



engineers without borders
ingénieurs sans frontières

PAN ASIA ICT R&D Grants Programme

The Scala Program – Proposal Ref: 0301A3_S03

Project Name	The Scala Project
Grants Proposal Reference Number	0301A3_S03
Research Organisation	Engineers Without Borders, Canada
Country	Philippines
Research Team	Sarah Murray, Parker Mitchell, Nabeel Al-Kady, Louis Dorval, Benjamin Green, John English, Alicia Bonoan, and Gemma Gabuya
Date of Presentation	November 2003



engineers without borders
ingénieurs sans frontières

Appendixes

Table of Contents

APPENDIX A – Monitoring Tools

APPENDIX B – Impact Assessment Tools

APPENDIX C – Life Skills Schedule

Appendix A – Monitoring Tools

MONITORING MANUAL

The purpose of this manual is to present monitoring tools and instructions on how to use them. These tools will help keep track of the daily activities of the centre, as well as guide its management to better impact results.

Student Report 1

Who: Applicants
When: Before the selection process
Purpose: Evaluate the priority of the training of that applicant.

Master List of Students

Who: Trainers
When: During every batch of trainees
Purpose: Evaluate the distribution and success rate of the students of the centre

Daily Log

Who: Trainers, and students
When: Every training day
Purpose: Evaluate the use of the centre.

Student Report 2

Who: Students
When: Immediately upon the end of the student's course
Purpose: Evaluate the student's satisfaction of the course

Committee Report

Who: All the trainers
When: During the first week of the months of: August, November, February, May
Purpose: Evaluate the centre performance and financial sustainability

Maintenance Report

Who: Technician
When: During the first week of the months of: August, November, February, May
Purpose: Evaluate the technical state of the equipment

Trainer's Report

Who: Each trainer
When: During the first week of the months of: August, November, February, May
Purpose: Evaluate the trainer's satisfaction of the course

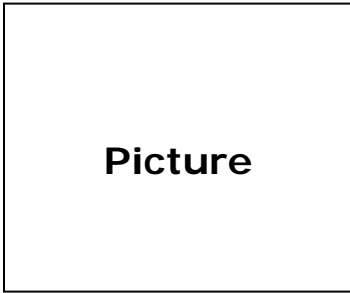
Manager's Report

Who: CSWDO/PSWDO Director
When: During the first week of the months of: August, November, February, May
Purpose: Evaluate the manager's satisfaction of the course

Note: These monitoring tools were designed for an XX hours full time (X weeks) training, involving XX students/batch. It aims at reaching over XXX youth over the next XX months, including an evening training session (XX hours).

*** All of these reports shall be "typed in" and submitted to the DSWD national office at the time of their quarterly visit (during the months of August, November, February and May). These reports will be e-mailed to Engineers Without Borders in Canada in the 2 weeks following their collection. ***

STUDENT REPORT 1 PERSONAL DATA SHEET



SURNAME	FIRST NAME	MIDDLE NAME	SEX	CIVIL STATUS

OCCUPATION	TAXPAYER'S ID NUMBER	TELEPHONE NUMBER

CITIZENSHIP	PLACE OF BIRTH	DATE OF BIRTH

ADDRESS

NAME OF FATHER	PLACE OF BIRTH	NAME OF MOTHER	PLACE OF BIRTH

SIBLINGS	AGE	SIBLINGS	AGE

EDUCATION	NAME OF SCHOOL / COLLEGE / UNIVERSITY	DEGREE EARNED (write NONE if not graduated)	NUMBER OF UNITS COMPLETED / COURSE TITLE / YEARS STUDIED	INCLUSIVE DATES OF ATTENDANCE	HONORS RECEIVED
ELEMENTARY					
SECONDARY					
VOCATIONAL	Course:				

RECORD OF IN-SERVICE TRAINING, STUDY AND SCHOLARSHIP GRANTS

TITLE OF SEMINARS, CONFERENCE COURSE, TRAINING	INCLUSIVE DATES	NO. OF HOURS	CONDUCTED BY

ARE YOU PRESENTLY EMPLOYED?	PERSONNAL INCOME (/MONTH)	HOUSEHOLD INCOME (/MONTH)
YES () NO ()		

SERVICE RECORD, EMPLOYMENT, JOB PLACEMENTS

INCLUSIVE DATES	POSITION	DEPARTMENT / AGENCY	MONTHLY SALARY	SATUS OF APPOINTMENT

SPECIAL SKILLS

OTHER QUALIFICATIONS (INCLUDE MEMBERSHIP IN RELATED ASSOCIATIONS, HOBBIES, ETC.)

REFERRED BY: (DSWD, DECS, DOLE, TESDA, OTHER, ...):
--

HAVE YOU EVER BEEN A CANDIDATE IN A NATIONAL OR LOCAL ELECTION (EXCEPT BARANGUAY ELECTION)? IF "YES", GIVE DATE AND OTHER PARTICULARS. YES () NO ()

REFERENCES (PEOPLE NOT RELATED BY CONSANGUINITY OR AFFINITY TO APPLICANTS/APPOINTEE)	
NAME	ADDRESS

Note:

The training is targeted to:

- Residents of XXX City/Province;
- Aged 15 to 24 years old;
- Having completed at least 1 year of high school;
- With good personal character;
- Obtaining Barangay clearance;
- And paying PHP150.00.

Trainees commit themselves to:

- Finish the course;
- Not incur 3 inexcusable absences;
- Maintain the equipment and proper conduct;
- Complete the course evaluation;
- Look to find employment or pursue formal educ.;
- And undergo on the job training;

I declare having read and understood all of the above statements. I also declare that the answers given are true and correct, in this connection, I hereby authorized the agency head or his authorized representative to verify/validate the pertinent statement herein.

Signature

Date

Right thumb mark

Community Tax Certification No.: _____ Issued at: _____ Issued on: _____

STUDENT REPORT 2

COURSE EVALUATION

Who: Students **When:** Immediately upon the end of the student's course **Purpose:** Evaluate the student's satisfaction of the course

This questionnaire is to be completed by the direct students that have undergone the Scala Computer Operations Course (XX hours) at CSWDO/PSWDO XXXX from July 2003 to May 2004. Its purpose is to provide some feedback in order to improve the training for future students.

Note to Students

This questionnaire is confidential; please DO NOT write your name on the answer sheet. The questions are designed to assess the Scala computer operations course from the students' perspective. Please try and be as honest as possible and explain your answers completely. The information you submit will be used to improve the course for future students. When appropriate, circle the letter which matches best your impressions.

1. Did you have any computer training before taking this course? If yes, please describe the type of training (school and level).

2. How would you evaluate the quality of the computers? Please provide a short explanation of your answer:
 - a. Reliable and user friendly
 - b. Computers would stop working in an exercise
 - c. Some computers didn't work at all_____

3. How would you describe the overall environment of the training venue? Please provide a short explanation of your answer:
 - a. Very clean and tidy
 - b. Dirt and dust on the computer
 - c. Aircon not working properly
 - d. Garbage or other inappropriate materials present
 - e. A lot of noise, bad for concentration_____

4. How would you evaluate the teaching exercises that were provided to you? Please provide a short explanation of your answer:
 - a. O.K.
 - b. Too Easy
 - c. Too Hard_____

5. How would you describe your general appreciation for the course curriculum? Please provide a short explanation of your answer:
 - a. O.K.
 - b. Too little theory
 - c. Too little practice
 - d. I did NOT appreciate the type of exercises I was provided_____

6. How would you describe your understanding of the programs that you have been taught? Please provide a short explanation of your answer:
 - a. Good understanding now

- b. More teaching needed
- c. Already knew the programs

7. How would you evaluate the length of the course? Please provide a short explanation of your answer:

- a. O.K.
- b. Too long
- c. Too short

8. How would you comment on the price for this course?

- a. O.K.
- b. Too expensive

9. Were the software and training material adequate and appropriate? If no, please provide a short explanation and specify what tools would have been useful:

- a. Advanced functions of Word, Excel, Power Point
- b. Internet, e-mail, interface and web page design – HTML, Java Swing
- c. Application development and programming – C, C++, Java
- d. Autocad and technical design
- e. Hardware technician and troubleshooting
- f. Networking and network administration

10. How would you evaluate the teacher's knowledge of the subject matter?

Please provide a short explanation of your answer:

- a. Very knowledgeable
- b. Not knowledgeable
- c. Knowledgeable, but unable to communicate ideas

11. How would you evaluate the teacher's ability to answer questions?

Please provide a short explanation of your answer:

- a. Helpful answer
- b. Unhelpful answer
- c. No answer

12. Describe some of the personal challenges that you faced during the course. How did you overcome these challenges?

13. Please describe what you intend to do now that you have successfully completed this course. Do you intend to find a job? Do you wish to pursue your education? In what field?

14. Please provide any other questions or comments on the course, the teacher, or the computers.

15. Please explain how you would improve the course.

Thank you very much for taking the time to answer this questionnaire.

Date: _____

COMMITTEE REPORT # ___

FROM ___/___ TO ___/___

Who: All the trainers **When:** During the first week of the months of: August, November, February, May **Purpose:** Evaluate the centre performance and financial sustainability

Enrolment Overview:

Please provide with numbers and ratios (in %) for each of these. Please only consider those who have completed their training in the past month. Refer to Enrollment Reports # ___, # ___, # ___

	Number	%
Total number of enrollees:	_____	
Total number of operational days of training:	_____	
Total number of female enrollees:	_____	_____
Total number of male enrollees:	_____	_____
Total number of enrollees in the full time 80 hours day sessions:	_____	_____
Total number of enrollees in the part time 40 hours evening sessions:	_____	_____
Total number of Out of School Youth (OSY):	_____	_____
Total number of Persons With Disabilities (PWD):	_____	_____
Total number of Youth With Special Needs (YSN):	_____	_____
Total number of enrollees who have dropped the training:	_____	_____
Total number of enrollees who have been excluded from the training:	_____	_____
Total number of enrollees who have completed XX hours of training:	_____	_____

Please provide possible causes for students dropping or being excluded from the training:

How many youth are on the waiting list for the full time 80 hours training? _____

Finance Overview:

Revenues:

Total revenues from enrollment: _____ PHP

Total revenues from rotary club: _____ PHP

Total revenues from other sources: _____ PHP

TOTAL: _____ PHP

Expenses:

Monthly electricity expense: _____ PHP

Monthly internet expense: _____ PHP

Total maintenance expenses: _____ PHP

Total repair expenses: _____ PHP

Total printing expenses: _____ PHP

Total trainor salary: _____ PHP

TOTAL: _____ PHP

Trainer's initials: _____ Date: _____

MAINTENANCE REPORT # __, 1ST OF THE MONTH OF: _____

Who: Technician

When: During the first week of the months of: August, November, February, May

Purpose: Evaluate the technical state of the equipment

Please fill up the 2 next tables describing the state of the equipment on the first of each month.

	Plugged into UPS	Plugged into Network	Mouse funct.	Keyboard funct.	Powers on	Opens to windows environment	Comments
CPU 1							
CPU 2							
CPU 3							
CPU 4							
CPU 5							
CPU 6							
CPU 7							
CPU 8							
CPU 9							
CPU 10							
CPU 11							
CPU 12							
CPU 13							
CPU 14							
CPU 15							

	Plugged in	Powers on	Clear Image	Comments	Default Settings/Toolbars	Clean Desktop/Folders
Monitor 1						
Monitor 2						
Monitor 3						
Monitor 4						
Monitor 5						
Monitor 6						
Monitor 7						
Monitor 8						
Monitor 9						
Monitor 10						
Monitor 11						
Monitor 12						
Monitor 13						
Monitor 14						
Monitor 15						

Equip. #	Date Break	Cause	Date Repair	Technician's name	Solution	Cost

Equip. #:	Code name of the equipment	C1 for "computer 1", M1 for "monitor 1", K1 for "keyboard 1", MS1 for "mouse 1", H1 for "Hub 1", P1 for "printer 1", E for "electricity", I for "internet", etc.
Date Break:	Date of noticed breakdown	A breakdown is noticed after a piece of equipment has been malfunctioning after 3 attempts.
Cause:	Possible cause of the breakdown	Possibly: human activity, power surge, typhoon, etc.
Date Repair:	Date of equipment functioning again	A functioning date is the first time the equipment will be used by a student after a breakdown.
Technician's name:	Name of the person responsible for the repair	Please only provide with the name of the technician that worked directly on the equipment, and possibly the name of his office
Solution:	The repair activity undertaken by the technician	Please indicate what part was replaced or what software was worked on/reinstalled. Be as specific as possible.
Cost:	Total cost of the repair	Please provide a breakdown of the repair costs.

Does the room contain any unnecessary furniture, appliances or documents, any malfunctioning equipment or garbage? Yes: () No: ()

Explain: _____

Has the room been swept / vacuumed? Yes: () Date: [_____] No: ()

Have the computers and monitors been dusted? Yes: () Date: [_____] No: ()

Are the computers, monitors and furniture displayed such that they provide a comfortable working station for all students? Yes: () No: ()

Explain: _____

Please describe any electrical problem (burnout, malfunction, etc.) during the last month (refer to the daily log), and provide dates and length: _____

Please describe any Internet connection problem during the last month (refer to the daily log), and provide dates and length: _____

Please give the total number of hours connected to the Internet (refer to the daily log): _____

Are you satisfied with the Internet connection and Internet service? Yes: () No: ()

Explain: _____

Technician's initials: _____

TRAINER'S REPORT # __, DATE: __/__/__

Who: Each trainer **When:** During the first week of the months of: August, November, February, May **Purpose:** Evaluate the trainer's satisfaction of the course

1. Trainer's name: _____

2. Did you have any computer training before teaching this course? If yes, please describe the type of training (school and level).

3. How would you describe your understanding of the programs that you taught? Please provide a short explanation of your answer:
 - a. Excellent understanding
 - b. Good understanding
 - c. Limited understanding_____

4. How would you evaluate the quality of the computers? Please provide a short explanation of your answer:
 - a. Reliable and user friendly
 - b. Computers would stop working in an exercise
 - c. Some computers didn't work at all_____

5. How would you evaluate the quality of the training program? Please provide a short explanation of your answer:
 - a. Complete and user friendly
 - b. Easy to use but missing important content
 - c. Complete but not very user friendly_____

6. How would you describe the overall environment of the training venue? Please provide a short explanation of your answer:
 - a. Very clean and tidy
 - b. Dirt and dust on the computer
 - c. Aircon not working properly
 - d. Garbage or other inappropriate materials present_____

7. How would you evaluate the difficulty the teaching exercises that you provided to the students?
Please provide a short explanation of your answer:

- a. O.K.
- b. Too Easy
- c. Too Hard

How would you evaluate the length of the course?

Please provide a short explanation of your answer and discuss other items about the schedule:

- d. O.K.
- e. Too long
- f. Too short

8. Were the software, and training material adequate and appropriate for the students? If not, please provide a short explanation and specify what tools would have been useful:

- a. Advanced functions of Word, Excel, Power Point
- b. Internet, e-mail, interface and web page design – HTML, Java Swing
- c. Application development and programming – C, C++, Java
- d. Autocad and technical design
- e. Hardware technician and troubleshooting
- f. Networking and network administration

9. Please provide a short description of how your students use their technical knowledge after the training (secretarial work, accounting, research, communication, information storing/treatment, etc.)

10. Do you think many students have improved their employment situation after the training (new job, promotion, etc.)?

11. Do you think the training material is appropriate for employment requirements? Please explain how the training material could have been more relevant.

- a. Training is very useful for local employment needs.
- b. Training is somewhat useful locally, perhaps more useful nationally or abroad.
- c. Training is not useful.

12. Do you think the Scala Project's approach to target the out of school youth is appropriate? Should a different group be targeted?

13. Do you think the Scala Project can have a positive impact on this group? Please discuss the details of this impact:

14. Can you give an appreciation of the usefulness of the livelihood skills that were taught to the students by the DSWD and other partners [DOLE, TESDA, DECS, CIVIL SERVICES]:

15. Can you give suggestions to improve the livelihood skills training offered to the students:

16. Give personal reasons for your involvement with the Scala Project?

17. How much time do you contribute to the Scala Project every week? Please explain if you think this amount of time has been sufficient?

18. Describe some of the personal challenges that you faced during the teaching of this course. How did you overcome these challenges?

19. Have you been satisfied with the members and efforts of the Scala Implementation Team (Engineers Without Borders)? How would you improve the Scala Implementation Team?

20. Please provide any other questions or comments on the course, the computers or the project.

21. Please explain how you would improve the Scala project.

Thank you very much for taking the time to answer this questionnaire.

Signature of the trainer

Date

MANAGER'S REPORT #__, DATE: __/__/__

Who: CSWDO/PSWDO
Director

When: During the first week
of the months:
August, November,
February, May

Purpose: Evaluate the
manager's
satisfaction of the
course

1. Name: _____

2. Do you think the training program is appropriate for employment requirements? Please explain how the training program could be more relevant.
 - a. Training is very useful for local employment needs.
 - b. Training is somewhat useful locally, perhaps more useful nationally or abroad.
 - c. Training is not useful._____

3. How would you describe the overall environment of the training venue? Please provide a short explanation of your answer:
 - a. Very clean and tidy
 - b. Dirt and dust on the computer
 - c. Aircon not working properly
 - d. Garbage or other inappropriate materials present_____

4. For the CSWDO/PSWDO, has the Scala Project been a hassle for the organisation (financially, daily operations, room, maintenance, etc.)?

5. Do you think the Scala Project's approach to target the out of school youth is appropriate? Should a different group be targeted?

6. Do you think the Scala Project can have a positive impact on the out of school youth?

7. Give personal reasons for your involvement with the Scala Project?

8. How much time do you contribute to the Scala Project every week? Please explain if you think this amount of time has been sufficient?

9. Can you give an appreciation of the usefulness of the livelihood skills that were taught to the students by the DSWD and other partners [DOLE, TESDA, DECS, CIVIL SERVICES]:

10. Can you give suggestions to improve the livelihood skills training offered to the students:

11. What do you feel has been the impact of the Scala Project over the last 3 months? Describe impact on as many groups as possible.

12. Have you been satisfied with the members and efforts of the Scala Trainers? How would you improve their work?

13. Describe some of the challenges faced by yourself and the Scala trainers. How did you overcome these challenges?

14. Have you been satisfied with the members and efforts of the Scala Implementation Team (Engineers Without Borders)? How would you improve the Scala Implementation Team?

15. How would you improve the Scala Project for both your centre and future training centres?

16. Please provide any other questions or comments about the committee, the training, or Engineers Without Borders.

Thank you very much for taking the time to answer this questionnaire.

Signature of the manager

Date

Appendix B – Impact Assessment Tools

IMPACT ASSESSMENT MANUAL

The purpose of this manual is to present impact assessment tools and instructions on how to use them. These tools will help keep track of the social impact of the services offered at the centre on the youth and their households.

Youth Impact Assessment, Pre-Training

Who: Students
When: Before the start of their training
Purpose: Evaluate the assets and vulnerability situation of the youth before the training, from the youth's perception.

Youth Impact Assessment, Post-Training

Who: Students
When: Three months after the completion of their training
Purpose: Evaluate the assets and vulnerability situation of the youth before the training, from the youth's perception.

Youth Impact Assessment, Pre-Training

Who: Social Workers
When: Before the start of the youth's training
Purpose: Evaluate the assets and vulnerability situation of the youth before the training, from the social worker's perception.

Youth Impact Assessment, Post-Training

Who: Social Workers
When: Three months after the completion of the youth's training
Purpose: Evaluate the assets and vulnerability situation of the youth after the training, from the social worker's perception.

Note: These impact assessment tools were designed for an XX hours full time (X weeks) training, involving XX students/batch. It aims at reaching over XXX youth over the next XX months, including an evening training session (XX hours). The reason why we only allow for 3 months post-training time to evaluate the impact is that our organisation will require results soon so that the program can be improved during the course of the next 10 months. This period could be extended to 6 months for the centres installed next year.

*** All of these reports shall be "typed in" and submitted to the DSWD national office at the time of their quarterly visit (during the months of August, November, February and May). These reports will be analysed and e-mailed to Engineers Without Borders in Canada in the 2 weeks following their collection. ***

YOUTH IMPACT ASSESSMENT PRE-TRAINING

Who: Students **When:** Before the start of their training **Purpose:** Evaluate the assets and vulnerability situation of the youth before the training, from the youth's perception.

1. Describe your day-to-day life and activities as best you can (what is an average day like? what do you do? work for your family, hang out with friends, play basketball, go to school, etc.)

Please explain:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

2. Are you currently in school? (Please circle)

- a. Yes
- b. No

3. What is your current level of education? (Please circle)

- a. Formal
 - i. High school
 - ii. College
 - iii. University
- b. Never been in school
- c. Informal
 - i. Tailoring, cooking, etc.
 - ii. Computer Training
- d. Other (Please specify):

4. What type of training would you like to go through (formal school, informal education, other professional training, etc.)?

Please explain:

.....

.....

.....

5. Have you ever used a computer? (Please circle)

- a. Yes
- b. No

6. If you have used a computer, explain for what purpose (school, work, Internet, email, personal, games, etc.)?

Please explain:
.....
.....
.....

7. Do you consider yourself computer literate? (Please circle)
a. Yes
b. No

8. Are you currently employed? (Please circle)
a. Yes
b. No

If you answered 'YES' to question 8, please continue.

9. What opportunities have helped you to obtain your current job? (Please circle)
a. Family business
b. Education and/or training
c. Government program or assistance
d. Other (Please specify):

Please explain:
.....
.....
.....

10. Does your job require computer training? (Please circle)
a. Yes
b. No

Please explain:
.....
.....
.....

11. Where do you work and what are your responsibilities?

Please explain:
.....
.....
.....

12. Do you spend less time at home now that you are working? Are you needed at home to work or to take care of family?

Please explain:
.....
.....
.....

13. Does your job make you happy? (Please circle)

- a. Yes
- b. No

14. Is your job mentally and intellectually stimulating? (Please circle)

- a. Yes
- b. No

15. What is your salary?

Please explain:
.....

16. Is your job stable? (Please circle)

- a. Yes
- b. No

17. Do you make enough money to buy the things you want? Are you financially secure? (Please circle)

- a. Yes
- b. No

18. Can you afford to eat when you are hungry? (Please circle)

- a. Yes
- b. No

Please explain:
.....
.....

19. Have you met new people and made new friends at your job? (Please circle)

- a. Yes
- b. No

Please explain:
.....

20. What job would you like to have in the future and why?

Please explain:
.....
.....

21. Where would you like to work? (Please circle all that apply)

- a. Tacloban city
- b. Manila
- c. Another city/region in the Philippines (Please specify):.....
.....
- d. Abroad (Please specify):
.....

Please explain:
.....

YOUTH IMPACT ASSESSMENT POST-TRAINING

Who: Students

When: Three months after the completion of their training

Purpose: Evaluate the assets and vulnerability situation of the youth before the training, from the youth's perception.

1. Describe your day-to-day life and activities as best you can. What is an average day like? What do you do (work for your family, hang out with friends, play basketball, go to school, etc.)?

Please explain:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

2. Are you currently in school? (Please circle)
 - a. Yes
 - b. No

3. What is your current level of education? (Please circle)
 - a. Formal
 - i. High school
 - ii. College
 - iii. University
 - b. Never been in school
 - c. Informal
 - iv. Tailoring, cooking, etc.
 - v. Computer Training
 - d. Other (Please specify):

4. What type of training would you like to go through (formal school, informal education, other professional training, etc.)?

Please explain:

.....

.....

.....

5. Do you consider yourself computer literate? (Please circle)
 - a. Yes
 - b. No

6. After your computer training, what do you use computers for now (school, work, Internet, email, personal, etc.)

Please explain:
.....
.....
.....

7. Has your computer training increased your skills and knowledge? (Please circle)
a. Yes
b. No

Please explain:
.....
.....
.....

8. Has your computer training increased your ability to find a job? (Please circle)
a. Yes
b. No

Please explain:
.....
.....
.....

9. Did you enjoy your computer training and did it make you happy?
a. Yes
b. No

Please explain:
.....
.....
.....

10. Did your computer training make you feel better about yourself?
a. Yes
b. No

Please explain:
.....
.....
.....

11. Has your computer training helped you make more money? (Please circle)
a. Yes
b. No

Please explain:
.....
.....
.....

If you answered 'YES' to question 11, please answer question 12 – otherwise, skip to question 13.

12. What do you spend your money on (clothes, food, education, Internet games, etc.)?

Please explain:
.....
.....
.....

13. Have you met new people and made new friendships through your computer training? (Please circle)

- a. Yes
- b. No

Please explain:
.....
.....
.....

14. Did you build a friendship with your teacher at your computer training? (Please circle)

- a. Yes
- b. No

Please explain:
.....
.....
.....

15. Do you still talk to your peers, friends that you made, or your teachers from the computer training? (Please circle)

- a. Yes
- b. No

Please explain:
.....
.....
.....

16. Have you learned about help available to you? Have you learned of or participated in any other services provided for the youth from your computer training? (For example, counseling, DECS or TESDA training, DOLE employment services, etc.) (Please circle)

- a. Yes
- b. No

Please explain:
.....
.....
.....

17. Are you currently employed? (Please circle)

- a. Yes
- b. No

If you answered 'YES' to question 18, please continue.

18. What opportunities have helped you to obtain your current job? (Please circle)

- a. Family business

- b. Education and/or training
- c. Government program or assistance
- d. Other (Please specify):

Please explain:

.....

.....

.....

19. Does your job require computer training? (Please circle)
- a. Yes
 - b. No

Please explain:

.....

.....

.....

20. Where do you work and what are your responsibilities?

Please explain:

.....

.....

.....

21. Do you spend less time at home now that you are working? Are you needed at home to work or to take care of family?

Please explain:

.....

.....

.....

22. Does your job make you happy? (Please circle)
- a. Yes
 - b. No

23. Is your job mentally and intellectually stimulating? (Please circle)
- a. Yes
 - b. No

24. What is your salary?

Please explain:

.....

25. Does your money/income help your family (to buy food, clothes, education for siblings, household restorations, money for family business, etc.)?

Please explain:

.....

.....

.....

26. Is your job stable? (Please circle)

- a. Yes
- b. No

27. Do you make enough money to buy the things you want? Are you financially secure? (Please circle)

- a. Yes
- b. No

28. Can you afford to eat when you are hungry? (Please circle)

- a. Yes
- b. No

Please explain:

.....

.....

.....

29. Have you met new people and made new friends at your job? (Please circle)

- a. Yes
- b. No

Please explain:

.....

.....

.....

30. What job would you like to have in the future and why?

Please explain:

.....

.....

.....

31. Where would you like to work? (Please circle all that apply)

- a. Tacloban city
- b. Manila
- c. Another city/region in the Philippines (Please specify):
-
- d. Abroad (Please specify):
-

Please explain:

.....

.....

.....

SOCIAL WORKER IMPACT ASSESSMENT POST-TRAINING

Who: Social
Workers

When: Three months after
the completion of
the youth's training

Purpose: Evaluate the assets and
vulnerability situation of the
youth after the training, from
the social worker's perception.

1. Describe the background and social characteristics of the youth. Please include day-to-day activities, as best you can. What is an average day like? What does the youth do (work for family, hang out with friends, play basketball, go to school, etc.)?

Please explain:

2. Explain how the computer training has or has not impacted the life of the youth (returned to school, found employment, made new friends, participates in other social programs, more resources for self or family, no impact at all, etc.). Please be as specific as possible.

Please explain:

3. What challenges does the youth experience in their day-to-day life? (Please circle all that apply)
 - a. Health concerns
 - b. Abuse (Physical, Mental)
 - c. Employment issues (Unable to find employment)
 - d. Economic issues and poverty
 - e. Civil conflict
 - f. Family problems
 - g. Education (Trouble with reading/writing, math, dropped-out, etc.)
 - h. Food insecurity (Unable to eat and stay nourished)
 - i. Drugs, alcohol, and/or other vices
 - j. Other (Please specify):.....

Please explain and identify some causes:

Appendix C – Life Skills Schedule

Tacloban's Life Skills Training/Topics

1. Getting to Know Yourself (1 hour)
 - a. Self-awareness, self-confidence, self-respect, self-enhancement
 - b. Understanding oneself – Self assessment
 - c. Letting go of 'emotional baggage' – Counselling options at DSWD
 - d. Personality Development
 - e. Values
2. Physical Fitness (1/2 hour)
 - a. Benefits of physical fitness – ideas for fitness
 - b. Proper hygiene – Adopt good personal health habits
 - c. Avoid destructive behaviour
 - d. Seek and follow medical advice
3. Nutrition (1/2 hour)
 - a. How to eat properly
 - b. Information on diseases, drugs, alcohol, tobacco
4. Group Dynamics (2 hours)
 - a. Teamwork skills
 - b. Games
5. Basic Understanding of the Law (1/2 hour)
 - a. Criminal violations, laws, fines
6. Family Responsibilities (1/2 hour)
 - a. Child care
 - b. Other family issues
7. School Development (1/2 hour)
 - a. Consequences of dropping out of school
 - b. Disadvantages and advantages of going back to school
 - c. How to go back to school
 - d. Motivations for going back to school (better opportunities, etc.)
8. Stress and Anger Management (1/2 hour)
 - a. Coping skills, relation exercises
 - b. Problem solving
 - c. Decision making
9. Career Development and Money Management (1/2 hour)
 - a. How to budget
 - b. What to spend your money on
 - c. Job Strategies – How to find a job

Facilitators' Topics of Discussion

1. DOLE (1 hour)
 - a. Employment Opportunities
 - b. DOLE programs
 - c. Job Strategies, How to find a job
 - d. Job Fairs

2. TESDA (1 hour)
 - a. Program options
 - b. Certification exams

3. DECS/DEP ED (1 hour)
 - a. Programs
 - b. Non-formal education

4. CIVIL SERVICE (1/2 hour)
 - a. How to work for the government – examination
 - b. Why work for the government

Week One	Monday	Tuesday	Wednesday	Thursday	Friday
AM (1/2 hr)	Getting to Know Yourself	DOLE	Physical Fitness	DECS/DEP ED	Group Dynamics and Games
PM (1/2 hr)	Getting to Know Yourself	DOLE	Nutrition	DECS/DEP ED	Group Dynamics and Games
Week Two	Monday	Tuesday	Wednesday	Thursday	Friday
AM (1/2 hr)	Basic Understanding of the Law	TESDA	School Development	CIVIL SERVICE	Group Dynamics and Games
PM (1/2 hr)	Family Responsibilities	TESDA	Stress and Anger Management	Career Development and Money Management	Group Dynamics and Games