRS Project.
2. **School Campuses.** Another venue where to reach out potential registrants are local schools especially those offering vocational courses and in university or college campuses.
3. **Barangay Officials.** The major partners in the advocacy and information campaign for registration in the NSRS at the grassroots level are the barangay officials. Because the barangay officials have undergone briefing and training about the skills registry system, they are in the best position to provide the correct information on what the registrants would hope to gain by being included in the Skills Registry. PESO may institute a merit system wherein best performing and the most active barangays, relative to the implementation of the NSRS Project, are

awarded with Certificates of Recognition by the LCE during his/her monthly meetings with the BCs. This strategy will help boost the project by heightening the morale of the barangay council. Other incentive systems may be institutionalized by the PESO; however, expenses to be incurred will be considered as counterpart support to the NSRS project.

CHAPTER 11

NSRS DATABASE SHARING AND INFORMATION USE

A. Rationale

The National Skills Registry System (NSRS) Project was initiated in response to the growing concerns over talent mismatch. This is a direct response to the results of *Project JobsFit: DOLE Vision 2020*, the first national labor signaling activity of the Department. As a mechanism for understanding the present labor market situation at the community level, the NSRS was designed so as to provide policy makers and implementers, and other stakeholders a live registry of skills. This is attained through the implementation of monthly and quarterly reports that emanates from the barangay level.

Understanding the necessity of translating the data generated by the NSRS into usable LMI and a potential tool in the crafting of local legislations, policies, and development plans, the NSRS National Technical Committee drafted the NON-DISCLOSURE AGREEMENT FOR ACCESS TO NSRS DATABASE (please refer to Appendix 5) so as to guide NSRS implementers, specifically the PESO, when sharing NSRS information to employers and/or prospective investor/s.

B. Background

The exhaustive use of technology has the potential of expediting the delivery of services especially at the community level, where it is most needed. This potential however raises complex questions that go beyond our basic understanding what is right or what is fair because technology has no borders and limitations. It likewise creates a paradigm shift, wherein old rules must give way to new, as technology creates new issues and challenges in the ethical use of information. Therefore, the implementation of standards in accessing and capturing data produced by existing government IT based system must be initiated to promote the utmost protection of those whose information are reflected by said systems.

Further, it creates the necessity of capacitating those with access to the data the competencies in justifying their actions. Areas such as data access and capture, processing, tracking and monitoring are just a few examples of IT capabilities with ethical considerations.

C. Basic Practices on Database Sharing and Information Use

The NSRS NatCom proposes the adaptation of the following practices or guidelines, which will guarantee that adequate safety nets are placed every time the NSRS data is put into use:

1. General Statements

- 1.1. All data produced by the NSRS must be treated with caution as such contains the general information of the skills registrants. It must therefore be in the best interest of the skills registrants that those who are expected to handle the database must use and disseminate it with utmost regard and/or confidentiality.
- 1.2. All data or information produced by the NSRS must be used so as to promote, and will not directly affect, the skills registrants' life, security, happiness, freedom, opportunities, and other key human and societal values. It is always in the best interest of the skills registrants that data produced by the NSRS will be used.

2. Duties and Responsibilities of DOLE RO

- 2.1. DOLE Regional Offices may determine additional guidelines regarding data access and dissemination. However, all guidelines must be aligned with applicable laws, policies, and documented best practices on the subject of IT based information ethics. This likewise includes guidelines related to data collection, governance, access, use, exchange, and reporting.
- 2.2. DOLE Regional Offices are directly responsible for the information or data generated by the NSRS, as such the following Standard Operating Procedures (SOPs) must be taken into consideration (some parts as shown below were taken and/or adopted from <http://nces.ed.gov/pubs2010/dataethics/accountable.asp>):
 - 2.2.1. The data record should be kept reasonably free from risk of damage. Where practicable, copies may be made of the database either to facilitate sharing among collaborators or to further safeguard it (Whitbeck, C. www.onlineethics.org).
 - 2.2.2. Hold regular meetings/ forums to discuss with your data handlers, from the regional down to the PESO levels, on reporting violations experienced or observed. This may be done in groups or in selected personal meetings with staffs having different roles and responsibilities in the implementation of the NSRS Project.
 - 2.2.3. Train data handlers to understand the steps they need to take to report illegal, unethical, or incorrect behaviour. Make sure that they understand that they are procedurally protected from retribution.

- 2.2.4. Establish a process for evaluating complaints about inappropriate use. Identify who is authorized to determine whether data use policies have been violated, what criteria are used for such a determination, how the process will be conducted fairly, and reasonable consequences related to policy violations.
 - 2.2.5. Accompanying guidelines must indicate in detail the procedures for reporting a possible violation: who should be informed of the incident, what responsibilities the reporter may have for documenting the questioned behaviour, what the repercussions could be to the observer who fails to report misconduct.
- 2.3. It is the primary responsibility of the DOLE ROs to monitor the use and analysis made relative to the data or information produced by NSRS. Regular updates may be asked from partners and/or stakeholders who were given access to the NSRS database. This will ensure that the guiding principle as expressed in this paper shall be addressed and maintained.

3. Duties and Responsibilities of PESO

- 3.1. Nondisclosure agreements must be forged between the PESO and establishment and/or prospective investors every time the later seeks for information from the earlier (please refer to Appendix 5). Relative to such, the following guidelines must likewise be enforced:
 - 3.1.1. Require all data handlers, including staff and external users, to sign data use agreements and/or nondisclosure agreements prior to being granted access to any data files.
 - 3.1.2. Establish and enforce sanctions for the violation of data use agreements. An agreement that is unenforceable or lacks consequences is rarely effective.

GLOSSARY OF TERMS

Work means something a person does during the past week, for pay in cash or in kind, in any establishment, office, farm, private home or for profit or without pay on a family farm or enterprise. It also includes what a farm operator or member of the operator's family does on the farm operated by another household on exchange labor arrangement. In addition to the above, any activity that a person does during the past week in relation to minor activities in home gardening, raising of crops, fruits, hogs, poultry etc., fishing for home consumption and manufacturing for own use are also considered work. However, there must be some harvest in the case of home gardening, raising of crops, fruits and nuts and gathering of wild fruits and vegetables; animals disposed of (sold, consumed, bartered or given away) or some catch in fishing in order that these activities will be considered work. (Source: *Technical notes on the Labour Force Survey* at <http://www.census.gov.ph>).

Job is a piece of work, especially a specific task done as part of the routine of one's occupation or a group of homogeneous tasks related by similarity of functions. When

performed by an employee in an exchange for pay, a job consists of duties, responsibilities, and tasks (performance elements) that are (1) defined and specific, and (2) can be accomplished, quantified, measured, and rated. From a wider perspective, a job is synonymous with a role and includes the physical and social aspects of a work environment. Often, individuals identify themselves with their job or role (foreman, supervisor, engineer, etc.) and derive motivation from its uniqueness or usefulness. (Source: <http://www.businessdictionary.com>)

Non-Disclosure Agreement (NDA), also known as a **confidentiality agreement (CA)**, **confidential disclosure agreement (CDA)**, **proprietary information agreement (PIA)**, or **secrecy agreement**, is a legal contract between at least two parties that outlines confidential material, knowledge, or information that the parties wish to share with one another for certain purposes, but wish to restrict access to or by third parties. It is a contract through which the parties agree not to disclose information covered by the agreement. An NDA creates a confidential relationship between the parties to protect any type of confidential and proprietary information or trade secrets. As such, an NDA protects nonpublic business information. (SOURCE: <http://en.wikipedia.org>)

Disability may be physical, cognitive, mental, sensory, emotional, developmental or some combination of these. A disability may be present from birth, or occur during a person's lifetime. Disability is an umbrella term, covering impairments, activity limitations, and participation restrictions. An *impairment* is a problem in body function or structure; an *activity limitation* is a difficulty encountered by an individual in executing a task or action; while a *participation restriction* is a problem experienced by an individual in involvement in life situations. Thus disability is a complex phenomenon, reflecting an interaction between features of a person's body and features of the society in which he or she lives. (SOURCE: <http://en.wikipedia.org>)

PEOPLE SKILLS refer to skills set that involves working with people either through helping, entertaining, influencing the actions and/or thinking of other people. Under this category there are TWELVE (12) choices, namely: (definitions reflected herein were taken from: <http://www.merriam-webster.com/dictionary>; <http://dictionary.reference.com>; <http://www.macmillandictionary.com>; and <http://www.thefreedictionary.com>)

1. Teaching- (a) relating to, used for, or engaged in teaching (ex. a *teaching* aid, the *teaching* profession, or a *teaching* assistant); and (b) to impart knowledge of or skill in; give instruction in
2. Negotiating- (a) to arrange for or bring about by discussion and settlement of terms; (b) to manage, transact, conduct (ex. He negotiated an important business deal.); (c) to deal with (some matter or affair that requires ability for its successful handling); and (d) to arrange for or bring about through conference, discussion, and compromise (ex. *negotiate* a treaty)

3. Diverting- (a) entertaining and amusing; and (b) pleasantly entertaining or "an amusing speaker"
4. Persuading- (a) to induce, to believe by appealing to reason or understanding, convince (ex. to persuade the judge of the prisoner's innocence.); and (b) To induce to undertake a course of action or embrace a point of view by means of argument, reasoning, or entreaty (ex. "to make children fit to live in a society by persuading them to learn and accept its codes")
5. Speaking- (a) giving information as if by speech; (b) the act, utterance, or discourse of a person who speaks; and (c) capable of speech, involving speaking or talking: has a speaking part in the play, expressive or telling
6. Serving- (a) the act of a person or thing that serves; and (b) the act of delivering (ex. logistics)
7. Helping- the act of a person or thing that helps; (b) to give assistance or support to; (c) to give someone support or information so that they can do something more easily; and (d) to support someone when they move from one position to another or when they do some other action
8. Encouraging- (a) to inspire with courage, spirit, or confidence (ex. His coach encouraged him throughout the marathon race to keep on running; (b) to stimulate by assistance, approval, etc. (ex. One of the chief duties of a teacher is to encourage students); (c) to promote, advance, or foster; and (d) furnishing support and encouragement
9. Motivating- (a) to make someone feel determined to do something or enthusiastic about doing it (ex. She knows how to motivate people.); (b) to motivate someone to do something (ex. We must motivate students to take charge of their own learning.); (c) have an emotional or cognitive impact upon; and (d) synonyms: stimulate, inspire, arouse, get going, incentivize
10. Leading- (a) guiding, directing, or influencing; (b) providing direction or guidance; (c) to guide in direction, course, action, opinion, etc.; (c) to be in control of an organization, group of people, or activity; and (d) to be in control of the way in which a discussion or conversation develops
11. Promoting- (a) to help bring (as an enterprise) into being; (b) to present (merchandise) for buyer acceptance through advertising, publicity, or discounting; (c) to attract people's attention to a product or event, for example by advertising; (d) to aid in organizing (business undertakings); and (e) to encourage the sales, acceptance, etc., of (a product), especially through advertising or other publicity.
12. Selling- (a) to persuade (another) to recognize the worth or desirability of something; (b) to attract prospective buyers; (c) to persuade or induce (someone) to buy something; and (d) RELATED TERMS: **marketing** - the commercial processes involved in promoting and selling and distributing a product or service; "most companies have

a manager in charge of marketing"; **retail** - the selling of goods to consumers; usually in small quantities and not for resale; and **wholesale** - the selling of goods to merchants; usually in large quantities for resale to consumers

DATA SKILLS refer to ability to handle details, facts, numbers, records or files in a quick and accurate way, develop efficient system for these tasks. Under this category there are FOURTEEN (14) choices, namely (definitions reflected herein were taken from: <http://www.merriam-webster.com/dictionary>; <http://dictionary.reference.com>; <http://www.macmillandictionary.com>; and <http://www.thefreedictionary.com>):

1. Coordinating- (a) to harmonize in a common action or effort (ex. coordinating the moving parts of a machine; coordinate the colors of a design.); (b) to place or arrange in proper order or position; and (c) to organize the different parts of a job or plan so that the people involved work together effectively
2. Analyzing- (a) to consider in detail and subject to an analysis in order to discover essential features or meaning; (b) to separate (a material or abstract entity) into constituent parts or elements; determine the elements or essential features of; (c) to examine critically, so as to bring out the essential elements or give the essence of: to analyze a poem; (d) to examine carefully and in detail so as to identify causes, key factors, possible results, etc. ; and (e) to study or examine something in detail in order to understand or explain it
3. Compiling- (a) to put together or compose from materials gathered from several source; (b) to put together (documents, selections, or other materials) in one book or work; and (c) to make (a book, writing, or the like) of materials from various sources (ex. to compile an anthology of plays, to compile a graph showing changes in profit.)
4. Computing- (a) to determine by mathematics, especially by numerical methods; (b) to determine by the use of a computer; (c) to determine an amount or number;(d) the procedure of calculating; determining something by mathematical or logical methods; (e) the use of a computer to process data or perform calculations; (f) the act of calculating or reckoning; and (g) to change, correct, or move information stored on a computer
5. Tabulating- (a) to put or arrange in a tabular, systematic, or condensed form; formulate tabularly; (b) to show pieces of information in an organized way such as in lists or rows; and (c) to count, record, or list systematically
6. Comparing- (a) to examine in order to note the similarities or differences of; (b) to examine (two or more objects, ideas, people, etc.) in order to note similarities and differences; (c) to consider or describe as similar; and (d) to consider how things or people are similar and how they are different
7. Planning- (a) to formulate a scheme or program for the accomplishment, enactment, or attainment of; (b) to draw or make a graphic representation of; (c) the activity of putting or setting in order in advance of some act or purpose; (d) the cognitive

process of thinking about what you will do in the event of something happening; and
(e) a series of actions that you think about carefully to help you to achieve something

8. Recording- (a) to set down in writing or the like, as for the purpose of preserving evidence; (b) an account in writing or the like preserving the memory or knowledge of facts or events; and (c) a report, list, or aggregate of actions or achievements
9. Posting- (a) to assign to a specific position or station; (b) To transfer (an item) to a ledger in bookkeeping; (c) To make the necessary entries in (a ledger); (d) (bookkeeping) a listing on the company's records; and (e) the act or process of entering data in an accounts ledger
10. Checking- (a) the act or an instance of inspecting or testing, as for accuracy or quality; examination; (b) to inspect so as to determine accuracy, quality, or other condition; and (c) to investigate or verify as to correctness
11. Researching- (a) to study (something) thoroughly so as to present in a detailed, accurate manner; (b) systematic investigation to establish facts or principles or to collect information on a subject; (c) to carry out investigations into (a subject, problem, etc.); (d) diligent and systematic inquiry or investigation into a subject in order to discover or revise facts, theories, applications, etc; (e) studious inquiry or examination; *especially* : investigation or experimentation aimed at the discovery and interpretation of facts, revision of accepted theories or laws in the light of new facts, or practical application of such new or revised theories or laws; and (f) the collecting of information about a particular subject
12. Testing- (a) a procedure for critical evaluation; a means of determining the presence, quality, or truth of something; (b) the act of subjecting to experimental test in order to determine how well something work; (c) the activity of giving someone or something an examination, or of checking something to find out if it works
13. Comparing- (a) the act of examining resemblances; (b) to examine (two or more objects, ideas, people, etc.) in order to note similarities and difference; (c) to consider how things or people are similar and how they are different; and (d) to examine the character or qualities of especially in order to discover resemblances or differences
14. Copying- (a) the act of copying or making a duplicate (or duplicates) of something; (b) to make a copy of, transcribe, reproduce; and (c) to make a copy of a piece of information by writing it somewhere

THING SKILLS refer to ability to operate, maintain or build machinery, or regulate or process equipment, understand and work with physical, chemical, or biological functions. Under this category there are FIFTEEN (15) choices, namely (definitions reflected herein were taken from: <http://www.merriam-webster.com/dictionary>; <http://dictionary.reference.com>; <http://www.macmillandictionary.com>; and <http://www.thefreedictionary.com>):

1. Machine work- (a) refers to all machine work; and (b) ability to manipulate and operate simple or high precision machines (ex. electric cutter, sewer)
2. Setting-up- (a) to build a structure, or to put it in a particular place; and (b) to make a piece of equipment ready for use
3. Operating/controlling- (a) of or pertaining to the proper operation of a machine, appliance, etc.; (b) to work or use a machine, apparatus, or the like; (c) to put or keep (a factory, industrial system, ranch, etc.) working or in operation; (d) to use and control a piece of equipment; and (e) the activity of managing or exerting control over something
4. Driving/steering- (a) the act of controlling and steering the movement of a vehicle; (b) to guide a vessel or vehicle; (c) to direct the course of a vessel, vehicle, airplane, or the like, by the use of a rudder or other means; and (d) to control the course of, to guide by mechanical means (as a rudder)
5. Manipulating- (a) to move, arrange, operate, or control by the hands or by mechanical means, especially in a skillful manner; (b) to handle, manage, or use, especially with skill, in some process of treatment or performance (ex. to manipulate a large tractor.); and (c) to skillfully handle, control, or use something
6. Materials handling- (a) refers to ability to move, store, control and protect materials, goods and products throughout the process of manufacturing, distribution, consumption and disposal; (b) The loading, moving, and unloading of materials; and (c) moving, packaging, and storing of materials in every form, ranging from raw materials to finished goods. It includes the shipping, receiving, and processing of incoming items and outgoing products, returns to suppliers, and disposal of scrap.
7. Inspecting- (a) to examine carefully and critically, especially for flaws; (b) to examine carefully for accuracy with the intent of verification; (c) to look carefully at or over; view closely and critically (ex. to inspect every part of the motor.); (d) to look at something carefully in order to check that it is correct or good enough; and (e) to view closely in critical appraisal
8. Producing- (a) to manufacture or create economic goods and services; (b) to create or manufacture a man-made product; and (c) to make or grow something, especially in large quantities and in order to be sold
9. Warehousing- (a) to place, deposit, or store in a warehouse; (b) the process of storing large amounts of goods in a warehouse; and (c) an act or instance of a person or company that warehouses something
10. Building- (a) the art or business of assembling materials into a structure; (b) the process of building houses, factories, office buildings etc; (c) to construct (especially something complex) by assembling and joining parts or materials; and (d) the act, process, art, or occupation of constructing

11. Precision working- (a) ability to do customized work, fabrication, or building
12. Restoring- (a) to bring back to an original condition; (b) to return to its original or usable and functioning condition; (c) to clean and repair something old and dirty or damaged so that it looks the same as it did originally; (d) to bring back to a former, original, or normal condition, as a building, statue, or painting; and (e) to bring back to or put back into a former or original state
13. Feeding/loading- (a) to pass (work) successively into a machine in such a manner that each new piece is held in place by or connected to the one before; (b) to provide for consumption, utilization, or operation; (c) Material or an amount of material supplied, as to a machine or furnace; and (d) the act of supplying such material
14. Assembling- (a) to bring together (as in a particular place or for a particular purpose); (b) to fit together the parts of ; (c) to build something, for example furniture, by putting all its parts together; and (d) to bring together or gather into one place, company, body, or whole
15. Repairing/ adjusting- (a) to restore to sound condition after damage or injury, fix; (b) to restore (something damaged or broken) to good condition or working order; (c) to restore to a good or sound condition after decay or damage; mend: to repair a motor; (d) to change something slightly in order to make it better, more accurate, or more effective; and (e) to bring to a more satisfactory state

IDEA SKILLS refer to the ability to solve abstract problems and express thoughts or feelings in a creative and ingenious way. Under this category there are THIRTEEN (13) choices, namely(definitions reflected herein were taken from: <http://www.merriam-webster.com/dictionary>; <http://dictionary.reference.com>; <http://www.macmillandictionary.com>; and <http://www.thefreedictionary.com>):

1. Implementing- (a) to make something such as an idea, plan, system, or law start to work and be used; (b) to fulfill, perform, carry out; (c) to put into effect according to or by means of a definite plan or procedure; and (d) a means of achieving an end; an instrument or agent
2. Synthesizing Idea- (a) to combine so as to form a new, complex product; and (b) to combine different ideas, styles, or systems into a single idea or system
3. Creating/ inventing- (a) to produce through imaginative skill; (b) to make or bring into existence something new; (c) to make something new or original that did not exist before; (d) to originate or create as a product of one's own ingenuity, experimentation, or contrivance; (e) to produce or create with the imagination; (f) to produce or contrive (something previously unknown) by the use of ingenuity or imagination; and (g) to create or devise (new ideas, machines, etc.)
4. Discovering- (a) to notice or learn, especially by making an effort; (b) to see, get knowledge of, learn of, find, or find out; gain sight or knowledge of (something

previously unseen or unknown); (c) to find a place, fact, or substance that no one knew about before; and (d) to obtain sight or knowledge of for the first time

5. Interpreting- (a) to explain or tell the meaning of : present in understandable terms; (b) to translate what someone is saying in one language into another language so that someone else can understand it; (c) to explain the meaning of something; (d) to give or provide the meaning of; explain; explicate; elucidate; (e) to bring out the meaning of (a dramatic work, music, etc.) by performance or execution; and (f) an explanation of something that is not immediately obvious
6. Expressing- (a) to convey or suggest a representation of; (b) to transform (ideas) into words, to utter, to verbalize; (c) to put (thought) into words; utter or state; (d) to express an idea clearly; and (e) to tell someone about a feeling, opinion, or aim by speaking or writing about it
7. Instructing- (a) to give knowledge; (b) to tell someone to do something, especially officially or as their employer; (c) to teach someone a subject or skill; (d) to furnish with knowledge, especially by a systematic method; and (e) to direct to do something or order
8. Organizing- (a) to put together into an orderly, functional, structured whole; (b) to arrange systematically for harmonious or united action; (c) to form as or into a whole consisting of interdependent or coordinated parts, especially for united action; (d) to systematize; (e) to prepare or arrange an activity or event; and (f) to put things into a sensible order or into a system in which all parts work well together
9. Theorizing- (a) to form or construct theories; and (b) to develop ideas to explain something
10. Speculating- (a) to assume a business risk in hope of gain; *especially* : to buy or sell in expectation of profiting from market fluctuations; (b) to be curious or doubtful about; (c) to consider or discuss why something has happened or what might happen; (d) to engage in thought or reflection; meditate (often followed by on, upon, or a clause); (e) to engage in any business transaction involving considerable risk or the chance of large gains, especially to buy and sell commodities, stocks, etc., in the expectation of a quick or very large profit; and (f) to reflect deeply on a subject
11. Predicting- (a) to state or make a declaration about in advance on a reasoned basis; and (b) to foretell with precision of calculation, knowledge, or shrewd inference from facts or experience
12. Anticipating- (a) to deal with beforehand, act so as to mitigate, nullify, or prevent; (b) to form a critical opinion of; (c) to see what is going to be wanted, required etc in the future and do what is necessary; (d) to answer (a question), obey (a command), or satisfy (a request) before it is made; (e) to guess that something will happen, and be ready to deal with it; and (f) to speak or write in knowledge or expectation of later matter

13. Innovating- (a) to make changes **or** do something in a new way; (b) to invent or begin using new ideas, methods, equipment etc; (c) to introduce something new, make changes in anything established; and (d) to invent or begin to apply (methods, ideas, etc.)