

34th TESDA BOARD Meeting
February 21, 2002 Thursday 8:30 A.M..
7th Floor, TESDA Board Room, Office of the Chairperson

RESOLUTION NO. 2002-13

**APPROVAL OF THE P1.5.MILLION TRAINING GRANT FOR THE PUNLAAN
SCHOOL FOR THE TRAINING OF UNDERPRIVILEGED YOUNG WOMEN IN
THE FOOD AND BEVERAGE SERVICES IN THE TOURISM INDUSTRY**

WHEREAS, the tourism sector is one of the priority sectors identified by TESDA under the National Technical Education and Skills Development Plan (NTESDP);

WHEREAS, TESDA is responsible for ensuring the sufficiency and improving the efficiency of middle-level manpower for the tourism sector;

WHEREAS, sufficiency and efficiency of middle-level manpower for the tourism sector can be attained by employing various strategies, one of which is the expansion of the training capacity of TESDA's partner institutions;

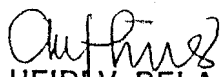
WHEREAS, the PUNLAAN SCHOOL, an institution known for producing highly-skilled graduates of food and beverage service courses, has submitted a proposal to TESDA requesting for assistance for the training of one hundred fifty (150) underprivileged young women;

WHEREAS, the TESDA Board Finance Committee has deliberated on the proposal and has agreed to recommend to the TESDA Board en banc the approval of the financial assistance to the Punlaan School;

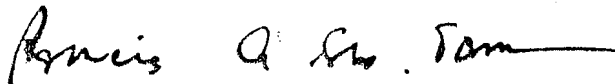
WHEREAS, the TESDA Board Finance Committee Chairman has moved for the approval of the P 5 million training assistance to PUNLAAN SCHOOL for the training of one hundred fifty (150) young women for the food and beverage services;

NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the TESDA Board approves the P1.5million training grant to PUNLAAN SCHOOL for the expansion of its training capacity to ensure the training of 150 underprivileged young women in the food and beverage services for the tourism industry.

Adopted this 21st day of February 2002.


AVA HEIDI V. DELA TORRE
Acting Board Secretary VI

ATTESTED BY:


PATRICIA A. STO. TOMAS
Secretary, Department of Labor & Employment
Chairman, TESDA Board

Signed May 3 '02

Punlaan
School



March 19, 2002

DIRECTOR GENERAL LUCITA LAZO
Technical Education and Skills Development Authority
TESDA Complex
East Service Road, South Superhighway
Taguig, Metro Manila

ATTENTION: DIRECTOR WASHINGTON AGUSTIN, TESDA - NCR

**SUBJECT: SKILLS TRAINING OF ONE HUNDRED FIFTY
UNDERPRIVELEGED YOUNG WOMEN IN FOOD AND
BEVERAGE SERVICES FOR THE HOTEL AND
RESTAURANT INDUSTRY**

Dear *LG Lazo (Rice)*,

Warm greetings from Punlaan School!

Thank you for your kind support!

I am pleased to submit to you our project proposal on "Skills Training of One Hundred Fifty Underprivileged Young Women in Food and Beverage Services for the Hotel and Restaurant Industry".

In view of the large demand for our graduates in prestigious hotels and restaurants pointing to the success of our program and the emphasis the Technical Education and Skills Development Authority (TESDA) has placed in Human Resources Development and Training, Punlaan School may serve as a training arm of TESDA to help provide this human resources development and training.

I trust in your favorable reply. I will be coordinating with your kind-office regarding this matter. In case you may have any queries, please feel free to contact me at this phone number: 726-77-73; fax number: 726-05-54 or e-mail address: punlaan@mozcom.com

Best regards!

Sincerely,

(MRS.) LUZ M. FILMER
Executive Director & CEO

Encl: Project Proposal

u/filmer
3/21/02
361

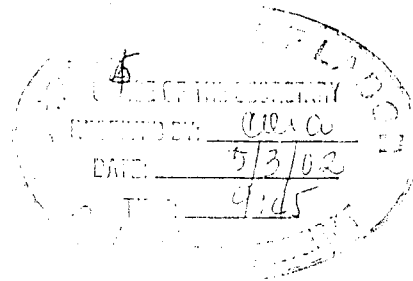


TESDA

TECHNICAL
EDUCATION AND
SKILLS
DEVELOPMENT
AUTHORITY

PANGASIWAAN SA
EDUKASYONG
TEKNIKAL AT
PAGPAPAUNLAD
NG KASANAYAN

25 April 2002



HON. PATRICIA A. STO. TOMAS

Secretary, Department of Labor and Employment
Chair, TESDA Board
DOLE Executive Offices
Intramuros, Manila

Dear Secretary Sto. Tomas:

As per agreements made during the 34th TESDA Board Meeting last 21 February 2002, we are forwarding for your approval/signature, Board Resolution 2002-13 "Approval of the P1.5million Grant for the Punlaan School for the Training of Underprivileged Young Women in the Food and Beverage Services in the Tourism Industry".

We have attached the project proposal for your review and information.

We look forward for a continuing working relationship with you.

Thank you and warm regards.

Very truly yours,


LUCITA S. LAZO
Director General

/ava/transmitpunlaan/02





173 M. Paterno Street, San Juan, Metro Manila
Tel. Nos. 727-05-81 to 82 Fax No. 726-05-54
E-mail: punlaan@mozcom.com

Project ID No _____

PROJECT PROPOSAL

PROJECT COST : P 1,500,000.00

PROPOSER : PUNLAAN SCHOOL (a project of FPTI*)

CONTACT PERSON : LUZ M. FILMER

DESIGNATION : Executive Director & CEO

ADDRESS : 173 M. Paterno Street, San Juan
Metro Manila

PROJECT DURATION : ONE (1) YEAR
June 2002 – May 2003

PROJECT CATEGORY
(Please Check)

☒ Skills Training of young underprivileged women for
the HOTEL and RESTAURANT INDUSTRY

PREPARED BY: PUNLAAN SCHOOL

DATE: March 19, 2002

APPROVED BY:

DATE

*Foundation for Professional Training Inc.

A PROJECT PROPOSAL FOR THE TRAINING OF ONE HUNDRED FIFTY (150) UNDERPRIVILEGED YOUNG WOMEN IN FOOD AND BEVERAGE SERVICES FOR THE HOTEL AND RESTAURANT INDUSTRY IN METRO MANILA AND ITS ENVIRONS

1. PROPONENT

a. Background

Punlaan School, a project of the Foundation for Professional Training, Inc. (FPTI) located at 173 M. Paterno St., San Juan, Metro Manila, is a technical-vocational school and tourism center recognized by the Technical Education and Skills Development Authority (TESDA).

In 1993, The First Lady, Mrs. Amelita M. Ramos, launched the Punlaan Dual Training Program in Food and Beverage Services. Amongst all the technical vocational schools in the country, Punlaan School was chosen to be the most apt venue for a pilot project in Dual Training for women who desire to develop a career path in the hotel and restaurant industry. It is presently working closely with the Technical Education and Skills Development Authority (TESDA), the Department of Tourism (DOT), the Hotel and Restaurant Association of the Philippines (HRAP) and leading hotels and restaurants in the Metro Manila as cooperating industry partners.

The program is a diploma course in Food and Beverage Services which features an integrated curriculum covering work skills, work attitudes, learning skills and general culture. It includes academic and technical subjects and values education using the dual training system which incorporates both theory and on-the-job training in recognized hotel and restaurants establishments. The project's dual training to promote employment of our graduates in the tourism industry follows the vision of President Fidel V. Ramos of Philippines 2000 as exemplified in the Dual Training Law, Republic Act 7686, signed last February 25, 1994.

At present, we have a student population of ninety-six (96) scholars with seventy-two (72), cooperating industry partners from among the leading hotels, restaurants and sports clubs as follows:

HOTELS

Astoria Plaza Hotel	Horizon EDSA Hotel	New World Renaissance Hotel
Bayview Park Hotel	Hotel Intercontinental	Oakwood Premier
Century Park Hotel	Hyatt Regency Manila	Pagsanjan Rapids Hotel
Dakota Mansion	Mabini Mansion	Peninsula Manila
Discovery Suites	Mandarin Oriental Hotel	Philippine Village Hotel
Edsa Shangri-La Hotel	Manila Hotel	Robbinsdale Hotel
Gilami Apartments	Manila Diamond Hotel	Taal Vista Hotel
Grand Boulevard Hotel	Makati Shangri-La Hotel	Tagaytay Highlands
Herald Suites	Marlim Hotel	Traders Hotel
Holiday Inn Manila	Miyabi (Pan Pacific Hotel)	Westin Philippine Plaza

RESTAURANTS AND

Alfredo's
Annabel's Fine Dining
Azzurro Bistro & Wine Bar
Beda's Restaurant
Bianca's
Bistro Lorenzo
Café Adriatico
Café Havana
Café Ysabel, Inc.
Caffe Appassionato
Carpaccio
Ciudad Fernandina
Club Filipino
Gold Ranch

SPORTS CLUBS

Grassi's
Hans Gourmet Services, Inc.
IMA Restaurant
In the Mood
Laredo, Inc.
Larry's Bar
La Salumeria
La Tienda
Le Souffle
Mann Hann
Mann Yann
Mario's Group, Inc.
Metropolitan Club, Inc.
MML Development Center

Mingoy's Fine Spanish Cuisine
Mushroomburger
Old Manila Coffee House
Oliver's
Quezon City Sports Club
Red Ribbon
Schwarzwald
Sign of the Anvil
Top of the Citi
UA & P Canteen (La Casita)
UCC Café
Valle Verde Country Club
Via Mare
Zucchini's

The performance of Punlaan trainees has been very positive and more than encouraging. Our partners in the participating hotel and restaurants speak very highly about our students' work habits, skills and attitudes.

In fact, all graduates are 100% gainfully employed right after graduation showing the success of the project.

In less than ten years, the scope and impact of the Dual Training Program has grown tremendously. Although the project has received some assistance from a German donor, the school needs funding for the sustainability and continuance of the program.

b. Administrative Capability

Punlaan School has been involved in various projects with local and foreign foundations in the areas of Technology Transfer (Vocational School Management) Work Values Development and Skills Upgrading.

Among the projects during the past twenty years are the following:

1. 1975 to present: Ongoing Home Management Program and Work Values Program conducted for over 8,000.00 housewives, professionals and house helpers.
2. 1989-1990: Swiss government, Limal Foundation (Zurich, Switzerland) and FPTI: Staff Upgrading for the establishment of the Habihan School in Quezon City which became operational in 1990.
3. 1990-1991: Italian Government, Limal Foundation, (Zurich, Switzerland) and FPTI: Staff Upgrading for the Establishment of the Silangan Institute for Residential Management and Culture in Laguna which became operational in 1990.
4. 1990-1991: Italian Government, Internazionale Cooperazione Universitariae Foundation (Rome, Italy) and FPTI: Staff Upgrading for the establishment of the Banilad Center for Professional Development in Cebu which became operational in 1991.
5. 1992-1993: Pilipinas Shell Foundation: Training Scholarship for 50 poor-out-of-school youth in Food & Beverage Services professions.
6. 1992-present: Anvil Executive Club, Makati Rotary, PCI Bank Foundation, Metrobank Foundation, Coca-Cola Foundation: Training grants for a total of one hundred (100) out-of-school women for immediate employment in the food and beverage services industry.
7. 1993-1996: Landesinstitut Fur Internationale Berufsbildung Northrhine Westphalen (Germany) Training Grant for Punlaan's Scholarship Dual Training Program in Food and Beverage Services.
8. 1994-1995: Congressman Ronaldo B. Zamora: grant for Work Values Programs for over two hundred beneficiaries and their families.
9. 1994-1995: Italian Government, Internazionale Cooperazione Universitariae Foundation (Rome, Italy) and FPTI: Staff Upgrading of the Maligaya Training Center in Manila which became operational in 1995.

10. 1994-1995: Hacienda Luisita "Inn on the Park" (Tarlac), Southridge PAREF School canteen (Alabang): Skills Upgrading Seminars for sixty (60) Kitchen Dining and Housekeeping Staff for the professionalization of food service personnel.
11. 1995-present: Marubeni Foundation (Japan): Training grant for fifty (50) out-of-school women for immediate employment in the food and beverage services industry.
12. 1997: TESDA-NCR/DOLE-NCR: Training and Upgrading grant for four hundred (400) Workers in Food and Beverage Services in the Hotel and Restaurant Industries.
13. 1996-present: Senator Francisco S. Tatad: Training grants for Punlaan's Scholarship Dual Training Program in Food and Beverage Services
14. 1997 Senator Franklin Drilon: Training grant for Punlaan's Scholarship Dual Training Program in Food and Beverage Services.
15. 1997- 1999: Philam Life Foundation Training grant for fifty (50) scholars of Punlaan's Scholarship Dual Training Program in Food and Beverage Services
16. 1997-1999: Presidential Social Fund Training grant for Punlaan's Scholarship Dual Training Program in Food and Beverage Services.

This track record shows the administrative capability of Punlaan School which has had extensive contact and experience in handling women in projects in line development with skills training of women in the food and beverage services in both the private and public sector and whose curriculum has been substantially enriched by industry components. These two criteria give the program maximum strength and basis for success.

2. PROJECT DESCRIPTION

a. Definition of Problem

Hotels and Restaurants fall under the Catering (Food Service) Industry that embraces all economic activity which aim to satisfy the demand for accommodation, food and drink away from home. The industry has been identified by the Department of Tourism (DOT) as the backbone of tourism activities since it has greatly contributed to the country's dollar earnings in the past year. On account of its potential for generating the much needed foreign currency and employment, DOT is strongly supporting its steady development.

However, with the onset of the Asian financial crisis, the hotel and restaurant industry has been one of the sectors hard-hit by retrenchment. Thus, the **HOTEL and RESTAURANT INDUSTRY** has been identified by the Department of Labor and Employment and the Technical Education and Skills Development Authority (TESDA) as one of the **PRIORITY** industry sectors for manpower skills training and upgrading training.

This project aims to meet this need for highly-skilled manpower in the hotel and restaurant industry through quality skills training in Food and Beverage Services at the skills level of food attendant, bar attendant, cost control clerk, kitchen attendant and pastry attendant through the dual training system.

b. Justification of the Project

Based on Punlaan's track record the program has been successful in terms of training:

- All Punlaan graduates are immediately gainfully employed upon graduation.
- Punlaan's employment desk can scarcely cope with the large demand and need of hotels and restaurants who would like to source food attendants from Punlaan School. We get calls of job offers giving priority to Punlaan graduates from hotel and restaurant through out the year.
- Punlaan's reputation as a training school has gained extensive ground in the hotels and restaurants service industry.
- Our graduates are presently employed in leading hotels and restaurants such as the Peninsula Manila, Edsa Shangri-La Hotel, New World Renaissance Hotel, the Manila Hotel amongst others.

c. Significance of the Project

The project is expected to yield the following contribution to the hotel and restaurant industry in particular and to Philippine society in general.

1. Uplift the professional quality of the services rendered by the industry,
2. Corollary to no. 1 above, enhance the dignity and consequently, the capacity of workers for higher incomes and for a decent and comfortable life,
3. Provide a model for high-quality professional training and development,
4. Provide additional training opportunities for young women and enable to contribute a good measure to improving their family and community socio-economic situation thereby contributing to poverty alleviation.

d. Baseline Data

1. There is an urgent need for better trained personnel for the industry activities (e.g. food and beverage). The need, in general terms, is not only for work skills, but, equally important, for work attitudes, work ethics, and qualities that contribute to a greater sense of personal dignity and worth in the services.
2. There is a general disposition among top management of hotels and restaurants towards the upliftment of women through job opportunities in the industry.
3. Existing hindrances to training in the industry can be adequately managed by a sound integrated curriculum and a well-executed dual-training system.
4. The labor sector in the industry would tend to support such endeavor as long term (e.g. two years) training for women considering the increased real earnings capacity resulting from such a program.

e. Nature/Target Market

The SKILLS TRAINING PROGRAM is seen as a two-year (24 months) certificate training program in the following hotel and restaurant service specializations namely, food attendant, kitchen helper, pastry helper, bar attendant and cost control clerk that covers refinement in learning skills, acquisition of general specific work skills, and the development of personal and professional work attitudes.

f. Curriculum Framework

In Principle the curriculum syllabi will be developed in consultation with the industry.

The general training plan involves 6 months of BASIC TRAINING PHASE in-school and 18 months of ADVANCED TRAINING PHASE alternating in-school and on-the-job. The 24 months cover three terms, each term with an in-school and an on-the-job period. The subjects are of four categories: Learning Skills, General Culture, Work Attitude and Work Skills. The BASIC PHASE of six months aims to prepare the student for her first on-the-job phase, hence the term BASIC.

g. Faculty and Student Policy

The faculty will be of three categories: 1) full-time instructors from the academe and the industry who will serve as core faculty to provide continuity and stability of the program, 2) lecturers from the industry, specialists who will give high-level modules in the advanced stages of training and expertise in the basic stages, and 3) the supervisors of the students in the firms, who will themselves undergo a special program given by the Center. Faculty hiring and selection will be based on general teaching of communication skills competence, expertise in the field, and good moral standing in the community.

Objection of 1/19/97
"Bureaucracy of the project"

3. ACHIEVEMENTS

- a. Being the successful PIONEER INSTⁿ Punlaan has given full support as a advocacy of Dual Training System. these years
motion and
- b. Role model and showcase of TEST technical-vocational school nationwi system for all
- c. The ONLY ONE in WOMEN-IN-DEVELOPMENT implementing form. in its "PURE"
- d. Punlaan's Dual Training System Scholarship Program generates LIVELIHOOD and EMPLOYMENT – 100% employment of its graduates – for the POOR in line with the Government's PRO-POOR agenda as a result of its consistency in providing QUALITY EDUCATION through DTS. Therefore has direct impact in reducing unemployment and increases labor participation.
- e. Being the flagship school of FPTI, has encouraged and provided technology transfer to two of its sister schools to implement Dual training System – i.e. Banilad in Cebu and Habihan in Quezon City.
- f. Punlaan has contributed to the productivity of its partner-companies in the hotel and restaurant industry.
- g. Punlaan contributes to assuring a harvest not only of job-ready upright workers through its STRONG VALUES FORMATION and PROPER WORK ETHICS, the lasting benefit of which is the enhancement of the person's human dignity as well as their role as women in their families, communities and work environment.
- h. Punlaan has earned recognition nationwide from both the government and private sectors shown by being chosen as a recipient of the following AWARDS:
 - His Excellency President Fidel V. Ramos presented Punlaan with an AWARD OF RECOGNITION last October 28, 1996 on the occasion of the Dual Training Congress.
 - KABALIKAT AWARD 2000 from the Technical Education and Skills Development Authority (TESDA).
 - Mrs. Luz M. Filmer received the SKAL TOURISM PERSONALITIES AWARD (for Education). The award is given to personalities to recognized their efforts for their contribution in EDUCATION TRAINING FOR THE YOUNG STUDENTS IN THE HOSPITALITY INDUSTRY.
- i. Punlaan has also won numerous GOLD and SILVER awards in the prestigious Chefs-on-Parade competitions. Chefs-On-Parade is the most prestigious annual culinary competition featuring national and international experts in the field. It is organized by the Hotel and Restaurant Association of the Philippines (HRAP).

4. COST OF TRAINING PROGRAM

A. Direct Costs	
1. Overhead (light, water, gas, telephone)	P350,000
2. Supplies	
Laboratory & Training Materials	65,000
Audiovisual Aids/Educational Supplies/Printing	100,000
Computer Programs/E-mails/Upgrading	65,000
3. Activity Expense	25,000
4. Transportation Expense	10,000
5. Honoraria of Instructors	845,000
6. Honoraria of Demonstrators	50,000
SUBTOTAL	
	P1,500,000.00

PUNLAAN COUNTERPART

Representation Expense	200,000.00
Repair & Maintenance	800,000.00
Administrative Expense	2,000,000.00
Transportation Expense	100,000.00
Educational Supplies/Equipment	300,000.00
	P 3,400,000.00

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1. 200,000.00 - for materials
2. 100,000.00 - for supplies
3. 100,000.00 - for honoraria
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5. 100,000.00 - for honoraria
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5. ANNEXES

- Annex 1 Certificate of Registration with the Securities and Exchange Commission
BIR Certificate of Registration as a Donee Institution (2001)
 - Annex 2 Department of Education Culture and Sports (DECS) Accreditation (1994)
Technical Education and Skills Development Authority (TESDA) Accreditation (1998)
 - Annex 3 Department of Tourism (DOT) Accreditation
 - Annex 4 List of Officers of the Foundation for Professional Training, Inc.
 - Annex 5 Secretary's Certificate
 - Annex 6 Letter certifying Punlaan School is an accredited NGO (1992)
 - Annex 7 List of existing facilities/equipment
 - Annex 8 Skills Training Program based on recommended project cost
 - Annex 9 Skills Training Program Details/Cost breakdown of supplies and materials
 - Annex 10 Skills Training Program: Breakdown of Honorarium.
 - Annex 11 Skills Training Program – Testimonials from Industry
 - Annex 12 Press Releases/Dual Training Exhibit Photo
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Republic of the Philippines
Securities and Exchange Commission

EDSA, Cornerstone, Mandaluyong
 Metro Manila

S.E.C. Reg. No. 0104055

TO ALL TO WHOM THESE PRESENTS MAY COME, GREETINGS:

WHEREAS, Articles of Incorporation and By-Laws duly signed and acknowledged for and on behalf of the organization of the

FOUNDATION FOR PROFESSIONAL TRAINING, INC.

under and in accordance with the provisions of the Corporation Code of the Philippines, as amended, and in accordance with the provisions of the Corporation Code of the Philippines, as amended, and in accordance with the provisions of the Corporation Code of the Philippines, as amended, were presented for filing in this Commission on February 4, 1982, and a copy of said Articles and By-Laws are hereto attached;

NOW, THEREFORE, by virtue of the powers and duties vested in me by law, I hereby certify that the said Articles of Incorporation and By-Laws were, after due examination to determine whether they are in accordance with law, duly registered in this Commission on the 29th day of March, Anno Domini, eighty-two and eighty-two.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed at Mandaluyong, Metro Manila, Philippines, this 29th day of March, in the year of our Lord nineteen hundred and eighty-two.

Richard H. Lopez
RICARDO H. LOPEZ
 Associate Commissioner



The Foundation for Professional Training, Inc.
An Organization for Women-in-Development Education

CERTIFICATION

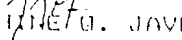
This is to certify that PUNLAAN SCHOOL is a vocational/technical school owned and operated by THE FOUNDATION FOR PROFESSIONAL TRAINING INC. (FPTI).

FPTI is a non-stock, non-profit corporation registered with the Securities and Exchange Commission since 1982 and with the Bureau of Internal Revenue as a donee institution.

This certification is issued to Punlaan School for whatever purpose it may serve them.

5 January 1995
Makati, Metro Manila

THE FOUNDATION FOR PROFESSIONAL TRAINING INC.


JOSEPHINE Q. JAVELONA
Treasurer

67 11th Street, New Manila, Quezon City, Metro Manila, Philippines
3rd Flr., SEDCCO Bldg., Rada cor. Legaspi St., Makati, M.M., Philippines (Adm. Office)

Tel. No. 78-0841 FAX: 721-8172
Tel. No. 817-9957 FAX: 813-4824



The Foundation for Professional Training, Inc.

For Women-in-Development Education

CERTIFICATION

I, JUDY ROSARIO G. CAM, Filipino, of legal age, with address at Makati City, hereby certify:

That I am the Chairman of *The Foundation for Professional Training, Inc. (FPTI)*, a corporation duly registered with the Securities and Exchange Commission in 1982;

That *PUNLAAN SCHOOL* is a project of FPTI;


That the management and operation of Punlaan School is delegated to a Management Staff, represented by:

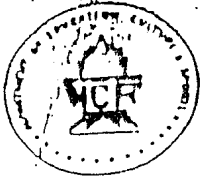
LUZ M. FILMER	- Executive Director
AMELIA M. BONOTAN	- Academic Director
ANNE MARIE N. JACINTO	- Corporate Affairs Director
HERMINIA F. GADUTINA	- Student Affairs Director

That the Management Staff of Punlaan School is authorized to seek grants and financial assistance to support its operations and educational programs.

That this certification is issued for whatever purpose it may serve them.

Makati City
9 June 1998

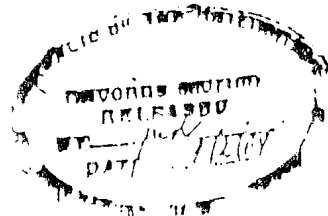

JUDY ROSARIO G. CAM
Chairman



Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Dang Alimul, Bago Hanay, Dangand Queron
(Alimul St., Bago Hanay, Queron City)

January 31, 1994

Ms. Amelia A. Bonotan
Director
PUNLAW SCHOOL
173 M. Paterno Street
San Juan, Metro Manila



Dear Ms. Bonotan,

This has reference to your application for the accreditation of Punlaw School's two-year Dual-Training Course in Food and Beverage Services with the Department of Education, Culture and Sports (DECS).

Please be informed that per evaluation of the Technical and Vocational Education Division of the Department of Education, Culture and Sports, your new program has been found to meet very satisfactorily the required standards set for technical/vocational schools.

Thank you for your usual cooperation.

Very truly yours,

[Signature]
MILO L. ROGAS
Director IV

/Dol

Republic of the Philippines
Technical Education and Skills Development Authority
National Capital Region

TESDA-NCR Bldg., Gate 2 TESDA Complex, East Service Road, South Superhighway, Taguig, Metro Manila
Tel No. 810-63-54 / Telefax 815-33-43

Certificate of TVET Program Registration
No. 13-0002 Series 2000

Pursuant to Republic Act No. 7796 creating the Technical Education and Skills Development Authority (TESDA) and in accordance with TESDA Board Resolution 93-03 dated January 23, 1998, the

Punlaan School

(TVET Institution)

#173 M. Paterno St., San Juan, Metro Manila

(Business Address)

is hereby granted Authority to offer the program in:

Two-Year Food and Beverage Services

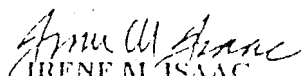
(Course)

This Certificate of TVET Program Registration is hereby granted on the basis of the institution's compliance with prescribed Training Regulations for the course. This Certificate shall be subject to revocation should the institution fail to faithfully follow the rules and regulations governing the offering of TVET programs prescribed by the Authority.

This Certificate shall not extend to any other program or any other branch of the Institution.

Given in Taguig, Metro Manila, this 16th day of March Twentieth Hundred.

By the Authority of the TESDA Director General.


IRENE M. ISAAC
Regional Director

Accreditation No. TRE-014-2001



Know all men by these presents that

PUNLAAN SCHOOL

with address at 173 M. Paterno St., San Juan, M. M., having complied with the requirements prescribed by the Department of Tourism is hereby granted **ACCREDITATION** as a

TOURISM TRAINING CENTER

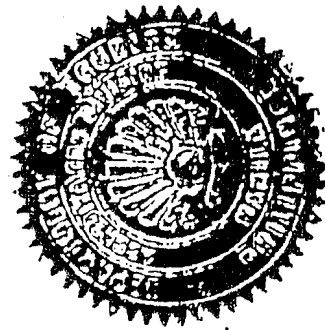
pursuant to the provisions of Executive Order No. 120 and the rules and regulations promulgated by the Department of Tourism to implement the intent and purpose of said order.

Issued in the City of Manila, in the year of our Lord, this 2nd day of July 2001.

FOR THE SECRETARY:

A handwritten signature in dark ink, appearing to read "Oscar P. Palabyab".

OSCAR P. PALABYAB
UNDERSECRETARY:



This accreditation is valid until July 1, 2002 unless sooner cancelled, revoked, or suspended for cause.

GOVERNING BOARD MEMBERS

NAME OF AGENCY: FOUNDATION FOR PROFESSIONAL TRAINING, INC. (FPTD)
 Suite 202 Alexander House Bldg., 182 Amoroso St., Makati City

NAME	POSITION TITLE	NATIONALITY	BUSINESS ADDRESS	HOME ADDRESS	EXPERIENCE AND/OR ORIENTATION ON SOCIAL WELFARE AND DEVELOPMENT	IF FOREIGNER	
						DATE OF CID CLEARANCE	DATE OF TIME WORK PERMIT
ITDY CAM	Chairman	Filipino	Makati City San Juan, NRI	2875 Batangas, Palawan, Makati 28 Alibon, Q.C.			
DEIDA SILLAN	President	Filipino	FPTD	17 Malabon, San Lorenzo, Makati City			
MILA ARANETA	VP for Operation	Filipino	San Juan, NRI FPTD	119 Mariposa Loop, Q.C. 1721 Santolan, Pio del Pilar, Makati City			
CARMEN IBAN	VP-Ext. Aff.	Filipino	FPTD	36 Baguio, Alabang Hills, Muntinlupa City			
ARMINE PULGADO	Secretary						
JESSIE JAVELONA	Treasurer	Filipino	FPTD				

CERTIFIED TRUE AND CORRECT

Armine A. Pulgado
 ARMINE A. PULGADO

CONFIRMED SECRETARY

Chy M. Farmer
 CHY M. FARMER

CHY M. FARMER

Chy M. Farmer
 Head of the Agency

NOTED BY

ATTESTED:

Judy Cam
 JUDY CAM
 Chairman of the Board

Date

SECRETARY'S CERTIFICATE

I, CARLOS L. BAY, President, of legal age, and a corporate officer of Foundation for Professional Training, Inc. (FPTI), a corporation duly organized and existing under and by virtue of the laws of the Philippines, do hereby certify:

That the following is a resolution passed by the Board of Directors of Foundation for Professional Training, Inc. (FPTI):

WHEREAS, PUHLAAN SCHOOL, is a project of Foundation for Professional Training, Inc. (FPTI), a non-profit, non-stock corporation initiated by professional men and women engaged in business, education, law, engineering, home economics and other fields;

WHEREAS, PUHLAAN SCHOOL, is an institution which provides continuing education to women in all sectors of our society that will foster greater awareness and interest in the various fields of endeavor;

WHEREAS, PUHLAAN SCHOOL, provides women with the proper training that will enable them to fulfill a definite role in society which in their respective sphere in molding and influencing their families as well as their social and professional environment;

WHEREAS, under a SCHOLARSHIP program, PUHLAAN SCHOOL, helps the under privileged girls, who after graduating from high school, wish and have the capacity to further their education for greater prospects of employability and career in hotels, institutional and residential organizations and enterprises;

WHEREAS, due to PUHLAAN'S program of raising the women's educational level and the development of skills proper to women, specifically in the area of HOTEL SERVICE & FOOD TECHNOLOGY, will redound immediately to the good of the family and the community where they belong and ultimately to the good of society, thus raising its human and spiritual welfare;

WHEREAS, in consonance with the overall objective of PUHLAAN SCHOOL, of accelerating the formation of the human resource - particularly women, who are most vulnerable to grave societal ills and to hasten their capability or augmenting family income;

NOW THEREFORE, BE IT RESOLVED, that PUHLAAN SCHOOL, be authorized to solicit funds and accept donations for the purpose of supporting the SCHOLARSHIP program and for the self-sustainability of the said institution.

IN WITNESS WHEREOF, I have hereunto set my hand this day of
Sept. 26, 1992 in San Juan, P.R. this 26th

CARLOS LUAY
Corporate Secretary

REPUBLIC OF THE PHILIPPINES
San Juan, P.R. March 26, 1992

SUBSCRIBED and SWORN to me before this 28 day of Sept. 1992.
Attest, exhibiting to me her Residence Certificate No. 3700
issued at Quezon City on April 20, 1992.

(Signature)
NOTARY PUBLIC
ANA R. GARCIA
NOTARY PUBLIC UNTIL DEC. 31, 1992
PTIF NO. 90237 JAN. 10, 1992
SAN JUAN, P.R.

Page No. 200

Page No. 91

Page No. 37

Page No. 100



ANNEX 6

REPUBLIC OF THE PHILIPPINES
Metropolitan Manila Authority
Municipality of San Juan
OFFICE OF THE SANGGUNIANG BAYAN
Tel. No. 70-03-66

01 December 1977

THE MAYOR EDUARDO B. CECIL
Presiding Officer

COUNCILOR EDUARDO C. CECIL
President, Pita League

COUNCILOR DOMINGO M. SERR
Minority Floor Leader

COUNCILOR VINCENT M. PACHECO
Minority Floor Leader

THE BOARD OF DIRECTORS
Foundation for Professional Training, Inc.
(FAMPRO SCHOOL)
173 H. Paterno Street,
San Juan, Metro Manila

DISTRICT I

COUNCILOR ERICSON A. ALCOVENDAZ

COUNCILOR EDUARDO L. ROMIZ

COUNCILOR ROBERT B. KIM

COUNCILOR FERNANDO A. VELARDO

DISTRICT II

COUNCILOR LORRA A. ABALD

COUNCILOR ROBERTO P. CHUA

COUNCILOR MARY GRACE A. BUIA

COUNCILOR EDUARDO F. TERALIA

COUNCILOR EMANUEL G. PAE

EDUARDO M. BERNARDO
Ex Officio Member

ARACELIA V. HERNAN
Municipal Secretary

I am pleased to inform you that your organization has been accredited by the Sangguniang Bayan as a community based NGO. As such, the representative of your organization is entitled to a seat in one of the different local special bodies. You will soon receive from the field officer of the DILG in our community a notice where all representatives of accredited NGOs will meet and choose among themselves which NGO will be represented in the various local special bodies.

I trust that your organization will be an active partner of the local officials in their desire of making our community a model place to live in.

Truly yours,

SANGGUNIANG BAYAN
San Juan, Metro Manila

By:

ATTY. JOJO ALCOVENDAZ
Chairman
Committee on Laws, Ethics
and Justice

CC: OFFICE OF THE MAYOR

MR. EDUARDO
DILG Field Officer

F I L E

LIST OF EXISTING FACILITIES AND EQUIPMENT

Reception

1 PABX System

Multi Purpose Room: Living Room, Conference Room

Library

1 electric typewriter

Accounting Office

1 electric typewriter

1 calculator

1 photocopier

1 computer with printer

Student Affairs Office/Administration:

1 fax machine

1 camera

1 computer with printer

Faculty Room

1 volleyball

1 camera

2 badminton set

1 video handy camera

1 computer w/ printer

Executive Director's Office

1 computer with printer

1 camera

Secretariat

1 computer

1 manual typewriter

Food Laboratory

Work Counters

1 food processor

Sink Tables

1 pasta maker

Work Tables

1 coffee maker

1 refrigerator

3 cake mixer

2 range with oven

1 microwave oven

1 6-burner range

1 toaster

4 5-qt mixer

Food Service Laboratory (Room 2)

1 mobile bar counter

1 dining room trolley

5 dining room tables & chairs

Classrooms (Room 3,4,6,7,8)

128 classroom chairs

Student Steel Lockers

Whiteboard

1 Standing Electric Fan

1 Public Address System

Computer Laboratory (Room 5)

16 computers

Computer Laboratory (Room 6)

6 printers

14 computers

16 computer tables and chairs

6 computers

Whiteboard

14 computer tables and chairs

Corridor Drinking Water Fountain

Audio Visual Room (Room 8)

1 multisystem TV

1 electric fan

1 projector

1 multisystem VHS

1 microphone stand

1 karaoke sound system

microphones

Food Production Department

Kitchenwares

Kitchen utensils

pots and pans

Food Service Department

Dinnerware

hollowware

Flatware

table linen

Glassware

bar service equipment

Work Technology Department

1 cash register

Annex 8

SCHEDULE OF TRAINING PROGRAMS/PROJECT COST

May 2002 – May 2004 (Two Years)

SKILLS TRAINING PROGRAM

Module	Month/Year	Batch No.	No. of Beneficiaries	Duration (Months)
I	Aug. – Sept. 2002 Jan. – May 2003	X	54	6
II Basic	June – Nov. 2002	XI	96	6
Advanced	March-April 2003 August – Sept. 2003 January – May 2004			9

MODULE II: TRAINING PLAN FOR BATCH XI (BASIC COURSE)

The MODULE II: Training Program consists of a new group of ninety-six (96) beneficiaries who will start in June 2002 and undergo a six months Basic Skills Training Course. The grant will cover the 6 months in-school training. The curriculum is as follows:

6 MONTHS IN-SCHOOL TRAINING (June '2002 – November '2002)

Restaurant Communication Arts A	Conversational Restaurant English	3 units	54 hrs
Accounting A	Applied Mathematics	3 units	36 hrs
Social Science	Tourism & Geography	2 units	36 hrs
Euthenics A	Good Grooming & Social Graces	2 units	36 hrs
Values Preparation and Services A	Human Virtues	2 units	36 hrs
Food Preparation and Service B	Food Handling & Sanitation	1 unit lec 2 units lab	18 hrs 72 hrs
Food Preparation Service C	Nutrition and Food Preparation	1 unit lec 2 units lab	18 hrs 72 hrs
Work Technology A	Office Organization	2 units 1 unit lec 2 units lab	54 hrs
Work Technology B	Computer Literacy	2 units 1 unit lec 2 units lab	54 hrs
Physical Education	Physical Education	1 unit	36 hrs
Hotel Technology	Introduction to Hotel/Restaurant Industry & Operation	2 units	36 hrs
Values Education I	Work Ethics	2 units	36 hrs
Euthenics I	Personal Hygiene & Good Grooming	1 unit	18 hrs
Food Preparation & Service I	Integration of Work Skills (Food Handling Preparation and Nutrition, Baking of the Preparatory Phase)	2 units lec 3 units lab	36 hrs 72 hrs
Work Technology I			
Physical Education I	Sports	1 unit	36 hrs
On-The-Job Training	On-The-Job Training Kitchen Helper Pastry Attendant Office Clerk	14 units	528 hrs

MODULE II: TRAINING PLAN FOR BATCH XI (ADVANCE COURSE)

The training program Batch XI is designed to give the beneficiaries Advanced Training after six months Basic Training Course. This is very important to equip them with the theory and skills and give them the competitive edge in skills training to assure gainful employment. The grant will cover 6 months in-school training.

6 MONTHS IN-SCHOOL TRAINING

(March – April '2003, Aug. – Sept. '2003, Jan '2004 – May '2004)

Restaurant Communication Arts 2	Guest Relations & Suggestive Selling	3 units	54 hrs
Euthenics	Leadership Current Events	3 units	54 hrs
Elective	Advanced Baking	2 units lec	36 hrs
Food Preparation and Service 3-a		4 units lab	144 hrs
Elective 2	Advanced Culinary	2 units lec	36 hrs
Food Preparation Service 3-b		2 units lab	144 hrs.
Elective 3	Advanced Customer Relations	1 unit lec	36 hrs
Food Preparation and Service 3-c		2 units lab	144 hrs
On-the-Job Training	On-the-Job Training Area of Specialization Kitchen or Dining Area	28 units	1056 hrs
Restaurant Communication Arts 3	Business Correspondence	3 units	54 hrs
Hotel Technology 2	Food and Beverage Operation	2 units	36 hrs
Hotel Technology 3	Legal Aspects of Work and Safety	2 units	36 hrs
Values Education 3	Social Ethics	2 units	36 hrs
Food Preparation and Services 4	Integrating Food and Beverage Operation	1 unit lec	18 hrs
		2 units lab	72 hrs

MODULE I: TRAINING PROGRAM FOR BATCH X

The training program for Batch X is composed of fifty-four (54) beneficiaries who will undergo the final ten months of training and will graduate by May 2003. They will be ready for employment by June 2003. The training program includes 6 months on-the-job training and four months in-school with the following curriculum: The grant will cover the 4 months in-school training.

4 MONTHS IN-SCHOOL TRAINING

(Aug. - Sept. '2002, Jan. '2003 - May '2003)

Restaurant Communication Arts 2	Guest Relations and Suggestive Selling	3 units	54 hrs
Euthenics	Leadership Current Events	3 units	54 hrs
Elective	Advanced Baking	2 units lec	36 hrs
Food & Preparation and Service 3-a		4 units lab	144 hrs
Elective 2	Advanced Culinary	2 units lec	36 hrs
Food Preparation and Service 3-b		2 units lab	144 hrs
Elective 3	Advanced Customer Relations	2 units lec	36 hrs
Food Preparation and Service 3-c		2 units lab	144 hrs
On-the-Job Training	On-the-Job Training Area of Specialization Kitchen or Dining Area	28 units	1056 hrs
Restaurant Communication Arts 3	Business Correspondence	3 units	54 hrs
Hotel Technology 2	Food & Beverage Operation	2 units	36 hrs
Hotel Technology 3	Legal Aspects of Work & Safety	2 units	36 hrs
Values Education 3	Social Ethics	2 units	36 hrs
Food Preparation and Services 4	Integrating Food & Beverage Operation	1 unit lec 2 units lab	18 hrs 72 hrs

SKILLS TRAINING PROGRAM – COST BREAKDOWN OF SUPPLIES AND MATERIALS

a. Laboratory and Training Materials Food Products:

- Fruits: canned, preserved, fresh
- Vegetables: canned, fresh
- Meat: fresh, frozen, canned
- Poultry Products: chicken, eggs, etc.
- Dairy Products: milk, cheese, butter, cream, sherbets, etc.
- Shortening: cooking oil, lard, olive oil, corn oil, soya oil, wesson oil, etc.
- Sugar
- Cereal: oats, rice, etc.
- Noodles: pasta rice noodles, (bihon), vermicellis, etc.
- Condiments: salt, pepper, vinegar, soy sauce, worcestershire, MSG, catsup, brolli cubes, etc.

Garnishes/Training Materials

- Flowers: chrysanthemums, daisies, orchids, chafing dishes, platters
- Spoons, forks, bread plates, goblets, center pieces, wall decorations, candles, candle holders, napkins, table clothes, etc.
- Cake Decorating: figurines, styropores, illustration boards, tip brushes, icing colors, sugar flowers, pastry bags, decorating tips, flour, nuts, confectioners, etc.
- Materials: for hygiene and sanitation classes: hygiene/sanitation supplies for kitchen, wax paper, doilies, aluminum foil, plastic bags.

b. Office Supplies/printing:

- b.1 Office Supplies: paper ballpens, paper clips, brown envelopes, staple wires, magazines files, index cards, scotch tape, pencils, technical pens, ledger notebooks, tape dispensers, scissors, folders, etc.
- b.2 School Supplies: class records, index cards, diskette banks, yellow pads, diskettes, respooling of printer ribbons, bond papers, board markers, erasers, pentel pens, video tapes, computer ink, etc.
- b.3 Ubix Consummables (Photocopying Machine)
toners, developers, cleaning blades, cleaning rollers, drums, etc.
- b.4 Printing: Brochures, newsletters, envelopes, letterheads, accounting pads, invitations, transcripts, certificates, etc.
- b.5 Training Materials/Hand-outs: recipes, exams, etc.

c. Activity Expense

Video coverage, documentary films, photo services, films, batteries for film developing, medicines, plaques, and other expenses related to parents' activity seminars, expenses for the speakers, student campaign and student visitation in their OJT venue.

d. Books and Periodicals

Reference books for laboratory classes in Values Formation, Computer, English, German, French, Accounting, Social Science, Psychology, P.E.

- magazine subscriptions like Blue Collar, Gourmet Cooking, Good Housekeeping, Readers' Digest
 - teaching aides
 - newspaper subscriptions
-

**SKILLS TRAINING PROGRAM
BREAKDOWN OF HONORARIA
(June 2002-May 2003)**

	NUMBER	AMOUNT	TOTAL/YEAR
I. Instructors			
Full-time (1 for each Major subject)	7	P10,300/mo. x 11 mos.	P 800,000.00 (approximately)
Part-time (for each Minor subject)	3	P300-500/hr. x 8 hrs./mo. x 6 mos.	45,000.00 (approximately)
II. Guest demonstrator and Resource Speakers for Skills Training Program from hotel and restaurants and fields relevant to the Curriculum	6/month x 10 mos.	P500.00/hr. depending on qualification	30,000.00
	20 during May for the Final Trade Test	P1,000.00/day	20,000.00
		TOTALS	P895,000.00

NOTE: Amounts are inclusive of inflation rates over a one-year period of program

PUNLAAN SCHOOL DUAL TRAINING PROGRAM IN FOOD AND BEVERAGE SERVICES

TESTIMONIALS/ REASONS WHY THE PROGRAM SHOULD BE CONTINUED

(May 2001)

- ❖ I highly recommend the training program to be continued because it helps children especially from families who can not afford to send them to school. It is very beneficial to these families and their children.

Ms. Ma. Cristina Damian
Demi-Chef II
Manila Diamond Hotel

- ❖ The trainees are well trained according to their duties and responsibility.

Mr. Jose Capacio
Kitchen Manager
LJC Restaurant Group

- ❖ Yes, for me it's highly recommended because it's not just helping poor people but also developing their skills which for its really a big help.

Mr. Edwin Cabuhat
Head Cook
Oliver's

- ❖ I think the trainees from Punlaan are the BEST.

Chef Boy Timola
Sous Chef
Makati Shangri-La Hotel

- ❖ Yes! Of course this is very beneficial to all the youth especially for those who can not afford to have college education, this is an alternative education.

Mr. Dante Lastrilla
F & B Supervisor
Sulo Hotel

- ❖ Yes, I found your trainees well-equipped with the skills needed to find a job in the industry.
- ❖ Yes, please keep up the good work. Not only does it help improve lives economically but also spiritually because of the good values inculcated in them.

Ms. Thelma Valdepeñas
Assistant F & B Manager
Manila Hotel

- ❖ I am quite impressed with the program of Punlaan – I did not appreciate it until I visited your impressive school – the attitude and politeness of your students do not compare with the big university HRM program – I commend you and your staff for a job extremely well done.
- ❖ I highly recommend this type of training program where they go from school to industry – so after they perform in the industry they come back to school to use what they saw and learned.

Mr. Lawrence Tolosa
Franchise Manager
Via Mare

- ❖ Yes. Yes. This is the nearest course close to the real thing – Hotel and Restaurant Service.

Mr. Ric de Jesus
Senior Operations Manager
Han Gourmet Services, Inc.

- ❖ I am personally very proud of your trainees especially Sandra, she is very dedicated, aggressive, hardworking and sincere person. She is a true reflection of your school.
- ❖ Definitely yes. Because of their eagerness to learn, for being approachable and very hardworking crew.

Mr. Enrico Buenaventura
Assistant Restaurant Manager
Miyabi Japanese Restaurant

- ❖ No comments, all trainees with excellent service.
- ❖ Yes! Because of my experience in Punlaan Training in Food and Beverage Services, I highly recommend it. It is a world class service.

Mr. Cesar Manilla
Captain Waiter
MML Development Center
Meralco

- ❖ As an examiner, I'm very proud that they (the students) are willing to learn and perform the duties that they have learned in the Hotel-Industry. And very soon they're going to be the part of F & B Team in the Industry.
- ❖ I would recommend this Dual Training Program because they are giving a break to all the poor students who really cannot afford to go college.

Chef Patrick Obia
Chef
Holiday Inn Manila



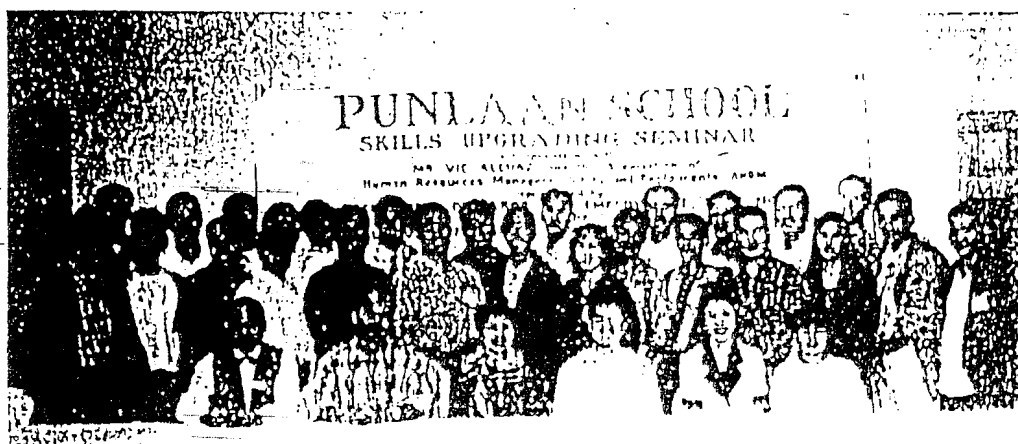
MAGSAYSAY AWARD. Sen. Ramon B. Magsaysay Jr. (2nd from left), guest of honor and speaker during the awarding ceremonies of President Ramon Magsaysay Outstanding Filipino Worker Award, poses with winners. Mae Agnes Rusia (center, holding trophy), a graduate of Punlaan School's Dual Training Scholarship Program and presently employed at the Peninsula Manila's F & B Division bags this year's award in the Wage Employment Category-National Capital Region. With them are (from left) Luz M. Filmer, director and CEO of Punlaan School; F & B Manager Stephan Killinger of Peninsula Manila; Administrator Manuel Portes of Livelihood Corp.; Gordon Landy, acting executive chef of Peninsula Manila; TESDA Director Irene Isaac and Punlaan School Corporate Affairs Director Nanan Jacinto. Outstanding blue collar workers were recognized for their contribution in their respective fields.

TODAY



EVENTS TODAY

TUESDAY, FEBRUARY 24, 1998



PUNLAAN School executive director and CEO Luz M. Filmer (center) poses with employees of hotels and restaurants who attended a Bar Attendant Skills Upgrading Seminar, one of a series of six seminars organized by the school. The seminar was sponsored by the Department of Labor and Employment and the Technical Education and Skills Development Authority, in cooperation with the Association of Human Resources Managers Hotels and Restaurants. Also in photo are Vic Alcuaz, consultant; and Marlin de Castro, trainer; and Nanan Jacinto of Punlaan School.