

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila

Special TESDA BOARD MEETING

21 April 2003, Monday , 8:00 a.m.

2nd floor Executive House, Department of Labor and Employment (DOLE)
Intramuros, Manila

Resolution No. 2003- 15
(page 1 of 2 pages)

**APPROVING THE TERMS OF REFERENCE ON STRENGTHENING TESDA
BOARD –TESDC RELATIONSHIP: DESIGNATION OF REGIONAL TESDA
BOARD FOCAL PERSON FROM AMONG THE TESDA BOARD MEMBERS**

WHEREAS, Section 19 of Republic Act. No. 7796, otherwise known as the TESDA Act of 1994, provides for the establishment of Technical Education and Skills Development Committees at the regional and local levels to coordinate and monitor the delivery of all skills development activities by the public and private sectors;

WHEREAS, the Technical Education and Skills Development Committees (TESDCs) were organized in May 1996 through TESDA Board Resolution No. 96-01, Approving and Promulgating the Rules and Regulations on the Organization of Technical Education and Skills Development (TESD) Committees;

WHEREAS, on December 19, 2000, the 5th Philippine TVET Forum, participated in by the TESDA Board and TESDC members convened , to specifically focus on redefining and rationalizing the roles, processes and structures of the Committees and on strengthening the TESDCs as the major arm in the governance and management of the TVET sector at the local levels.

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila

Resolution No. 2003- 15
(page 2 of 2 pages)

NOW THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED , that the Board approves the terms of reference on the strengthening TESDA Board –TESDC Relationship: Designation of Regional TESDA Board Focal Person from among the TESDA Board Members

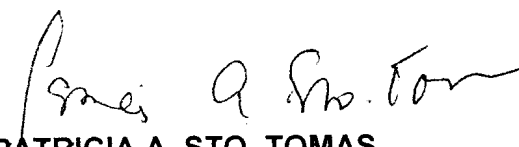
- to generally strengthen the collaborative relationship between and among the TESDA Board, TESDCs and the TESDA Secretariat which will specifically focus on the relevant policy issues raised by the TESDC and TESDA Board for broad-based consultation and deliberation
- to designate TESDA Board members to shepherd the R/PTESDCs of specific region
- to strengthen the monitoring of policy implementation at field level

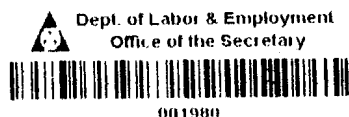
BE IT RESOLVED, FINALLY, that copies of this resolution be furnished to all concerned parties.

Adopted this 21st day of April 2003


MA. ADORINDA DE JESUS-FORRO
Board Secretary VI

Attested By:


PATRICIA A. STO. TOMAS
Secretary , Department of Labor and Employment
Chair, TESDA Board





**Strengthening
TESDA Board-TESDC Relationship:
Designation of
Regional TESDA Board Focal Person
from among the TESDA Board
Members**



I. Rationale

- Creation of the Technical Education and Skills Development Committees (RA 7796, Sec.19)
- TESDCs deliberates and resolves critical TVET issues at the local levels
- Designation of Reg'1 TESDA Board Focal Person from among the TESDA Board Members

II. Objective

General

To strengthen the collaborative relationship between and among the TB, the TESDCs and the TESDA Secretariat.

II. Objectives

Specific

- 1. To ensure that the relevant policy issues raised by the R/PTESDCs for the TB action are deliberated and acted upon accordingly;**
- 2. To have a specific TB member supporting and shepherding the R/PTESDCs of a particular region;**

3. To enhance the policy formulation process for TVET particularly in the discussion/consultations of the annual policy agenda approved by the TB; and
4. To strengthen the monitoring of the status of policy implementation, particularly the policies formulated by the TB.

III. Mechanics/ Process

- Regional TESDC Forum
- Regional Visit of the TB Focal Person
- TESDA Board-RTESDC Chair Forum

IV. Roles of the TESDA Board

Focal Person

1. Act as a channel for communication of the concerned TESDCs in the TESDA Board;
2. Review and assess the activities of the TESDCs as well as their inputs to the annual policy agenda; and

3. Conduct periodic visits/
consultations and attend TESDC
meetings to provide directioning to
the TESDCs.

V. TESDA Board Regional Assignments

| REGION | TB MEMBER |
|---------------|---|
| I | Sec. Manuel A. Roxas III |
| II | Dr. Joselito S. Sandejas |
| III | Dr. Nona Saldana Ricafort/ BM Concepcion G. Dodd |
| IV-A | BM Teresita M. Borgoños |
| IV-B | Dr. Alberto Victor P. Fenix, Jr. |
| V | Atty. Ranulfo P. Payos |
| VI | BM Concepcion M. Dodd |
| VII | Dr. Nona Saldana Ricafort |
| VIII | Bishop Precioso D. Cantillas |
| IX | Atty. Ibarra A. Malonzo |

REGION TB MEMBER

X BM Isidro Antonio C. Asper
XI BM Jovencio Avenido
XII Sec. Edilberto de Jesus
CAR BM Rene Luis M. Tadle
NCR Dr. Teresita U. Quirino
CARAGA Sec. Luis Lorenzo
ARMM Sec. Patricia A. Sto. Tomas

VI. Responsibilities

TESDA Board Secretariat

- shall be responsible for the overall coordination of Regional TB Focal Person's schedules and activities

Planning Office

- shall be responsible for providing the TESDA Board members with all the relevant documents/ reports from the TESDCs and vice-versa;
- shall be responsible for coordinating with the concerned regional and provincial offices;

Planning Office

- shall consolidate issues submitted by the Regional TESDCs for submission to the TB; and
- shall provide all TB Members with the documentation of RO/PO activities for action and comments.

Regional/ Provincial Office

- shall coordinate schedules and activities of the TB member in the region and provinces;
- shall document all activities and submit it to the Planning Office for consolidation; and

Regional/ Provincial Office

- shall also be responsible for the administrative arrangements such as accommodation, transportation of the TB member's stay in the region/ province.

VII. Expenses

Travelling expenses of TESDA Board members shall be charged against the budget of the TESDA Board.

Regional consultation expenses shall be charged to the budget of the Regional Office.

TB-TESDC National Forum expenses shall be charged to the budget of the Planning Office.

**Strengthening TESDA Board – TESDC Relationship:
Designation of Regional TESDA Board Focal Person from
among the TESDA Board Members**

I. Rationale

The Technical Education and Skills Development Committees (TESDCs) were organized in May 1996, through TESDA Board (TB) Resolution No. 96-01, approving the Rules and Regulations on the Organization of the TESDCs. This is consistent with Section 19 of the TESDA Act of 1994 which states that "the Authority shall establish the Technical Education and Skills Development Committees at the regional and local levels to coordinate and monitor the delivery of all skills development activities by the public and private sectors".

Over the years, the TESDCs have evolved to be an important mechanism for the deliberation of and resolving critical TVET issues at the local levels. At present, the TESDCs act as the subsidiary of the TESDA Board (TB) at the regional and provincial levels. There is much to be desired, however, in terms of the direct relationship and communication between the TB and the TESDCs and to ensure that the issues raised by the TESDCs are elevated and discussed at the TB.

It is in recognition of the need to establish a more direct interaction and relationship between the TB and the TESDCs that the designation of a regional TB focal person from among the TB was conceived.

II. Objective

General

To strengthen the collaborative relationship between and among the TB, the TESDCs and the TESDA Secretariat

Specific

1. To ensure that the relevant policy issues raised by the R/PTESDCs for TB action are deliberated and acted upon accordingly;
2. To have a specific TB member supporting and shepherding the R/PTESDCs of a particular region;

3. To enhance the policy formulation process for TVET particularly in the discussions/consultations of the annual policy agenda approved by the TB; and
4. To strengthen the monitoring of the status of policy implementation, particularly the policies formulated by the TB.

III. Mechanics/Process

Regional TESDC Forum

A regional TESDC Forum participated in by R/P TESDC members shall be convened prior to the visitation of the regional TB focal person. This meeting shall serve as a venue to discuss policy issues and concerns that shall be raised to the TB and other issues affecting and related to TESDCs. This shall document the various TESDC issues and concerns to serve as inputs to the consultation meeting with the regional TB focal person.

Regional Visit of the TB Focal Person

The regional consultation meeting of the TB focal person and the TESDC in the regions shall be at least once a year. The Regional TESDC and the P TESDC Chairs shall attend the meetings. The TESDC Secretariat shall facilitate the administrative arrangements and technical requirements for the meeting.

The agenda of the consultation meeting shall be prepared by the Regional Secretariat and shall include a brief report of the region and its provinces, a discussion of a policy agenda which will have weight on the RO, relevant policy issues and concerns of the R/P TESDC among others.

TESDA Board – R TESDC Chair Forum

An annual Forum to be participated in by the TESDA Board and the R TESDC Chairs shall be conducted every 3rd quarter of the year.

IV. Roles of the TESDA Board Focal Person

1. Act as a channel for communication of the concerned TESDCs in the TESDA Board;
2. Review and assess the activities of the TESDCs as well as their inputs to the annual policy agenda; and
3. Conduct periodic visits / consultations and attend TESDC meetings to provide directioning to the TESDCs.

V. TESDA Board Regional Assignments

Each region shall have one designated regional TB focal person. Other members may opt to join the regional TB focal person. The Director General or any of the three (3) Deputy Directors General shall join the focal person to answer secretariat concerns. If they are not available, senior officials can be assigned as alternates.

| REGION | TB MEMBER |
|--------|---|
| I | Sec. Manuel A. Roxas III |
| II | Dr. Joselito S. Sandejas |
| III | Dr. Nona Saldana Ricafort/ BM Concepcion G. Dodd |
| IV-A | BM Teresita M. Borgonos |
| IV-B | Dr. Alberto Victor P. Fenix, Jr. |
| V | Atty. Ranulfo P. Payos |
| VI | BM Concepcion G. Dodd |
| VII | Dr. Nona Saldana Ricafort |
| VIII | Bishop Precioso D. Cantillas |
| IX | Atty. Ibarra A. Malonzo |
| X | BM Isidro Antonio C. Asper |
| XI | BM Jovencio Avenido |
| XII | Sec. Edilberto de Jesus |
| CAR | BM Rene Luis M. Tadle |
| NCR | Dr. Teresita U. Quirino |
| CARAGA | Sec. Luis Lorenzo |
| ARMM | Sec. Patricia A. Sto. Tomas |

VI. Responsibilities

TESDA Board Secretariat

Overall coordination of Regional TB Focal Person's schedules and activities shall be the responsibility of the TESDA Board Secretariat.

Planning Office

- shall be responsible for providing the TESDA Board members with all the relevant documents / reports from the TESDCs and vice-versa;

- shall be responsible for coordinating with the concerned regional and provincial offices;
- shall consolidate issues submitted by the Regional TESDCs for submission to the TB; and
- shall provide all TB Members with the documentation of RO/PO activities for action and comments.

Regional/Provincial Office

- shall coordinate schedules and activities of the TB member in the region and provinces;
- shall document all activities and submit it to the Planning Office for consolidation; and
- shall also be responsible for the administrative arrangements such as accommodation, transportation of the TB member's stay in the region/province.

VII. Travelling Expenses

The travelling expenses of the TESDA Board members shall be charged against the budget of the TESDA Board.



TECHNICAL
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AUTHORITY

TESDA May 5, 2003

Hon. Patricia A. Sto. Tomas
Secretary, Department of Labor and Employment
Chair, TESDA Board
DOLE Executive Offices
Intramuros, Manila

Dear **Sec. Sto. Tomas**:

As per agreement made during the Special TESDA Board Meeting held 21 April 2003, we are forwarding for your consideration and signature the Board Resolution No. 2003- 15 Approving the Terms of Reference on Strengthening TESDA Board-TESDC Relationship : Designation of Regional TESDA Board Focal Person from among the TESDA Board Members. (Refer to Tab A)

We have enclosed for your reference the following:

| PARTICULARS | TAB NO. |
|---|---------|
| 1. Terms of Reference on the Strengthening TESDA Board-TESDC Relationship : Designation of Regional TESDA Board Focal Person from among the TESDA Board Members | B |
| 2. Special TESDA Board Highlights of Meeting, 21 April 2003, 8:30 a.m. 2 nd Floor Executive House, DOLE , Intramuros, Manila | C |

Thank you and warm regards.

Very truly yours,

DR. JOSELITO S. SANDEJAS
Chair, Direction Setting Committee

Department of Labor and Employment



In replying, specify **OSEC03002111**

April 10, 2003

HONORABLE MEMBERS OF THE TESDA BOARD
Technical Education and Skills Development Authority
Taguig, Metro Manila

Dear TESDA Board Members:

The Technical Education and Skills Development Committees (TESDCs) were organized in May 1996, through TESDA Board Resolution No. 96-01, approving the Rules and Regulations on the Organization of the TESDCs. At present, the TESDC act as the subsidiary of the TB at the regional and local levels. Nonetheless, the direct relationship and communication between the TB and the TESDC are being aspired.

The 4th Direction Setting Sub Committee Meeting presided by BM Joselito Sandejas was held last February 24, 2003. One of the action items that will address this aspiration is the preparation of the Terms of Reference (TOR) on Strengthening TESDA Board – TESDC Relationship: Designation of Regional TESDA Board Focal Person from among the TESDA Board Members. Hence, we are submitting the draft TOR.

The activity aimed to generally strengthen the collaborative relationship between and among the TB, TESDCs and the TESDA Secretariat which will specifically focused on the relevant policy issues raised by the TESDC for TB action that are deliberated and acted on accordingly; to have a specific TB members supporting and shepherding the R/PTESDCs of a particular region, enhancement of the policy formulation process for TVET particularly in the discussions/consultations, and strengthening the monitoring of the status of policy implementation, particularly the policies formulated by the TB.

For your perusal and approval, please.

Thank you and best regards.

Very truly yours,

ALCESTIS M. GUIANG
Director General *gub*

Encl.: Draft Terms of Reference on Strengthening TESDA Board-TESDC Relationship

TESDC MEETINGS

| Region | Schedule of Meetings | |
|--------|----------------------|--|
| | Special | Regular |
| I | May 20 | Mar 26 Jun 25 Sept 24 Dec 23 |
| II | | Apr 8 July 9 Oct 8 |
| III | | (Every end of the last month of the quarter) |
| IV-A | Aug 19 | Apr 30 Jun 30 Sept 30 Dec 17 |
| IV-B | | |
| V | Apr 22 | May 20 Aug 19 Nov 18 |
| VI | | Quarterly but no fixed date |
| VII | | Apr 23 Jun 23 Aug 27 Oct 29 Dec 23 |

| Region | Schedule of Meetings | |
|--------|--|--|
| | Special | Regular |
| VIII | Apr 25 | Mar 26 Jun 20 Sept 26 Nov 26 |
| IX | Aug 5 | Apr 22 Jun 18 Sept 9 Nov 18 |
| X | As the need arises | Apr 2 Jul 2 Oct 2 Dec 2 |
| XI | 2 nd week of Jun 1 st week of Dec | 2 nd week of May, Jul, Oct, Nov |
| XII | | Jan 18 Mar 18 Jun 18 Oct 18 |
| NCR | | |
| CAR | | Mar 28 Jun 28 Sept 28 Dec 28 |
| CARAGA | 3 rd week of April | Mar 25 Jun 25 Sept 25 2 nd week of Dec |



April 10, 2003

HONORABLE MEMBERS OF THE TESDA BOARD
Technical Education and Skills Development Authority
Taguig, Metro Manila

Dear TESDA Board Members:

The Technical Education and Skills Development Committees (TESDCs) were organized in May 1996, through TESDA Board Resolution No. 96-01, approving the Rules and Regulations on the Organization of the TESDCs. At present, the TESDC act as the subsidiary of the TB at the regional and local levels. Nonetheless, the direct relationship and communication between the TB and the TESDC are being aspired.

The 4th Direction Setting Sub Committee Meeting presided by BM Joselito Sandejas was held last February 24, 2003. One of the action items that will address this aspiration is the preparation of the Terms of Reference (TOR) on Strengthening TESDA Board – TESDC Relationship: Designation of Regional TESDA Board Focal Person from among the TESDA Board Members. Hence, we are submitting the draft TOR.

The activity aimed to generally strengthen the collaborative relationship between and among the TB, TESDCs and the TESDA Secretariat which will specifically focused on the relevant policy issues raised by the TESDC for TB action that are deliberated and acted on accordingly; to have a specific TB members supporting and shepherding the R/P TESDCs of a particular region, enhancement of the policy formulation process for TVET particularly in the discussions/consultations, and strengthening the monitoring of the status of policy implementation, particularly the policies formulated by the TB.

For your perusal and approval, please.

Thank you and best regards.

Very truly yours,


ALCESTIS M. GUIANG
Director General

Encl.: Draft Terms of Reference on Strengthening TESDA Board-TESDC Relationship

TESDA Board Schedule of Regional Visits

| REGION | TB MEMBER | Preferred Schedule of Regional Visit |
|--------|---|--------------------------------------|
| I | Sec. Manuel A. Roxas III | |
| II | Dr. Joselito S. Sandejas | |
| III | Dr. Nona Saldana Ricafort/ BM Concepcion G. Dodd | |
| IV-A | BM Teresita M. Borgonos | |
| IV-B | Dr. Alberto Victor P. Fenix, Jr. | |
| V | Atty. Ranulfo P. Payos | |
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| XII | Sec. Edilberto de Jesus | |
| CAR | BM Rene Luis M. Tadle | |
| NCR | Dr. Teresita U. Quirino | |
| CARAGA | Sec. Luis Lorenzo | |
| ARMM | Sec. Patricia A. Sto. Tomas | |



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T E S D A

September 2, 2003

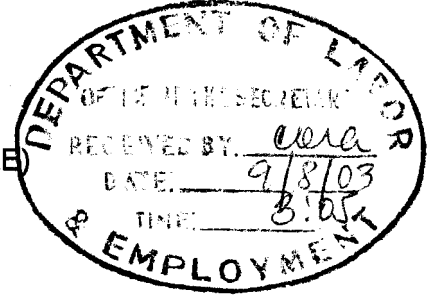
HON. PATRICIA A. STO. TOMAS

Chair, TESDA Board

Secretary, Department of Labor and Employment (DOLE)

2/F DOLE Executive Building

San Jose St., Intramuros, Manila



Dear Secretary Sto. Tomas:

As per agreements made during the Special TESDA Board Meeting held 28 May 2003, 7th Floor TESDA Board Room, TESDA Admin. Building, Taguig, Metro Manila, we are respectfully forwarding to you the following documents:

| TITLE | ACTION REQUIRED |
|--|---|
| 1. Board Resolution No. 2003- <u>16</u> Endorsing the proposed budget of TESDA for FY 2004. | <ul style="list-style-type: none"> • For signature |
| 2. Highlights of the Special TESDA Board Minutes of Meeting -28 May 2003. | <ul style="list-style-type: none"> • For reference |

For your appropriate action please.

Thank you and warm regards.

Respectfully yours,

Alcestis M. Guiang
ALCESTIS M. GUIANG
 Director General

Department of Labor and Employment



In replying, specify **OSEC03003940**