

TESDA CIRCULAR

SUBJECT: Implementing Guidelines for the PGMA Training for Work Scholarship Project (TWSP) for BARISTA, 119 hrs.		Page _of _pages Nos. <u>54</u> Series of 2006
Date Issued: October 03, 2006	Effectivity: Immediately	Supersedes:
<p>In the interest of the service and in line with the implementation of the PGMA Training for Work Scholarship Project for "BARISTA," 119 hours, the following guidelines are hereby issued:</p> <p>A. PROJECT DESCRIPTION AND OBJECTIVES:</p> <p>The PGMA-TWSP for Barista, 119 hours is a scholarship subsidy of P3,500.00, either full or partial to upgrade the competencies of qualified applicants through appropriate training program that are directly linked with existing jobs that lead to immediate employment such as requirements of the local and overseas market.</p> <p>B. PROJECT IMPLEMENTATION</p> <ol style="list-style-type: none">1. At the Central Office, the PGMA-TWSP for Barista, 119 hours shall be managed thru the designated Action Officer, reporting directly to the Deputy Director General for Sectoral TVET. The Action Officer shall recommend policies, systems and procedures for smooth implementation of the project.2. The Action Officer shall serve as the coordinative link with other component QRT (Quick Response Team) Focal Persons designated for the purpose.3. This particular component shall be managed/coordinated by the QRT-Medical Tourism Focal Person, Ms. Adorinda DJ. Forro. <p>C. SCHOLAR'S QUALIFICATIONS</p> <p>The qualifications of the scholars are: At least high school graduate with:</p> <ul style="list-style-type: none">• 18 years of age• At least 6 months exposure in hotel & restaurant industry• Good Moral Character• Physically and mentally fit• Ability to communicate in English orally and in writing <p>D. APPLICATION AND SELECTION PROCESS</p> <ol style="list-style-type: none">1. Interested applicants may apply at the nearest or TESDA Regional/Provincial/District Offices.<ol style="list-style-type: none">1.1. TESDA regional/provincial/district offices shall require the applicant to fill-up the Computerized National Manpower Registry Form for monitoring purposes.1.2. TESDA regional/provincial/district offices shall process the applications to ensure compliance with the applicant's qualifications requirements		

2. Interested applicants may also register on-line and log on to the TESDA website www.tesda.gov.ph.
 - 2.1. The Corporate Information Systems Division of the Corporate Affairs Office (CISD-CAO) shall submit to the Action Officer and the Regional Directors concerned the list of on-line registrants for screening/evaluation purpose on a weekly basis.
 - 2.2. The CISD-CAO shall maintain a database of applicants and submit to the Action Officer a weekly report on the status of on-line registration. The database should include all applications received from TESDA Regional Offices.

E. ISSUANCE & REDEMPTION OF SCHOLARSHIP CERTIFICATES

1. The scholarship certificates shall be issued to the scholars thru the TESDA Regional Offices. The Regional Director and the scholar shall sign at the back copy of the TESDA copy of the certificates prior to enrollment in any TESDA registered programs. Otherwise, the scholarship certificates shall be void and cannot be redeemed.
2. The scholars shall present the duly signed scholarship certificates, with ID pictures (1pc-2"x 2" and 2 pcs -1"x 1") to the educational and training institution they intend to enroll.
3. The scholarship certificate is non-transferable and not for sale.

F. PARTICIPATING EDUCATION AND TRAINING INSTITUTIONS

1. To participate in the PGMA-TWSP, private and public education and training institutions are required to register with TESDA the Barista, 119 hours in accordance with the UTPRAS guidelines.

The education and training institution must adopt the competency based curriculum for the Barista which has been developed in consultation with the Tourism Industry Board Foundation, Industry Working Committee (TIBFI - IWC). The technical requirements for facilities and equipment including the trainor's qualifications are included in the said curriculum.

2. The responsibilities of the education and training institutions are as follows:
 - Issue Certificate of Training to the scholars after the training;
 - Prompt submission of financial reports and other reports that may be required by TESDA;
 - Maintain separate accounting records subject to periodic audit review by TESDA-COA representatives and other TESDA officials;
 - Extend counseling guidance, job placement and other related services to the scholars;
 - Recommend systems and procedures for efficient project implementation.

G. PAYMENT

1. The Action Officer shall request the Office of the Chief for Services and Administration (OCSA) for the transfer of fund corresponding to the number of scholarship certificates issued to the Regional Directors;
2. Fund transfer shall be effected to the Regional Offices within three (3) working days.

3. The Regional Directors shall pay the education and training institutions within fifteen (15) working days, from the date of their submission of the following documents, subject to the government auditing and accounting rules and regulations:

- TESDA copy of the scholarship certificate with the back portion of the certificate, complete with the required signatories including the authorized signatories of the education and training institutions;
- Billing Statement;
- Enrollment Report, and
- Terminal Report

H. ASSESSMENT AND CERTIFICATION

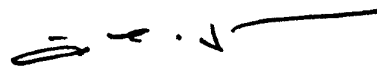
1. Graduates under this Barista training program shall be required to undergo the national assessment.
2. Assessment shall only be on full qualification. Candidates shall be required to submit portfolio documents proving six (6) months experience or exposure in food and beverage servicing or bartending. These documents must be submitted during application for national assessment
3. Candidates who found to be competent during the national assessment shall be awarded full qualification – Barista
4. The National Certificate shall be issued as soon as the Training Regulation is promulgated.

I. MONITORING

1. The TESDA Regional Offices shall submit a weekly Report on the Status of the Project to the Office of DDG for Sectoral TVET thru the Regional Coordination Office.
2. A consolidated weekly report shall be submitted to President Gloria Macapagal Arroyo.

J. EFFECTIVITY

The PGMA-TWSP Implementing Guidelines shall take effect as indicated and retroactive application is not allowed.



SEC. AUGUSTO BOBOY SYJUCO
Director General