

TESDA CIRCULAR

Subject: Guidelines on the Utilization of the TESDA Development Fund (TDF) for the Implementation of the National Technical Education and Skills Development Research Agenda (NTRA) 2017-2022		Page <u>1</u> of <u>6</u> Number <u>61</u> series of 2018
Date Issued: August 28, 2018	Effectivity: As Indicated	Reference: TESDA Circular No. 48 s. 2017

In the interest of service and view of the goal to ensure evidence-based planning and policy making in the TVET sector, TESDA recognizes the need to strengthen and develop the culture of research among TVET practitioners and stakeholders, the guidelines on the utilization of the TDF for the implementation of the NTRA is hereby issued.

I. Background/Rationale

- 1.1 TESDA Circular No. 48 s. 2017, or the Guidelines on the Implementation of the National Technical Education and Skills Development Research Agenda (NTRA) 2017-2022, provides the overall direction in the pursuit of research activities in support of the National Technical Education and Skills Development Plan 2018-2022.
- 1.2 One of the identified funding/source of budget for the conduct of the NTRA is the TDF through TESDA Board Resolution No. 2017-21, *"Approving the amendment to Board Resolutions No. 2016-13 Approving the Revised TESDA Development Fund Operational Guidelines and Use of Earing from TDF Contributions for Purposes Specified by the Board"* which specifies the inclusion of TVET Research as one of the purposes for the use of the TDF.
- 1.3 Board Resolution No. 2018-15, *Approving the Allocation of Funds from TESDA Development Fund for TVET Research for FY 2018-2022*, stipulates the approval of an amount of Ten Million Pesos (PHP 10,000,000.00) to be sourced from the TESDA Development Fund (TDF), which shall be allocated for the implementation of the NTRA 2017-2022.

II. Objective

This guideline shall provide the process/procedure in the utilization of the TDF in funding the TVET research proposals/studies, for the implementation of the NTRA 2017-2022.

III. Definition of Terms

- 3.1 Grantee – refers to the proponent whose research proposal has been approved for funding.
- 3.2 Proponent – refers to an individual, agency or organization that has submitted a research proposal to TESDA for funding.

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3.3 TVET Policy Research – is a research or study that pertains to the analysis, comparison, assessment or evaluation of policies, programs, procedures, processes or strategies in the TVET Sector. (adapted from <http://betterthesis.dk/research-methods/lesson-3-policyresearch>)

3.4 TVET Technology Research – refers to applied research focused on studying new, advance and emerging technology that would eventually lead to innovation and development of solutions that can aid TVET instructional delivery. (NITESD)

IV. Funding of Researches through the TDF

4.1 An amount of Ten Million Pesos (PHP 10,000,000.00) to be sourced from the TDF is allocated for the implementation of the NTRA 2017-2022, which shall be released to the TESDA Secretariat in the amount of Two Million Pesos (PHP 2,000,000.00) annually. The release of annual fund shall be subject to the annual review of the TESDA Board based on the accomplishments, utilization and liquidation of funds.

4.2 Only researches indicated in the priority areas in the NTRA 2017-2022 will be funded shall be funded through the TDF.

V. Allocated Amount

The funding allocation of the approved proposals will vary based on the on the following categories:

5.1 Policy Research

Scope of the Study		Maximum Amount (in Peso)	Duration of Research
National	Study that will cover a nationwide scope or at least two regions.	300,000.00	6-12 months
Regional	Study that is region-wide or will cover at least 2 provinces.	200,000.00	
Provincial	Study that is provincial-wide or at least will cover 2 cities/municipalities	100,000.00	

5.1.1 The scope as defined under this category is based on the area where the respondents are located as identified in the research proposal.

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5.1.2 For researches that are regional/provincial, while the results of the study may be applied in their respective areas, the results may still be considered and/or benchmarked for national use.

5.2 Technology Research

Type		Maximum Amount (in Peso)	Duration of Research
Innovation/Improvement	A study to cause improvement upon a machine or product or a new result. An adjustment to an existing product, adding a feature usually made for a greater appeal or functionality/performance.	300,000.00	6-12 months
Adaptation	A study on application of already existing technologies for suitability in a given new environment to increase, maintain or improve functional abilities of any existing process/methods or machine or equipment thereby producing special version.	200,000.00	
Verification	An evaluation study of whether or not a product, service or system complies with a regulation, requirement, specification, or imposed condition of new environment/location	200,000	

The cap or maximum amount of allocation for the policy and technology researches, shall be the basis for funding the research proposals. However, the National Review Team shall also determine if the proposal will receive the maximum amount, which shall be based on the evaluation of budgetary requirements of the proposed study.

VI. Coverage of the Funding

6.1 The coverage of the research fund includes the following:

6.1.1 For the TVET Policy Research

- Supplies and materials

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<ul style="list-style-type: none"> • Domestic travel • Communication expenses • Honoraria/Professional fees of resource persons/consultants • Reproduction, printing, and binding cost • Food and other expenses during conduct of survey, FGD, etc. • Expenses related to research dissemination <p>6.1.2 For the Technology Research</p> <ul style="list-style-type: none"> • Supplies and materials • Domestic travel • Communication expenses • Reproduction, printing and binding cost • Food and other expenses during conduct of survey • Equipment • Software • Utilities • Honoraria/professional fees of resource persons/consultants • Patent application and other patent fees <p>VII. Submission of Research Proposals</p> <p>7.1.1 Each regional office shall submit at least one (1) research proposal as approved by the Regional Review Team and endorsed to the National Review Team.</p> <p>7.1.2 The criteria and procedures for the submission of research proposals can be found in TESDA Circular No. 48 series 2017 (Annex A).</p> <p>VIII. Ownership, Protection and Utilization of Program/Project Results/Intellectual Property Rights</p> <p>8.1 Intellectual Property (IP) and Intellectual Property Rights (IPRs) derived from the research shall be governed by existing rules on intellectual property, such as, but not limited to, those indicated in the provisions under Republic Act (RA) No. 8293 (Intellectual Property Code of the Philippines), RA No. 10372 (An Act Amending Certain Provisions of Republic Act No. 8293, Otherwise known as the "Intellectual Property Code of the Philippines" and for Other Purposes) and RA No. 10055 (Philippine Technology Transfer Act of 2009) and their respective Implementing Rules and Regulations.</p>		

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IX. Release and Liquidation of Funds

9.1 Release of Funds

- The approval of the TESDA Board shall serve as the basis in the release of the funds to the concerned regional office and grantees.
 - For approved research proposals that were submitted directly to the TESDA Central Office, the National NTRA Review Team shall facilitate the release of funds to the grantees.
 - For approved research proposals that were submitted to the TESDA Regional Offices, the Regional NTRA Review Team shall facilitate the release of fund to the grantees. Release of fund to concerned regional office/s shall be based on 100% of the approved amount as indicated in the Approval Sheet. The said fund shall be deposited in their respective Trust Fund Accounts.
- The following tranches shall be followed in the release of the approved budget to the grantee:

Percentage	Requirements for the Release of Funds
50%	<ul style="list-style-type: none"> ▪ Approved Proposal ▪ Notarized Commitment Form (for TESDA employees) ▪ Memorandum of Agreement (for non-TESDans)
25%	<ul style="list-style-type: none"> ▪ First Draft of the Research Report
25%	<ul style="list-style-type: none"> ▪ Final Research Report

9.2 Liquidation of Funds

The liquidation of funds shall observe the following:


- The concerned Regional Office/s shall strictly adhere to the provisions of COA Circular No. 94-013; COA Circular No. 2016-002 and COA Circular No. 2017-002.
- A separate Status of Disbursement Report for the NTRA shall be submitted by the regional office/s as required by the Commission on Audit.

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X. Monitoring of the Implementation

- 10.1 The NTRA Secretariat, composed of members from the Planning Office and the NITESD, together with the concerned Executive Offices/Regional Offices/Provincial Offices/Training Institutions shall monitor the implementation of research projects to determine the extent of achievement of the target priorities. The Secretariat shall also track the progress of researches based on their approved workplans, and provide technical assistance as needed. Random visits to the locations of research, and discussions of the status or researches with the proponents may be conducted by the NTRA Secretariat.
- 10.2 The concerned Regional Office/s shall be responsible for the submission of the following reports:
- 10.2.1 Quarterly Fund Utilization Report to include:
 - 10.2.1.1 Fund Balances
 - 10.2.1.2 Fund Disbursement according to projects
 - 10.2.1.3 Fund Earnings/Interests
 - 10.2.2 Semestral Financial Statements to include:
 - 10.2.2.1 Balance Sheet
 - 10.2.2.2 Statement of Cash Flow
 - 10.2.2.3 Bank Reconciliation
- 10.3 The NTRA Secretariat shall prepare and submit an annual report on the status of the funding allocation of research proposal, which shall be submitted to the TESDA Board.

This Circular shall take effect as indicated.


GUILING "GENE" A. MAMONDIONG
 Director General/Secretary

Approval of Research Proposals

The proposals will be evaluated based on the following criteria:

- TVET Policy Research

Criteria	Description/Objectives	Weight
Relevance	The proposed research topic should be within the research priority areas/topics covered in the NTRA 2017-2022.	20
Urgency	Consistency with the NTRA priority research areas, the proposal should explicitly provide indication on the dependency of succeeding activities/projects with the research undertaking and results of such.	10
Completeness	The proposal should follow the template and contain complete information.	10
Soundness of research design	The research design should present logical connections between the research problem, objectives and methodology. The manner on the data gathering should be well-defined. The analysis should be designed towards achieving the sets of objectives.	20
Viability of the proposal	The research proposal should be doable. It should provide strong indication that will be completed as scheduled.	15
Magnitude	This refers to the magnitude (wide audience/clientele or replicable to other areas) of its impact in the development/implementation of the results of the study.	15
Budgetary Requirements	The budget is justifiable and presented itemized breakdown of the total cost of the study	10
Grand Total		100

Reference: NTRA 2017-2022 Guidelines (TESDA Circular No.048 s. 2017)

- TVET Technology Research

Criteria	Description	Base Rate
Relevance	The proposal is related to TVET and focused on training and technology research. The training and new studies in technology should be current and addressing the needs of a particular sector e.g. Photovoltaic Technology under the Construction Sector.	25
Urgency	The conduct of the research study on the training technology areas is imperative, brought about by some compelling forces, issues and developments in TVET	10
Completeness	The proposal covers the primary components of a research study such as: objectives, significance, background of the study, methodology, analysis, conclusion and recommendations	10
Soundness	The research proposal is logical; the premises agree with accepted views; the methodology and the analytical framework are well-defined and designed towards achieving the objectives of the study	20
Viability	The proposal is doable and have a high chance to succeed	15
Magnitude	It considers the great size and extent of coverage of beneficiaries; the result of the study is replicable	20
Grand Total		100

Submission Process

The submission of research proposals shall follow the flow chart indicated below.

