

# TESDA CIRCULAR

<b>Subject: Omnibus Guidelines for TESDA Scholarship Programs</b>		Page 1 of 19 page/s Number <u>011</u> , series of 2020
<b>Date Issued:</b> January 23, 2020	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> TESDA Circular Nos. 1, S. of 2019

In the interest of the service and in line with the National Technical Education and Skills Development Plan (NTESDP) Vision on Vibrant Quality TVET for Decent Work and Sustainable Inclusive Growth, and with the Strategic Thrusts on TVET for Global Competitiveness & Workforce Readiness and TVET for Social Equity & Poverty Reduction, the following implementing guidelines are hereby adopted and shall be observed in awarding the scholarship grants.

## I. Scope and Coverage

These guidelines shall cover all existing scholarship programs of TESDA such as but not limited to Training for Work Scholarship Program (TWSP), Special Training for Employment Program (STEP), Private Education Student Financial Assistance (PESFA), Universal Access to Quality Tertiary Education (UAQTEA), Tulong Trabaho Scholarship Program (TTSP), and all other scholarship programs which shall come into existence regardless of the source of funds. The salient provisions of the corresponding TESDA Circular for each particular Scholarship Program that are not inconsistent with these guidelines shall also be adopted, if any.

## II. Rationale

The National TESD Plan for 2018 – 2022 espouses the 2 – pronged Technical-Vocational Education and Training (TVET) directions for the next 5 years: 1) **TVET for Global Competitiveness and Job Readiness** and; 2) TVET for **Social Equity and Poverty Reduction**. TVET is being re-positioned to respond to the new challenges brought about by the local as well as global drivers of change which impact on how industries operate – streamlined business processes, use of global value chain, and adoption of high technology and information technology and mobile workforce. With the fast-paced and complex way of doing business, TVET has to respond to these challenges of addressing the diversified industry requirements and at the same time making sure that no one is left behind in TVET.

TESDA, together with the TVET sector, commits to address the issues, problems, and gaps culled from the lessons of the previous Plans in order for the sector to remain relevant. In sum, the NTESDP 2018-2022 aspires to pursue and achieve **Quality TVET for All**.

It is in this context that TESDA has been implementing scholarship programs such as **TWSP, STEP, PESFA, UAQTEA, and TTSP** to enhance TVET access and encourage technical education and skills development for the needed workers of key employment generating as well as emerging industries.

TESDA is determined to expand and strengthen its mandate, programs and services. It will reach out and serve new and more clients and partners to transform and improve the lives of the poor and underserved citizens of this country living true to its proclaimed policy "TESDA Abot Lahat".

## III. Definition of Terms

In order to provide a common frame of reference in understanding the key terminologies used in this circular, the following terms are hereby operationally defined:

1. **Absorptive Capacity** - refers to the number of trainees that a TVI can accommodate in a whole year based on Training Regulation requirements on physical facilities, tools and equipment and number of trainers. This includes existing/ongoing scholarship programs with other government agencies and other funding organizations.
2. **APACC or ISO 9001:2015 Certified TVIs** – are institutions with an internationally recognized seal of quality assurance.

# TESDA CIRCULAR

<b>Subject: Omnibus Guidelines for TESDA Scholarship Programs</b>		Page 2 of 19 page/s Number <u>011</u> , series of 2020
<b>Date Issued:</b> January 23, 2020	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> TESDA Circular Nos. 1, S. of 2019

3. **Due Diligence** - is the act or process of ensuring that all requirements are complied with.
4. **Enterprise-Based Training** – refers to TVET programs delivered in the enterprise which maybe in-plant or stand alone or maybe linked with a training provider. These programs are offered to industry groups or to enterprise employees and individuals.
5. **Exaction of any unauthorized fees** - shall refer to the solicitation, in any manner, to students for payment of anything not included in the training costs reported to the Regional/Provincial Offices (RO/PO).
6. **Ghost Trainees** - refer to persons reported to have attended a training solely for the purpose of obtaining payment of the corresponding scholarship allocation, but upon verification by TESDA are found out to be fictitious.
7. **Ghost Training** - refers to training reported as held solely for the purpose of obtaining payment of the corresponding scholarship allocation, but upon verification by TESDA was not actually conducted.
8. **Green Jobs** – are decent jobs that contribute to preserve or restore the environment, be they in traditional sectors such as manufacturing and construction, or in new, emerging green sectors such as renewable energy and energy efficiency.
9. **Major Findings** – refers to adverse findings on a TVI, involving the commission of any act of fraud, falsification, dishonesty or gross negligence which results in the following: 1.) Ghost Training; 2.) Ghost Trainees; 3.) Ghost Candidate for Assessment; 4.) Shortened Training; 5.) Falsification on Training and Assessment Results and Documents; 6.) Exaction of Unauthorized Fees; 7.) Offering Unregistered Programs; 8.) Incomplete tools and equipment as required in the Training Regulations; 9.) Undersized training facilities/workshop areas; and 10.) Unqualified trainers and/or unauthorized trainers.
10. **Multiple Availment** - is availing of two or more scholarship programs by a beneficiary.
11. **National Inspectorate for Scholarship Program (NISIP)** – is a body organized to monitor/validate the implementation of various scholarship programs to ensure that these are in accordance with the guidelines set forth by TESDA.
12. **New and Emerging Competencies** – refer to knowledge, skills, and attitudes required by new and emerging technologies or enterprises in the industry without TESDA-promulgated Training Regulations (TRs) as determined and recommended by local and international industry bodies/associations resulting from local and international researches/studies, authenticated labor market information/publications, among others, that have current or forecasted employment opportunities. These include local in-demand competencies in the local industry that are not identified in key employment generators but have existing employment opportunities evidenced by job orders or authenticated job vacancies or assurance of employment from the industries.
13. **Provisional Provincial Training Teams (PPTTs)** – refer to TESDA personnel who have been designated to provide TESD services in provinces without Provincial Training Centers (PTCs). They act as TESDA's training arm in the concerned province while the PTCs are still being established.
14. **Qualification Map (QM)** – is a document prepared by the TVI in close coordination with the PO based on the Scholarship Allocation Plan (SAP) or the skills training needs of a community or special clients. Such document shall contain, among others, the name of the trainer, name of the qualified training provider, the qualification title and corresponding number of slots, the inclusive period of training and date of assessment, costing and total amount.

# TESDA CIRCULAR

<b>Subject: Omnibus Guidelines for TESDA Scholarship Programs</b>		Page 3 of 19 page/s Number <u>011</u> , series of 2020
<b>Date Issued:</b> January 23, 2020	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> TESDA Circular Nos. 1, S. of 2019

15. **Regional Targets and Distribution of Scholarship Budget Allocation (RTDSBA)** – the distribution matrix of scholarship allocation to the Regions.
16. **Scholarship Allocation Plan (SAP)** – is the document that describes the absorptive capacity of registered TVET providers, the in-demand qualifications/critical skills requirements and key employment generators that identifies/captures the target number of scholarship training seats per industry/sector needed in an area (Region/Province) and the budgetary requirements to implement the scholarship program in the respective Region/Province.
17. **Scholarships Management Division (SMD)** – is the office that takes lead role in the planning, monitoring and evaluation of the various TESDA Scholarship Programs in close collaboration with Executive, Regional, and Provincial Offices as well as the NISP.
18. **Social Equity Program** – program based on project concepts to ensure that rural employment generation is pursued in the communities.
19. **Special Clients** – refer to special target beneficiaries to include: (1) **farmers and fishermen**, (2) **workers in the informal sectors**, (3) **migrant workers**, (4) **indigenous people and cultural communities**, (5) **women**, (6) **persons with disability**, (7) **senior citizens**, (8) **victims of calamities and disasters**, (9) **out-of-school youths**, (10) **urban poor**. Furthermore, special beneficiaries also cover solo parents and their children, OFWs and their dependents, drug surrenderees and their dependents, victims of human trafficking, wounded-in-action or killed-in-action AFP and PNP personnel and their dependents, returnees, inmates and detainees and their dependents, micro entrepreneurs and their dependents, members of cooperatives, internally displaced population and **other related or similarly situated clients**.
20. **STAR-rated Programs** – programs with recognized accomplishments, innovations and improvements that TVIs have instituted beyond the minimum requirements set in the Unified TVET Program Registration and Accreditation System (UTPRAS).
21. **Starter Toolkits** – are tools and equipment related to their training that a beneficiary can utilize for self-employment or entrepreneurial activities.
22. **Technical Vocational Institution (TVI)** – refer to an institution whether public and private offering TVET registered program(s). This shall include TESDA Technology Institutions, Private TVIs, Higher Education Institutions (HEIs), State Universities and Colleges (SUCs), Local Colleges and Universities (LCUs), Training Centers, and enterprises.
23. **TESDA Training Management Information System (T2MIS)** – a web-enabled platform to facilitate the organized collection, storage, processing, analysis and dissemination of all TVET data inclusive of outputs from training, assessment and certification, and employment of graduates.
24. **TESDA Technology Institutions (TTIs)** – refer to schools, Regional and Provincial Training Centers that are under the management of TESDA. These include TESDA Regional Training Centers, TESDA Provincial Training Centers, TESDA Administered Schools (TAS), and TESDA-specialized centers (e.g., TESDA Women's Center, Language Skills Institute (LSI), etc.)
25. **TVET for Global Competitiveness** – geared towards upscaling the TVET in accord with the ASEAN Qualification Reference Framework (AQRF) and at par with international standards and upgrading the competencies of TVET graduates and trainees to enhance their job-readiness and productivity. The target clients under this strategy are the industry workers obtaining skills upgrading, new entrants to the labor force, TVET trainers and currently employed workers, among others.
26. **TVET for Social Equity** – aims to resonate the TESDA's commitment in supporting the basic and marginalized sectors and special clients in order to enable them to engage in gainful and productive economic activity.

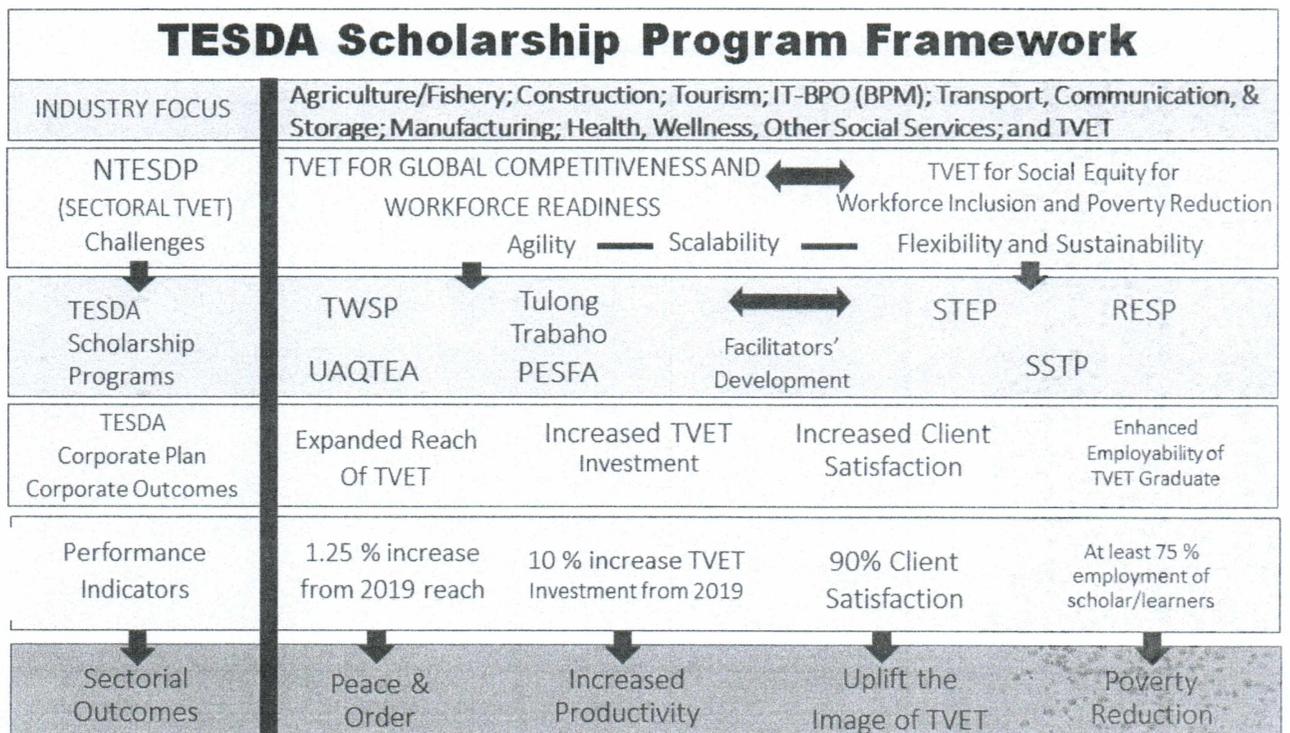
# TESDA CIRCULAR

<b>Subject: Omnibus Guidelines for TESDA Scholarship Programs</b>	Page 4 of 19 page/s Number <u>011</u> , series of 2020
<b>Date Issued:</b> January 23, 2020	<b>Effectivity:</b> Immediately
<b>Supersedes:</b> TESDA Circular Nos. 1, S. of 2019	

## IV. Frameworks

In order to provide a common frame of reference on the key concepts surrounding TESDA Scholarship Programs and the various interrelated systems governing its operation and management, the following frameworks are being established to facilitate a shared understanding between the scholarship program implementors, partners, and stakeholders on the following frameworks:

### A. TESDA Scholarship Program Framework



The TESDA Scholarship Program Framework is a multi-layered representation of TESDA's strategies and programs in meeting the agency's primary goals and objectives in support to the NTESDP 2018-2022 and TESDA CorPlan 2018-2022 through TESDA's scholarship programs.

The first layer establishes the Agriculture/Fishery; Construction; Tourism; IT-BPO; Transport, Communication & Storage; Manufacturing; and Health, Wellness, & other Social Services as the main industries that the TESDA scholarship programs should focus on considering that these are the key employment generators identified in the NTESDP, while giving priority to the Agriculture/Fishery sector for food security as well to the Construction sector in support of the Build, Build, Build program of the government. Meanwhile, the TVET sector which comprises programs/qualifications on the development of trainers is also necessary to expand the pool of trainers in the aforementioned priority industries. This shall be the basis in the development of the National Sectoral Target which determines the sectoral distribution of scholarship fund allocation in mapping out the selection of program/qualifications that will be implemented for the year.

The next layer relates the Two-Pronged Strategic Thrust of TESDA and its three Strategic Responses to the Scholarship Programs of TESDA as its medium in achieving the NTESDP's objective of strengthening TVET. It identifies the Training for Work Scholarship Program (TWSP), Private Education Student Financial

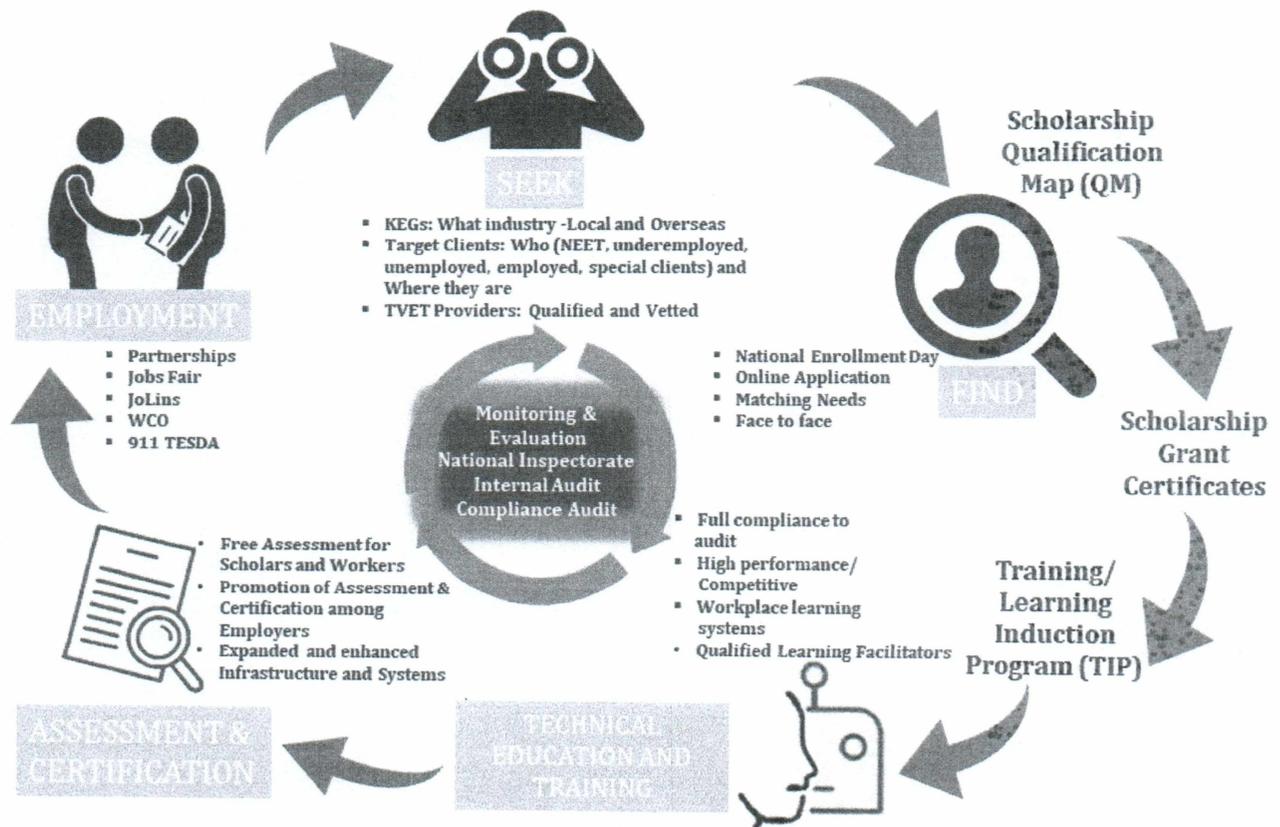
# TESDA CIRCULAR

<b>Subject: Omnibus Guidelines for TESDA Scholarship Programs</b>		Page 5 of 19 page/s Number <u>011</u> , series of 2020
<b>Date Issued:</b> January 23, 2020	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> TESDA Circular Nos. 1, S. of 2019

Assistance (PESFA), Free TVET and Tertiary Education Subsidy under the Universal Access to Quality Tertiary Education Act (UAQTEA), and the Tulong Trabaho as the programs that will advance the agency's thrust on TVET for Global Competitiveness and Workforce Readiness, while carrying out TESDA's advocacy on TVET for Social Equity through the Special Training for Employment Program (STEP), Special Skills Training Program (SSTP), and Rice Extension Services Program (RESP) under the Rice Competitiveness Enhancement Fund.

The effective delivery of these programs shall be the means in which the agency's Corporate Outcomes will be realized. These objectives to Expand Reach of TVET, Increase TVET Investment, Increased Client Satisfaction, and Enhanced Employability of TVET Graduates are further specified in the Performance Indicators Layer to quantify each outcome to measure the impact of the scholarship programs if these targets are met. The accomplishment of the foregoing is expected to pave the way for TESDA in achieving its ultimate goal of Peace & Order, Increased Productivity, Uplifting the Image of TVET, and Poverty Reduction.

## B. TESDA Seek-Find-Train-Assess-Certify-Employ Framework



The TESDA Seek-Find-Train-Assess-Certify-Employ Framework describes the cycle which must be observed and the corresponding strategies to be employed during the course of planning, implementing, monitoring, and evaluating TESDA Scholarship Programs within the context of the agency's slogan "TESDA Abot Lahat". This extends TESDA's time-honored paradigm of Seek-Find-Train to further highlight the principal reason of the agency in awarding TESDA scholarship grants to beneficiaries which is to equip them with the necessary skills for employment or livelihood after the training.

# TESDA CIRCULAR

<b>Subject: Omnibus Guidelines for TESDA Scholarship Programs</b>		Page 6 of 19 page/s Number <u>011</u> , series of 2020
<b>Date Issued:</b> January 23, 2020	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> TESDA Circular Nos. 1, S. of 2019

**Seek** – ‘Seek’ stands for the pro-active approach in identifying the skills that are currently in demand and relevant through industry consultations or inter-agency collaboration, as well as in determining the population demographics of the target clients in a community. This also includes taking into account the number of qualified TVET Providers and vetting their absorptive capacity as one of the considerations in matching and mapping out the distribution of scholarship allocation among eligible TVIs through a demand-driven and client-focused method.

**Find** – this phase involves finding qualified and deserving beneficiaries of TESDA’s scholarship programs through various modalities such as, but not limited to, walk-in (face-to-face) applications, online applications, National Enrollment activities, and other modes of availment.

**Train** – this is where the implementation shall take place after the TIP has been conducted and the SGCs have been issued upon approval of the qualification maps. Mechanisms should be in place to ensure that the implementation adheres to the existing guidelines and procedures, and is compliant to the quality standards and training regulations of TESDA.

**Assess** – refers to the conduct of free assessment in programs/qualifications with Competency Assessment Tools (CATs) to determine whether a scholar or worker demonstrates competence in a given qualification as defined by its competency standards. This also includes the promotion of Assessment & Certification among employers, and conducting assessment as a means to expand the pool of trainers and assessors in support of enhancing TESDA’s own infrastructure and systems.

**Certify** – for scholars or workers who have passed the Competency Assessment, they shall be issued a corresponding National Certificate (NC) signifying that they have achieved the required units of competency of a national qualification defined under the promulgated Training Regulations, or Certificate of Competency (COC) for individuals who were assessed as competent in a single unit or cluster of related units of competency.

**Employ** – It is imperative for TESDA to implement scholarship programs which lead to employment, whether it is through wage-employment or self-employment. As part of the enabling role of TESDA and to enhance employment of TVET graduates, the ROs/POs shall pursue the following:

1. Partner with enterprises, industry chambers and associations;
2. Encourage TVIs to be a member of the industry chambers and associations;
3. Encourage TVIs to adopt enterprise-based training delivery modes;
4. Encourage TVIs to register as school-based PESOs;
5. Converge and partner with government agencies, particularly on entrepreneurship and other non-wage employment programs (i.e. DTI’s Go Negosyo, P3, DOLE’s Livelihood Programs, etc.);
6. Intensify Job Linkaging and Networking Services (JoLiNS) and World Café of Opportunities (WCO); and
7. Adopt project-based approach in community-based training.

In order to ensure that the entire process involved in the implementation of TESDA Scholarship Programs will be in accordance to TESDA’s policies and procedures, continuous monitoring and evaluation in conjunction with the NISP, Interim Internal Affairs Service, and other concerned offices shall be institutionalized and observed throughout the Seek-Find-Train-Assess-Certify-Employ cycle.

# TESDA CIRCULAR

<b>Subject: Omnibus Guidelines for TESDA Scholarship Programs</b>		Page 7 of 19 page/s Number <u>011</u> , series of 2020
<b>Date Issued:</b> January 23, 2020	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> TESDA Circular Nos. 1, S. of 2019

## V. Programs Covered

### A. TVET for Global Competitiveness and Workforce Readiness

In order to support rapid, inclusive and sustained economic growth, programs on identified priority industries and key employment generators such as agri-fishery/agri-business/agro-industrial, tourism, information technology-business process management (IT-BPM), semi-conductor and electronics, automotive, other priority manufacturing industries, logistics, general infrastructure, new and emerging sectors which include skills development for Green Jobs, and local in-demand qualifications, shall be offered. Programs which seek to provide individuals with demand-led skills and employability and help them overcome challenges to meet the demands of the changing nature of the workplace shall be prioritized, such as, but not limited to, the following:

1. **Training for Work Scholarship Program (TWSP)** - is a scholarship program which provides immediate interventions to produce the needed skilled and certified workers and fill-up the unfilled jobs in key industry sectors in the country. The **TWSP** seeks to support rapid, inclusive and sustained economic growth through course offerings in priority industries and key employment generators. The following programs are also covered by the TWSP:
  - a. **Trainers Methodology (TM) Level I and Level II** including Cluster of Competency/ies (CoC) of private and public TVIs shall be covered with scholarship;
  - b. **Language Programs** offered by TESDA Language Skills Institutes (LSIs) and TTIs shall likewise be covered by scholarship
  - c. **Competency Assessment and Certification for Workers (CACW)** shall be covered and governed by existing guidelines;
  - d. **Enterprise-Based Training** through the Dual Training System (DTS) Program. The in-school training component shall be covered with scholarship;
  - e. **New and Emerging Competencies** shall be defined by the industry bodies/associations from the result of international and local researches, studies/labor market information/publications, among others, and recommended by the ROs concerned. This may include development for Green Jobs. Likewise, local in-demand qualifications including the regional and provincial priorities that are not identified as key employment generators may be covered provided there are existing employment opportunities as evidenced by job orders or authenticated job vacancies or assurance of employment (R/PTESDP). Project proposal are needed to be given scholarship funding.
  - f. **Social Equity Programs** shall also be covered. Project proposals are needed to be given scholarship funding.
2. **Private Education Student Financial Assistance (PESFA)** – is one form of assistance to students in private education under RA 8645, otherwise known as “Expanded Government Assistance to Students and Teachers in Private Education Act”. PESFA offers educational grants to qualified and deserving college freshmen both in degree and non-degree courses. The program seeks to extend financial assistance to marginalized but deserving students in post-secondary non-degree courses, promote TVET, contribute to the development of a competent skilled workforce and assist private institutions in their development efforts by assuring a steady supply of enrollees to their course offerings.
3. **Universal Access to Quality Tertiary Education (UAQTEA)** - a program established through Republic Act No. 10931 providing for free tuition and other school fees in State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs) and state-run Technical Vocational Institutions (STVIs), establishing the Tertiary Education Subsidy and Student Loan Program (SLP), strengthening the Unified Student Financial Assistance System for Tertiary Education (UniFAST), and appropriating funds therefor.

# TESDA CIRCULAR

<b>Subject: Omnibus Guidelines for TESDA Scholarship Programs</b>		Page 8 of 19 page/s Number <u>D11</u> , series of 2020
<b>Date Issued:</b> January 23, 2020	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> TESDA Circular Nos. 1, S. of 2019

**a. Free TVET in Post-Secondary State-Run TVIs (STVI)**

All Filipino learners who are currently enrolled at the time of the effectivity of the Act, or shall enroll at any time thereafter, in any TESDA-registered TVET program leading to a non-degree certificate or diploma, including diploma courses and bundled programs, and offered by STVIs shall be eligible for the free TVET provision, provided that they comply with the admission and retention policies and existing residency rules of the STVIs

**b. Tertiary Education and Subsidy (TES)**

The TES program is established to benefit all Filipino learners who shall enroll in post-secondary TVET programs registered under TESDA and offered in all TESDA-recognized privately-run institutions, subject to prioritization and availability of funds, provided that they comply with the admission and retention policies and existing residency rules of the institutions.

4. **Tulong Trabaho Scholarship Program (TTSP)** – a scholarship program established through Republic Act No. 11230 which mainly aims to provide more innovative approaches to TVET linked to the requirements of industry to primarily address unemployment and job-skill mismatch through the delivery of Selected Training Programs (STPs) to qualified recipients. The TTSP is primarily governed by TESDA Circular No. 131, series of 2019.
5. **TESDA Overseas Scholarship Program** – a pilot program to further support the OFWs in enhancing their skills and find better, more decent jobs through the provision of quality training programs as well as assessment and certification to our OFWs. The TESDA Overseas Scholarship Program is primarily governed by TESDA Circular No. 129, series of 2019.

**B. TVET for Social Equity**

Social Equity Programs which shall adopt a needs-based and multi-skilling approach to provide people in communities the opportunity to engage in various activities to earn income shall be offered. The curriculum for these programs shall be developed to ensure that people in the communities become knowledge-skilled entrepreneurs. Social Equity Programs may include the following:

1. **Special Training for Employment Program (STEP)** - a community-based training program that seeks to address the specific skills needs of the communities and promote employment, through entrepreneurial, self-employment, and service-oriented activities. Under STEP, the training programs are generally short-term and shall use the cluster of units of competencies prescribed in the Training Regulations (TRs) promulgated by TESDA, wherever applicable.
2. **Special Skills Training Program (SSTP)** – is a scholarship program which was established in support of Executive Order No. 70 which addresses the needs of Indigenous Peoples and Former Rebels (FRs) and Executive Order No. 79 which caters to the Decommissioned Combatants of the MILF and their Communities in the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM).
3. **Rice Extension Services Program (RESP)** – a program under the Rice Competitiveness Enhancement Fund (RCEF) for teaching skills on rice crop production, modern rice farming techniques, seed production, farm mechanization, and knowledge/technology transfer through farm schools nationwide. The TTSP is primarily governed by TESDA Circular No. 101, series of 2019.
4. **Other Training Programs** needed by the community to be funded through Training/Project Proposal. The Provisional Training Team may be tapped in the implementation of these programs.

# TESDA CIRCULAR

<b>Subject: Omnibus Guidelines for TESDA Scholarship Programs</b>		Page 9 of 19 page/s Number <u>011</u> , series of 2020
<b>Date Issued:</b> January 23, 2020	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> TESDA Circular Nos. 1, S. of 2019

## VI. Implementation Mechanics

### A. Pre-Qualification of Participating TVI

1. The POs shall update/consolidate the **TVI's Absorptive Capacity Inventory (Annex A)** based on the latest submitted TVI's Absorptive Capacity Inventory vetted by the TVIs, Compendium of Registered TVET Programs, Recognized Diploma Programs, and accredited/recognized apprenticeship, DTS, and industry training programs;
2. The Provincial Directors shall certify the absorptive capacity of the compliant programs of the participating TVI;
3. The POs shall allocate the scholarship slots to the participating TVI by pre-qualifying them using the eligibility requirements and the Criteria for Selection of TVIs upon submission of the TVI's Absorptive Capacity Inventory of the eligible TVI.

The RDs and PDs shall exercise due diligence in pre-qualifying and evaluating the TVIs.

3.1 The POs shall pre-qualify all participating TVIs using the Eligibility Requirements as follows:

#### Eligibility Requirements

##### 3.1.1 For TVIs with New Programs

Program must be registered with, accredited, or recognized by TESDA;

##### 3.1.2 For TVIs with Existing Programs

- 3.1.2.1 TVI is compliant based either on the latest applicable **Audits** (*compliance, internal, on-the-spot*) and **results of the National Inspection** (if included in the inspection) **conducted by the NISP**;

Allocations of scholarship slot for TVIs may be withheld pending resolution of any major/adverse findings against the TVI.

- 3.1.2.2 The TVI must not be a subject of any unsettled **Notice of Disallowance (ND)** that has become final and executory involving any scholarship program of TESDA;
- 3.1.2.3 The TVI must not be involved in an unlawful exaction of fees and/or unlawful offering of any program within the jurisdiction of TESDA; and
- 3.1.2.4 The TVI shall have complied with the mandatory assessment for the qualification/program in the immediately preceding year, in cases where such program has promulgated CATs.

3.2 The POs shall also evaluate the programs of the TVI using the Criteria for Selection:

#### Criteria for Selection of TVIs

- 3.2.1 Absorptive Capacity;
- 3.2.2 Billing Submission Compliance Rate – must have submitted billing statements within seven (7) days once the services had been rendered.

# TESDA CIRCULAR

<b>Subject: Omnibus Guidelines for TESDA Scholarship Programs</b>		Page 10 of 19 page/s Number <u>011</u> , series of 2020
<b>Date Issued:</b> January 23, 2020	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> TESDA Circular Nos. 1, S. of 2019

Ninety-five percent (95%) Billing Submission Compliance Rate in a particular qualification previously granted and being applied for shall be the metric.

3.2.3 Employment Rate – at least seventy percent (70%) employment of graduates within one (1) year after finishing a program in a particular qualification previously granted and being applied for. The report on employment rate shall be only for programs that have been completed within one (1) year prior to the new application for the same qualification; and

3.2.4 For the diploma programs, the Absorptive Capacity shall be the criteria in the granting of scholarship allocation for the TVI which passed the Eligible Requirements.

Submission of the required reports is mandatory for the TVIs to be considered eligible.

## **B. Preparation and Approval of the Scholarship Allocation Plan (SAP) and Qualification Map (QM)**

To rationalize the allocation of the scholarship slots for TESDA Scholarship Programs, the SAP shall be prepared and used by the Regions/Provinces to distribute the training seats for scholarship among the TVET providers based on their absorptive capacity. Likewise, the SAP shall consolidate efforts to address priority skills covered in the Regional/Provincial TESD Plans and align it with the approved National Sectoral Target and respective Regional Sectoral Targets. The ROs/POs shall only consider TVIs who are eligible and whose programs passed the Criteria for Selection for inclusion in the SAP.

1. In the preparation of the **Provincial Scholarship Allocation Plan (PSAP) (Annex B)**, The POs shall match the vetted absorptive capacity of the TVIs with the in-demand qualifications, new and emerging industries, Provincial Skills Priorities (PSPs), and Key Employment Generators (KEGs) of the province.
2. The ROs shall prepare **Regional Scholarship Allocation Plan (RSAP) (Annex C)** based on the consolidated PSAP and the Regional Sectoral Target. The ROs shall also consider the absorptive capacity of the TVIs, the in-demand qualifications, new and emerging industries, PSPs; KEGs; and the available latest Labor Force Participation Data for the region and each province;

### **3. Distribution of Scholarship Allocation**

3.1 The ROMO-SMD shall consolidate the RSAP of the ROs to prepare the National Sectoral Allocation Plan (NSAP). Based on the percentage share of each region in the NSAP, the ROMO-SMD shall prepare and recommend the **Regional Targets and Distribution of Scholarship Budget Allocation (RTDSBA)** which shall be the basis in the distribution of the Central Office Allocation to the ROs in addition to their respective Regional Office Allocation;

3.2 Applying the **Principle of Area-Management**, the RDs shall consider the following in allocating the regional scholarship budget provided in the RTDSBA to the corresponding POs:

- 3.2.1 Two-Pronged Directions for Philippine TVET;
- 3.2.2 Regional Sectoral Target;
- 3.2.3 Regional/Provincial Priority Skills Plan and New and Emerging Skills;
- 3.2.4 Absorptive Capacity;
- 3.2.5 Available Training Delivery Mix;
- 3.2.6 Client-Beneficiary Mix;
- 3.2.7 Equitable Distribution of Allocations to all Accredited TVIs**

# TESDA CIRCULAR

<b>Subject: Omnibus Guidelines for TESDA Scholarship Programs</b>		Page 11 of 19 page/s Number <u>011</u> , series of 2020
<b>Date Issued:</b> January 23, 2020	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> TESDA Circular Nos. 1, S. of 2019

3.3 In case of new and existing TVI which was not given any scholarship allocation prior to the issuance of this Circular, the RO, after looking into the Eligibility Requirements and Absorptive Capacity of said TVI, shall consider allotment of scholarship slots for the qualification being applied for. The RD shall determine as area manager the appropriate distribution scheme;

### 3.4 Special Allocation for Accredited TVET Programs and Quality-Certified Institutions

3.4.1 TVIs with STAR-rated programs and/or accredited under the Asia Pacific Accreditation and Certification Commission (APACC) shall be prioritized and given additional batches corresponding to their STAR Rating or APACC Rating subject to absorptive capacity, which are as follows:

STAR-rating	Additional Batches	APACC	Additional Batches
1-STAR	1 batch per qualification	Bronze	1 batch per TVI
2-STAR	2 batches per qualification	Silver	2 batches per TVI
3-STAR	3 batches per qualification	Gold	3 batches per TVI

3.4.2 TVI Awardees of ISO 9001: 2015 Certified or recipients of Philippine Quality Awards (PQA) shall be given an additional one batch per TVI;

3.4.3 Preference shall also be given to Higher level qualifications (NC III/IV, PQF Levels IV);

### 3.5 As far as slot allocation by type of scholarship is concerned, the provision of the GAA and Specific Laws that governs it should be strictly followed;

4. Based on the Distribution of Scholarship Allocation to the POs from the RTDSBA and the allocation plan for their province in the RSAP, the POs shall prepare the **Provincial QM (Annex D)** and submit it to the ROs;
5. The ROs shall consolidate the submitted Provincial QMs and ensure that it is aligned with the RSAP and Regional Sectoral Target to prepare the **Regional QM (Annex E)**;
6. The ROs shall submit the RSAP and Regional QM for approval by the Director General.

### C. Implementation of Scholarship Programs

1. The POs/ROs or the concerned office shall assign the corresponding QM Number and QM Code of all PQMs/RQMs using the prescribed **Coding System for QMs (Annex F)**;
2. The ROMO-SMD shall immediately provide copies of the approved Regional QMs and the corresponding Scholarship Grant Certificates (SGCs) to the ROs for distribution to the POs.
3. The POs shall notify the concerned TVI included in the approved Regional QM through a **Notice to Proceed (Annex G)**. The POs shall request the TVI to submit a **Notarized Affidavit of Undertaking (Annex H)** and the corresponding individual **Qualification Map/s (QM/s) (Annex I)** which corresponds to the scholarship allocation granted to the TVI in the Regional QM, copy of which shall be submitted to the PO **within five (5) calendar days upon receipt of the Notice to Proceed**;

# TESDA CIRCULAR

<b>Subject: Omnibus Guidelines for TESDA Scholarship Programs</b>		Page 12 of 19 page/s Number <u>011</u> , series of 2020
<b>Date Issued:</b> January 23, 2020	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> TESDA Circular Nos. 1, S. of 2019

4. Immediately after receipt of the Notarized Affidavit of Undertaking and the individual QM of the TVI, the PO and the TVI shall schedule the conduct of the **Training Induction Program (TIP)** to coincide with the first day of training and the corresponding media release shall be done. The TIP shall be conducted using a standard format wherein the RD/PD or their authorized representative shall open the program;
5. The TVI shall start the training programs within ten **(10) calendar days** from the indicative date of the Start of the Training Program identified in the Provincial QM, except for force majeure or for reasons beyond the control of the TVI. Failure to submit the Notarized Affidavit of Undertaking within five (5) calendar days from notice or failure to commence within ten (10) calendar days from the indicative data of start of training will have their corresponding scholarship allocation/s **subjected for reallocation by the Regional Office subject to the approval by the Director General**;
6. The POs shall submit the individual QMs to the ROs which shall be forwarded to the Central Office for monitoring and for the information of the Director General;
7. The implementing TVI shall submit their **Actual Training Schedules** within five (5) calendar days upon start of the training programs and shall be published in the tri-media and/or the Facebook account by both the central and regional offices.

## VII. Standard Operating Procedures

To institutionalize quality management system and to ensure utmost customer satisfaction for all project stakeholders in the implementation of all TESDA scholarship programs, core processes of its implementation shall be documented to become Standard Operating Procedures. These processes are:

1. Preparation and Approval of SAP & QM;
2. Issuance of Scholarship Grant Certificates;
3. Implementation Proper including Monitoring, Reporting, and Evaluation; and
4. Review of Costing/Scholarship Benefits;

## VIII. Beneficiaries

### 1. Target Beneficiaries

TESDA Scholarship Programs seek to address the needs of prospective beneficiaries from industries, communities, and the special clients;

### 2. Qualifications of Beneficiaries

- a. Filipino Citizen;
- b. Must not be a current beneficiary of other government educational scholarship or subsidy program for beneficiaries.
- c. Age Requirements:
  - i. For TWSP, at least 18 years of age at the time he/she finishes the training program;
  - ii. For STEP and PESFA, at **least fifteen (15)** years old at the start of the training program;
- d. For PESFA, must be at least high school graduate/high school completer; and
- e. For PESFA, with an annual family income of three hundred thousand (P300,000.00) and below.
- f. For UAQTEA, at least Ten (10) years basic education, including those who graduated from high school through the Alternative Learning System, and other entry requirement as stipulated in Section III of existing Training Regulation;

# TESDA CIRCULAR

<b>Subject: Omnibus Guidelines for TESDA Scholarship Programs</b>		Page 13 of 19 page/s Number <u>011</u> , series of 2020
<b>Date Issued:</b> January 23, 2020	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> TESDA Circular Nos. 1, S. of 2019

- i. For TES under the UAQTEA, priority shall be given to:
  - a. Learners included in the most recently updated Listahanan 2.0, if available.
  - b. Learners not included in the updated Listahanan 2.0 ranked according to their estimated per capita household income based on the submitted document/s of proof of income (e.g. Income Tax Return or DSWD Certificate of Indigency)

The prioritization shall not apply to learners in the cities and municipalities with no existing SUCs, LUCs, and LGU run institutions.

- ii. Non-Eligibility to Free TVET and TES:

The following learners are not eligible to avail of Free TVET and TES benefits:

- a. For Free TVET:
  1. Learners who have obtained a bachelor's degree;
  2. Learners who are already holders of a certificate or diploma for a technical-vocational course equivalent to National Certificate Level III or higher, except if the learner intends to enroll in bundled courses or programs in Level IV or Diploma;
  3. Learners who fail in any public TVET course;
  4. Learners enrolled in TVET programs not registered/recognized under TESDA; and
  5. Learners who voluntarily opt out of the free TVET provision.
- b. For TES:
  1. Learners enrolled in TESDA-registered/ recognized programs in any TVI who availed of government-funded StuFaps other than Free TVET provision;
  2. Learners who did not undertake and/or qualify under the TVIs' screening/assessment procedure, or skills competency evaluation
  3. Learners enrolled in TVET programs not included in the Registry, subject to the transitory provisions in Section 57 of the IRR.

Learners who are NOT ELIGIBLE to avail of the Free TVET and TES benefits shall be charged the corresponding training cost and other training-related costs determined by the TESDA Board subject to the transitory provisions in Section 54 of the IRR

- g. Other specific requirements as specified in the corresponding TESDA Circular covering the scholarship program, if any.

## IX. Scholarship Benefits

1. Each scholar shall be entitled to the benefits prescribed by law and the entitlement must be strictly made in accordance with government accounting and auditing rules and regulations:
2. The approved standard fees based on the Schedule of Cost for TESDA Scholarship Programs shall strictly be applied. The TVI shall not exact any additional training fees from the beneficiaries.
3. All TESDA scholars shall be entitled to an insurance coverage under the GSIS Group Personal Accident Insurance (GPAI) for a period of one (1) year following the procedures set forth in TESDA Circular No. 091, Series of 2019.

# TESDA CIRCULAR

<b>Subject: Omnibus Guidelines for TESDA Scholarship Programs</b>		Page 14 of 19 page/s Number <u>011</u> , series of 2020
<b>Date Issued:</b> January 23, 2020	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> TESDA Circular Nos. 1, S. of 2019

## X. Assessment and Certification

1. The Regional and Provincial Directors shall ensure that the qualifications included in the TESDA Scholarship Programs Schedule of Cost shall have readily available accredited assessment centers and assessors preferably within the Region; and
2. In line with the TESDA policy on assessment and certification program, competency assessment shall be mandatory for qualifications with Training Regulations (TRs) with CATs.

## XI. Multiple Availment of Scholarship

Following the principle of multi-skilling to increase the productivity and self-reliance of the beneficiaries, multiple availment shall be allowed provided that the training shall be availed one at a time and not simultaneously. The additional qualifications must be related or towards higher level qualification.

## XII. Schedule of Costs and Review of Costing

To meet the objectives of the scholarship programs of TESDA, a schedule of costs per qualification shall be adopted. The training costs relative to the implementation of TESDA services are based on the following cost factors: Variable Costs (consumables; utilities, factories, equipment aid tools maintenance; honoraria of trainers; and hying allowance); and Fixed Costs (miscellaneous fees, national assessment fees, instructional materials, starter toolkits).

Considering the changing times and for proper delivery of services to the beneficiaries, the schedule of cost for qualifications covered shall be made flexible according to the existing conditions and shall be reviewed every year by the Technical Working Group which shall be created for this purpose. The review must consider the adjustments arising from changes in macro-economic parameters particularly on the prevailing inflation rate as adopted by the Department of Budget and Management or the National Economic and Development Authority.

For New/Emerging programs not covered by Schedule of Cost:

1. A **training proposal/project proposal (Annex J)** that includes the proposed costing shall be prepared and used as basis in determining the approved program costing to be indicated in the Qualification Map.
2. Allowable funding for each training proposal shall not exceed Php50,000.00 per capita cost.
3. In case the per capita cost exceeds Php50,000.00, the TVI or training provider shall cover the additional expenses.
4. The final cost of the proposed training program shall be subject to the approval of the Director General, based on the review and recommendation of the Technical Working Group that will evaluate this proposal.

## XIII. Monitoring and Evaluation

1. The ROMO-SMD with the concerned EOs shall jointly monitor and evaluate the physical and financial status of scholarship programs in the ROs/POs;
2. The ROs/POs shall exercise due diligence in monitoring the training programs to ensure, among others, that the trainings are existent, the trainees are attending the trainings, the publication/posting of list of enrollees and graduates, on-the-spot inspection of ongoing trainings, random calls to the trainees or graduates, and that the TVIs facilitate the employment of their graduates. The POs are required to conduct a monthly visit (on the spot inspection) to ensure the enrollees are attending and the required training durations are complied with;

# TESDA CIRCULAR

<b>Subject: Omnibus Guidelines for TESDA Scholarship Programs</b>		Page 15 of 19 page/s Number <u>011</u> , series of 2020
<b>Date Issued:</b> January 23, 2020	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> TESDA Circular Nos. 1, S. of 2019

3. The ROs/POs shall encode/update the data on the Physical and Financial Accomplishment Report of all TESDA Scholarship Programs in the Expanded MIS 03-02 monitoring forms such as the SPMOR, and the corresponding MIS-03-02 through the T2MIS every Friday, or as required by the Central Office. Reasons should be provided in the monitoring forms in cases where there are dropouts from training;
4. The ROs/POs shall monitor the issuance of SGCs and shall submit to the ROMO-SMD the SGC Tracking Sheet every 5<sup>th</sup> day of the month. The PO Scholarship safely secures and stores unutilized SGCs to prevent damage or deterioration. If after six (6) months and the SGCs remain unutilized, the PO Scholarship Focal shall post the SGC Serial Nos. of unutilized SGCs or in any form of media (e.g. local newspaper, TESDA Website, TESDA Facebook) which are viewable in public.
5. The ROs/POs shall ensure to reach the targets of one hundred percent (100%) BUR, ninety-five percent (95%) billing submission compliance rate, and seventy percent (70%) employment rate of graduates;
6. The NISP shall form part of the monitoring mechanism.
7. Pursuant to the Special Provision of CY 2019 GAA for **STEP**, the RO shall also report to the ROMO-SMD the following data/information:
  - a. Name of communities that participated and number of training beneficiaries;
  - b. Name and address of training beneficiaries with **electronic signature**; and
  - c. Type of training conducted, equipment and/or toolkits distributed and other related information.

The ROMO-Management Information Technology Division shall be responsible for the posting of the said data/information:

8. The implementing TVI shall submit the **Terminal Report** within seven (7) calendar days at the end of the training period for evaluation of the POs/ROs and CO. Thereafter, the TVI shall publish their **List of Graduates in a newspaper of local circulation and/or in its website and/or social media account (Facebook Page)** within thirty (30) calendar days after completion of the training programs;
9. For the Diploma Programs, the TVI is required to monitor and submit the **Monitoring Sheet for Diploma Programs** to the RO/POs containing the following data:
  - a. List of enrolled learners;
  - b. List of learners assessed and certified;
  - c. List of learners that exited the semester;
  - d. List of learners who proceeded to the next term;
  - e. List of learners who completed the PQF Level 5 (Diploma) Programs; and
  - f. List of learners who proceeded to higher education.
10. Distribution and Monitoring of Starter Toolkits
  - a. Upon receipt of the starter toolkits from the suppliers, the ROs shall conduct inspection of the delivered toolkits;
  - b. The ROs shall issue the toolkits to the POs;
  - c. The POs shall record/update/maintain the stock cards of the STEP Toolkits received from the ROs;

# TESDA CIRCULAR

<b>Subject: Omnibus Guidelines for TESDA Scholarship Programs</b>		Page 16 of 19 page/s Number <u>011</u> , series of 2020
<b>Date Issued:</b> January 23, 2020	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> TESDA Circular Nos. 1, S. of 2019

- d. The PO Supply Officer shall coordinate with the PO Scholarship Focal for the schedule of the training and distribution of toolkits to the beneficiaries;
- e. The PO Supply Officer shall coordinate with the PO Scholarship Focal for the schedule of the training and distribution of toolkits to the beneficiaries;
- f. The PO Supply Officer shall release the toolkits to the identified graduates and have the Acknowledgement Receipt signed by the latter;
- g. The PO Scholarship Focal shall encode/update the Expanded MIS-03-02;
- h. The PO Supply Officer shall prepare an inventory of the unutilized/undistributed toolkits and submit the inventory report to the RO on or before January 15 of the succeeding year;
- i. The RO Supply Officer with the RO Scholarship Focal shall conduct a year-end physical count of the unutilized/undistributed toolkits based on the submitted inventory report of the PO Supply Officer on or before January 31 of the succeeding year;
- j. The ROs shall submit the inventory report of the unutilized/undistributed toolkits to the Procurement Division – Administrative Service (PD-AS) on or before February 15 of the succeeding year for consolidation and reporting to TESDA Management;
- k. The SMD in coordination with PD-AS and FMS shall reconcile and validate the inventory report submitted by the ROs within the first quarter of the succeeding year;
- l. Unutilized/unclaimed starter toolkits due to reasons such as inability to locate the graduates after the training; trainees dropping out; and scholarship slots without enrollees shall be used for community-based programs of the TTIs;
- m. The Chief of Services for Administration through the PD-AS shall be responsible for the overall monitoring/distribution of the starter toolkits;

#### **XIV. Administrative and Financial Procedures**

1. For the **Central Office Allocation**, a corresponding Sub-ARO and Notice of Transfer of Allocation (NTA) shall be released to ROs based on the approved QMs.

2. **PESFA Budget Allocation**

The 2020 PESFA budget allocation is based on the annual Php200 Million budget for PESFA which is incorporated already in the regional budget as provided in the FY 2020 General Appropriations Act (GAA).

3. **Payment of Training Costs, Miscellaneous Fees, and/or Entrepreneurship Costs:**

- a. The total training costs, miscellaneous fees, and/or entrepreneurship costs shall be paid upon completion of the training programs, subject to the submission of the following verified documents:
  - i. Billing Statements;
  - ii. Duly approved MIS-03-02 generated from Trainees' Profiles encoded in the T2MIS;
  - iii. Daily Attendance Sheet (for the duration of the training); and
  - iv. TESDA copy of the SGCs duly signed by the concerned officials and beneficiaries.

# TESDA CIRCULAR

<b>Subject: Omnibus Guidelines for TESDA Scholarship Programs</b>	Page 17 of 19 page/s Number <u>011</u> , series of 2020
<b>Date Issued:</b> January 23, 2020	<b>Effectivity:</b> Immediately
<b>Supersedes:</b> TESDA Circular Nos. 1, S. of 2019	

- b. Payments should be done on the basis of the attendance of the trainees/learners clearly showing that the actual training was conducted by the TVI concerned and that the beneficiaries named in the attendance sheet actually attended the said training. The payment of the training costs per trainee/learner shall be done as follows:

Total attendance per trainee/learner	Rate per trainee/learner
Less than fifty percent (< 50%)	The TVI shall not be entitled to any payment for that particular trainee/learner
Equal to or greater than fifty percent (>=50%) but less than eighty percent (<80%)	The TVI shall be paid 50% of the training costs for that particular trainee/learner
Equal to or greater than eighty percent (>=80%)	The TVI shall be paid one hundred percent (100%) of the training costs for that particular trainee/learner

- c. Trainees/Learners must have at least (80%) attendance to qualify for completion of the training program. Otherwise, the trainee/learner shall be reported as dropout and reasons for dropping should be provided in the T2MIS.
- d. Submission of the Billing Statement and the above-mentioned documents must be done within seven (7) days from the completion of the program.

### 3. Payment of Assessment Cost:

- a. The **Assessment Centers**/TVIs shall submit the corresponding Billing Statements within seven (7) days after the conduct of the assessment. The Assessment Cost shall be paid upon submission of the following verified supporting documents:
- i. Billing statement; and
  - ii. **Certified** true copy of the RWAC stamped "received" by the POs.

### 4. Payment of Training Support Fund/Living Allowance, Book Allowance, Instructional Materials Allowance, Cost of Workshop Uniform, and other Allowances

One hundred percent of the fund for the allowances shall be downloaded to the TESDA ROs immediately after the approval of QMs. The Provincial Office shall release the allowance directly to the scholars/learners (or their representative/s authorized under a Special Power of Attorney executed by the scholars) as authorized by law and other issuances and subject to availability of funds, as follows:

- a. For the Training Support Fund/Living Allowance, the POs shall adopt a "no attendance, no allowance policy";
- b. For the Cost of Workshop Uniform, Book Allowance, and Instructional Materials Allowance, not later than five (5) days after the submission of the TVI of the Enrollment Report encoded in the T2MIS and SGCs;
- c. Allowances which shall be released directly to the scholars may be released through any of the following modes of payment:
  - i. Issuance of checks directly to the scholars;
  - ii. Advice to Debit Account (ADA);

# TESDA CIRCULAR

<b>Subject: Omnibus Guidelines for TESDA Scholarship Programs</b>		Page 18 of 19 page/s Number <u>011</u> , series of 2020
<b>Date Issued:</b> January 23, 2020	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> TESDA Circular Nos. 1, S. of 2019

- iii. Cash payment in Payroll Form through the Designated Disbursing Officer; or
- iv. Cash Card, upon availability;

The peculiarities of the area must be taken into consideration in choosing the mode and the schedule of payment of the allowances.

## 5. Payment of Learners' Accident Insurance

The Regional Office shall pay the Accident Insurance Premium to GSIS in accordance with the Guidelines in the Availment of GSIS Group Personal Accident Insurance under TESDA Circular No. 91, Series of 2019, particularly on the following provisions;

- The TVI shall submit the list of learners enrolled in TESDA no later than five calendar days before the start of a training program;
- The TESDA RO shall forward the list of learners enrolled to be covered by the insurance to the nearest GSIS branch for insurance coverage of one year;
- The corresponding premium of the insurance shall be paid by the RO charged against the funds downloaded for the purpose. The premium corresponding to the learners enrolled shall be correspondingly deducted by the RO from the subsequent releases to the TVIs;

6. The **technical specifications of starter toolkits** shall be standardized at the National Level;
7. The ROs/POs shall release the starter toolkits to the scholars. Acceptance/Receipt by the trainee or their representative/s authorized under a Special Power of Attorney executed by the scholars shall be supported by an **Acknowledgment Receipt (Annex K)** duly noted by the concerned Provincial Director; and
8. The **Administrative Cost** shall be used for mobilization and other-related administrative expenses in the implementation of the scholarship programs.

## XV. Violations and Sanctions

Sanctions shall be imposed for violation of these guidelines in accordance with the provision of the UTPRAS as amended.

Subject to due process of law, the abovementioned violations shall also be a ground for the filing of appropriate charges for Falsification and Swindling (*Estafa*) under the Revised Penal Code, and other relevant special laws by the proper aggrieved party. A committee shall be created for this purpose.

TESDA personnel who will be proven to have taken part in violating these guidelines shall be subject to proper disciplinary action in accordance with the 2017 Rules on Administrative Cases in the Civil Service (RACCs).

TESDA also adheres to the requirements of the Data Privacy Act in the processing and security of personal information. Subject to the provisions stipulated in the Data Privacy Act, each TESDA Personal Information Controller shall be responsible for personal information under its control or custody, including information that have been transferred to a third party for processing.

# TESDA CIRCULAR

<b>Subject: Omnibus Guidelines for TESDA Scholarship Programs</b>		Page 19 of 19 page/s Number <u>011</u> , series of 2020
<b>Date Issued:</b> January 23, 2020	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> TESDA Circular Nos. 1, S. of 2019

## XVI. Separability Clause

If, for any reason, any part or provision of these guidelines is declared invalid or unconstitutional, any part or provision not affected thereby shall remain in full force and effect.

This Circular takes effect as indicated and shall supersede all issuances inconsistent herewith.

  
**SEC. ISIDRO S. LAPEÑA, Ph.D., CSEE**  
Director General



Technical Education and Skills Development Authority  
TESDA (Provincial Office)  
**Provincial Scholarship Allocation Plan (PSAP)**

Province (a)	Sector (b)	TVET Qualifications or Programs (c)	No. of Scholarship Slots (d)	Training Cost (e)	Assessment Cost (f)	Per Capita Cost (PCC) (f=d+e)	Total Scholarship Cost (g=f*c)	% Proportional Weight per Quafication (h)	No. of Qualified TVET Providers	
									WTR (i)	NTR (j)
	Tourism									
	<b>Subtotal:</b>		0				-	0.00%		
	Construction									
	<b>Subtotal:</b>		0				-	0.00%		
	Agriculture									
	<b>Subtotal:</b>		0				-	0.00%		
	<b>TOTAL:</b>		0				-	0%		

Prepared by:

Recommended by:

Approved by:

---

 PO Scholarship Focal

---

 Provincial Director

---

 Regional Director

Technical Education and Skills Development Authority  
TESDA (Regional Office)  
**Regional Scholarship Allocation Plan (RSAP)**

Province (a)	Sector (b)	TVET Qualifications or Programs (c)	No. of Scholarship Slots (d)	Training Cost (e)	Assessment Cost (f)	Per Capita Cost (PCC) (f=d+e)	Total Scholarship Cost (g=f*c)	% Proportional Weight per Quafication (h)	No. of Qualified TVET Providers	
									WTR (i)	NTR (j)
	Tourism									
	<b>Subtotal:</b>		0				-	0.00%		
	Construction									
	<b>Subtotal:</b>		0				-	0.00%		
	Agriculture									
	<b>Subtotal:</b>		0				-	0.00%		
	<b>TOTAL:</b>		0				-	0%		

Submitted by:

Endorsed by:

Approved by:

---

 Regional Director

---

 Deputy Director General  
TESDO Operations

---

 Director General

**Technical Education and Skills Development Authority  
FY 2020 Training for Work Scholarship Program (TWSP)  
PROVINCIAL QUALIFICATION MAP (PQM)**

**PQM Number.:** \_\_\_\_\_

(to be filled out by PO using the prescribed

Coding System for QMs)

**Region** \_\_\_\_\_  
**Province/District** \_\_\_\_\_

PQM Code	Name of Training Provider	Qualification Title/ Cluster of Competency	CTPR No.	No. of Slots (per Batch)	Indicative Date of Training & Assessment (per Batch)			COSTING				TOTAL AMOUNT				Total Amount (less Insurance) (PhP)	Remarks
					Start	End	Date of Assessment	Training Cost (PhP)	Cost of Accident Insurance (PhP)	Assessment Fee (PhP)	Per Capita Cost (PhP)	Total Training Cost (PhP)	Total Cost of Accident Insurance (PhP)	Total Assessment Fee (PhP)	Total Amount (PhP)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12=9+10+11)	(13=9*5)	(14=11*5)	(15=11*5)	(16=13+14+15)	(17=16-14)	(18)
												-	-	-	-	-	-
												-	-	-	-	-	-
												-	-	-	-	-	-
												-	-	-	-	-	-
												-	-	-	-	-	-
												-	-	-	-	-	-
												-	-	-	-	-	-
												-	-	-	-	-	-
												-	-	-	-	-	-
												-	-	-	-	-	-
												-	-	-	-	-	-
<b>TOTAL:</b>				-								-	-	-	-	-	-

Prepared by: \_\_\_\_\_  
PO Scholarship Focal  
Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Provincial Director  
Date: \_\_\_\_\_

Noted by: \_\_\_\_\_  
Regional Director  
Date: \_\_\_\_\_





**Technical Education and Skills Development Authority  
FY 2019 Universal Access to Quality Tertiary Education (UAQTEA)  
PROVINCIAL QUALIFICATION MAP (PQM)**

**PQM Number.:**  
(to be filled out by PO using the prescribed  
Coding System for QMs)

**Region**  
**Province/District**

PQM Code	Name of TVI	Qualification Title/ Approved Bundled Program	CTPR No.	No. of Slots (per Batch)	Indicative Date of Training & Assessment (per Batch)			COSTING									TOTAL AMOUNT						Remarks		
					Start	End	Date of Assessment	Cost of Tuition (PhP)	Cost of Miscellaneous and other school fee (PhP)	Cost of Accident Insurance (PhP)	Instructional Materials (PhP)	Training Support Fund/Living Allowance (PhP)	Cost of Workshop Uniform (PhP)	National Assessment Fee (PhP)	Per Capita Cost (PhP)	Total Cost of Tuition (PhP)	Total Cost of Miscellaneous and other school fee (PhP)	Total Cost of Accident Insurance (PhP)	Total Instructional Materials (PhP)	Total Training Support Fund/Living Allowance (PhP)	Total Cost of Workshop Uniform (PhP)	Total National Assessment Fee (PhP)		Total Amount (PhP)	Total Amount (less Insurance) (PhP)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16=10+11+12+13+14+15+16)	(17=9*5)	(18=10*5)	(19=11*5)	(20=12*5)	(21=13*5)	(22=14*5)	(23=15*5)	(24=17+18+19+20+21+22+23)	(25=24-19)	(26)
<b>TOTAL:</b>																									

Prepared by:

Evaluated by:

Endorsed by:

\_\_\_\_\_  
PO Scholarship Focal

\_\_\_\_\_  
Provincial Director

\_\_\_\_\_  
Regional Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Technical Education and Skills Development Authority**  
**FY 2019 Universal Access to Quality Tertiary Education (UAQTEA)**  
**Provincial QUALIFICATION MAP (PQM)**

**PQM Number.:**

(to be filled out by PO using the prescribed

Coding System for QMs)

**Region**  
**Province/District**

PQM Code	Name of TVI	Title of Recognized Diploma Program	Year	Semester	No. of Slots (per Batch)	Indicative Date of Training & Assessment (per Batch)			COSTING								TOTAL AMOUNT						Remarks (resultant Qualification)			
						Start	End	Date of Assessment	Cost of Tuition (PhP)	Cost of Miscellaneous and Other School Fees (PhP)	Cost of Accident Insurance (PhP)	Instructional Materials/ (PhP)	Living Allowance/Training Support Fund (PhP)	Cost of Workshop Uniform	National Assessment Fee (PhP)	Per Capita Cost (PhP)	Total Cost of Tuition (PhP)	Total Cost of Miscellaneous and Other School Fees (PhP)	Total Cost of Accident Insurance (PhP)	Total Instructional Materials (PhP)	Total Living Allowance/Training Support Fund (PhP)	Total Cost of Workshop Uniform (PhP)		Total National Assessment Fee (PhP)	Total Amount (PhP)	Total Amount (less Insurance) (PhP)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17=10*11+12+13+14+15+16)	(18=10*6)	(19=11*6)	(20=12*6)	(21=13*6)	(22=14*6)	(23=15*6)	(24=16*6)	(25=18+19+20+21+22+23+24)	(26=25-20)	(27)
<b>TOTAL:</b>																										

Prepared by: \_\_\_\_\_

Evaluated by: \_\_\_\_\_

Noted by: \_\_\_\_\_

PO Scholarship Focal

Provincial Director

Regional Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Coding System for Qualification Maps (QMs)

### I. Definition of Terms

**Provincial QM (PQM) Number** – A unique identifier assigned to one PQM prepared by the POs.

**PQM Code** – A unique identifier assigned to the qualification/s listed in a PQM.

**Regional QM (RQM) Number** – A unique identifier assigned to one RQM prepared by the ROs.

**RQM Code** – A unique identifier assigned to the qualification/s listed in an RQM.

### II. Procedures

#### FOR PROVINCIAL QMS

During the preparation of the PQM, the PO Scholarship Focal shall assign a PQM Number per submission in a given Scholarship Program starting from “PQM1” and a corresponding PQM Code per qualification in the PQM.

#### A. Assigning of the PQM Number:

PQM Submission Sequence					Fiscal Year					Scholarship Code					Region Code		Province Code	
1 <sup>st</sup> Submission					2020					TWSP					Region I		Ilocos Norte	
P	Q	M	1	-	2	0	2	0	-	T	W	S	P	-	0	1	2	8

#### PQM Number Examples:

PQM submitted by POs	Equivalent PQM Number
First TWSP PQM submitted by PO Ilocos Norte	PQM1-2020-TWSP-0128
Second TWSP PQM submitted by PO Ilocos Norte	PQM2-2020-TWSP-0128
First STEP PQM submitted by PO Ilocos Norte	PQM1-2020-STEP-0128
First STEP PQM submitted by PO Ilocos Sur	PQM1-2020-STEP-0129

#### B. Assigning of the PQM Code:

Based on the PQM Number, a numerical sequence starting from “1” shall be appended following a dash symbol (“-”) at the end of the PQM number corresponding to each qualification listed in the PQM.

#### PQM Code Examples:

Programs listed in PQM1-2020-TWSP-0128	Equivalent PQM Number
Qualification No. 1	PQM1-2020-TWSP-0128-1
Qualification No. 2	PQM1-2020-TWSP-0128-2
Qualification No. 3	PQM1-2020-TWSP-0128-3

#### C. Assigning the Diploma Code

- To monitor the progress of learners under diploma programs, a Diploma Code shall be appended after a dash symbol (“-”) to a given PQM Code.

2. The Diploma Code is a four-character code which corresponds to the year and semester being applied for, which are as follows:

Year		Semester	
1 <sup>st</sup> year		1 <sup>st</sup> semester	
1	Y	1	S

3. The PQM Code of a particular batch/class of learners shall be retained, while the Diploma Code shall vary depending on the year and semester being applied for.

First Year	- 1Y	First Semester	- 1S
Second Year	- 2Y	Second Semester	- 2S
Third Year	- 3Y	Summer	- 3S

4. For a new batch/class of learners under the Diploma Program, a new set of PQM Code shall be assigned based on the last assigned PQM Code.

#### PQM Code Examples for Diploma Programs:

Case A:

Batch of learners under PQM1-2020-UAQD-0128-1	Equivalent PQM Code for Diploma
First Year, First Semester	PQM1-2020-UAQD-0128-1-1Y1S
First Year, Second Semester	PQM1-2020-UAQD-0128-1-1Y2S
Second Year, First Semester	PQM1-2020-UAQD-0128-1-2Y1S

Case B:

Batch of learners under PQM1-2020-UAQD-0128-2	Equivalent PQM Code for Diploma
First Year, First Semester	PQM1-2020-UAQD-0128-2-1Y1S
First Year, Second Semester	PQM1-2020-UAQD-0128-2-1Y2S
Second Year, First Semester	PQM1-2020-UAQD-0128-2-2Y1S

Case C\*:

Batch of learners under PQM2-2020-UAQD-0128-3	Equivalent PQM Code for Diploma
First Year, First Semester	PQM2-2020-UAQD-0128-3-1Y1S
First Year, Second Semester	PQM2-2020-UAQD-0128-3-1Y2S
Second Year, First Semester	PQM2-2020-UAQD-0128-3-2Y1S

\*In "Case C", a second PQM was submitted to accommodate a new batch of learners. Note that the PQM Code numbering sequence did not reset to "1" (i.e. "PQM2-2020-UAQD-0128-1"), but instead followed the sequence of the PQM Code of the QM submitted in "Case B". As such, the PQM Code for this new batch is "PQM2-2020-UAQD-0128-3".

## FOR REGIONAL QMS

The RO Scholarship Focal shall assign an RQM Number per submission in a given scholarship program starting from "RQM1". Upon consolidation of the PQM, the qualifications included in the RQM shall be assigned a new RQM Code.

### A. Assigning of the RQM Number:

RQM Submission Sequence					Fiscal Year					Scholarship Code					Region Code	
1 <sup>st</sup> Submission					2020					TWSP					Region I	
R	Q	M	1	-	2	0	2	0	-	T	W	S	P	-	0	1

### RQM Number Examples:

RQM submitted by ROs	Equivalent RQM Number
First TWSP RQM submitted by Region I	RQM1-2020-TWSP-01
Second TWSP RQM submitted by Region I	RQM2-2020-TWSP-01
First STEP PQM submitted by Region I	RQM1-2020-STEP -01
First STEP PQM submitted by Region II	RQM1-2020-STEP-02

### B. Assigning of the RQM Code:

- Following the Region Code in the RQM Number, the Province Code shall be adjoined together with the Region Code to indicate the province wherein a qualification shall be implemented.
- A numerical sequence starting from "1" shall be appended following a dash symbol ("-") at the end of the RQM number corresponding to each qualification listed in the RQM regardless of which province it is under.

### RQM Code Examples:

Programs listed in RQM1-2020-TWSP-01	Equivalent RQM Code
Qualification No. 1 submitted by PO Ilocos Norte	RQM1-2020-TWSP-0128-1
Qualification No. 2 submitted by PO Ilocos Norte	RQM1-2020-TWSP-0128-2
Qualification No. 1 submitted by PO Ilocos Sur	RQM1-2020-TWSP-0129-3
Qualification No. 1 submitted by PO La Union	RQM1-2020-TWSP-0133-4

### C. RQM Code for Diploma Programs:

For Diploma Programs, the RQM Code shall follow the PQM Code for the particular Diploma Program assigned by the PO where the PQM originated from:

PQM Code for Diploma	Equivalent RQM Code for Diploma
PQM1-2020-UAQD-0128-1-1Y1S	RQM1-2020-UAQD-0128-1-1Y1S
PQM1-2020-UAQD-0128-2-1Y1S	RQM1-2020-UAQD-0128-2-1Y1S
PQM1-2020-UAQD-0129-1-1Y1S	RQM2-2020-UAQD-0129-1-1Y1S

### For QMs prepared in the Central Office

The SMD Scholarship Focal shall assign an NQM Number per submission in a given scholarship program starting from “NQM1”.

#### A. Assigning of the NQM Number:

NQM Submission Sequence					Fiscal Year					Scholarship Code					Region Code	
1st Submission					2020					CACW					Central Office	
N	Q	M	1	-	2	0	2	0	-	C	A	C	W	-	0	0

#### NQM Number Examples:

NQM submitted by CO	Equivalent NQM Number
First CACW NQM submitted by CO	NQM1-2020-CACW-00
Second CACW NQM submitted by CO	NQM2-2020-CACW-00
First TOSP NQM submitted by CO	NQM1-2020-TOSP-00
Second TOSP NQM submitted by CO	NQM2-2020-TOSP-00

#### B. Assigning of the NQM Code:

- Following the Region Code in the NQM Number, the Province Code/Philippine Overseas Labor Office (POLO) ID shall be adjoined together with the Region Code to indicate the province/POLO wherein a qualification shall be implemented.
- A numerical sequence starting from “1” shall be appended following a dash symbol (“-”) at the end of the NQM number corresponding to each qualification listed in the NQM regardless of which province/POLO it is under.

#### NQM Code Examples:

Programs listed in NQM1-2020-CACW-00	Equivalent NQM Code
Qualification No. 1 in Ilocos Norte	NQM1-2020-CACW-0028-1
Qualification No. 2 in Ilocos Norte	NQM1-2020-CACW-0028-2
Qualification No. 1 in Ilocos Sur	NQM1-2020-CACW-0029-3
Qualification No. 1 in La Union	NQM1-2020- CACW-0033-4

Programs listed in NQM1-2020-TOSP-00	Equivalent NQM Code
Qualification No. 1 in Rome	NQM1-2020-TOSP-0001-1
Qualification No. 2 in Rome	NQM1-2020-TOSP-0001-2
Qualification No. 1 in Abu Dhabi	NQM1-2020-TOSP-0069-3
Qualification No. 1 in Japan	NQM1-2020- TOSP-0011-4

### III. Reference Codes

#### A. Scholarship Code

Scholarship Program	Scholarship Code
Training for Work Scholarship Program	TWSP
Special Training for Employment Program	STEP
Private Education Student Financial Assistance	PESF
UAQTEA Single/Bundled Programs	UASB
UAQTEA Diploma Programs	UAQD
Tulong Trabaho Scholarship Program	TTSP
Special Skills Training Program	SSTP
Rice Extension Services Program	RESP
Tsuper Iskolar	DOTR
TESDA Overseas Scholarship Program	TOSP
Competency Assessment and Certification for Workers	CACW
Barangay Kabuhayan Skills Training Program	BKST

#### B. Region Code

Region	Region Code	Region	Region Code
I	01	IX	09
II	02	X	10
III	03	XI	11
IVA	04	XII	12
IVB	17	NCR	13
V	05	CAR	14
VI	06	ARMM	15
VII	07	CARAGA	16
VIII	08	Central Office	00

#### C. Province Code

Province	Code	Province	Code
<b>Region I - 01</b>		<b>Region II - 02</b>	
Ilocos Norte	28	Batanes	09
Ilocos Sur	29	Cagayan	15
La Union	33	Isabela	31
Pangasinan	55	Nueva Vizcaya	50
<b>Region III - 03</b>		Quirino	57
Aurora	77	<b>Region IVA - 04</b>	
Bataan	08	Batangas	10
Bulacan	14	Cavite	21
Nueva Ecija	49	Laguna	34
Pampanga	54	Quezon	56
Tarlac	69	Rizal	58
Zambales	71		

Province	Code	Province	Code
<b>Region IV-B MIMAROPA – 17</b>		<b>Region V – 05</b>	
Marinduque	40	Albay	05
Occidental Mindoro	51	Camarines Norte	16
Oriental Mindoro	52	Camarines Sur	17
Palawan	53	Catanduanes	20
Romblon	59	Masbate	41
<b>Region VI - 06</b>		Sorsogon	62
Aklan	04	<b>Region VII - 07</b>	
Antique	06	Bohol	12
Capiz	19	Cebu	22
Guimaras	79	Negros Oriental	46
Iloilo	30	Siquijor	61
Negro Occidental	45	<b>Region IX -09</b>	
<b>Region VIII - 08</b>		Zamboanga Del Norte	72
Biliran	78	Zamboanga Del Sur (Zamboanga City)	73
Eastern Samar	26	Zamboanga Sibugay	83
Leyte	37	City of Isabela	97
Northern Samar	48	<b>Region XI - 11</b>	
Southern Leyte	64	Davao del Norte	23
Samar (Western Samar)	60	Davao del Sur	24
<b>Region X - 10</b>		Davao Oriental	25
Bukidnon	13	Davao de Oro (Compostela Valley)	82
Camiguin	18	Davao Occidental	86
Lanao del Norte	35	<b>NCR - 13</b>	
Misamis Occidental	42	Manila	39
Misamis Oriental	43	PaMaMariSan	74P
<b>Region XII - 12</b>		Quezon City	74Q
North Cotabato	47	MuntiParLasTaPat	76M
Sarangani	80	PasMak	76P
South Cotabato	63	CaMaNaVa	75
Sultan Kudarat	65	<b>BARMM - 15</b>	
Cotabato City	98	Basilan	07
<b>CAR - 14</b>		Lanao del Sur	36
Abra	01	Maguindanao	38
Apayao	81	Sulu	66
Benguet	11	Tawi-tawi	70
Ifugao	27	<b>CARAGA - 16</b>	
Kalinga	32	Surigao del Norte	67
Mt. Province	44	Surigao del Sur	68
<b>CARAGA - 16</b>			
Agusan del Norte	02		
Agusan del Sur	03		
Dinagat Islands	85		

## D. POLO ID

POLO NAME	POLO ID	POLO NAME	POLO ID
ABU DHABI	69	KUWAIT	19
ALKHOBAR	24	LEBANON	37
BAGHDAD	32	LIBYA	33
BAHRAIN	22	LONDON	40
BRUNEI	21	MACAU SAR	34
BRUSSELS	47	MADRID	5
CANADA	2	MALAYSIA	38
CANBERRA	94	MILAN	20
CYPRUS	48	NETHERLANDS	39
DUBAI	12	OMAN	8
GENEVA	29	OSAKA	31
GREECE	28	POLO-TORONTO	86
GUAM	16	QATAR	27
HONG KONG SAR	4	RIYADH	7
IRAN	17	ROME	1
JAPAN	11	SAIPAN	25
JEDDAH	18	SINGAPORE	23
JORDAN	43	SOUTH KOREA	6
KAOHSIUNG	14	TAICHUNG	41
KOBE	30		



**Annex G**

Date of Document : \_\_\_\_\_  
Date Received by TVI : \_\_\_\_\_

**NOTICE TO PROCEED**

Please be informed that the following programs in (RQM Number) have been approved by TESDA on \_\_\_\_\_:

No.	RQM Code	Qualification Title	Slots	Amount	Indicative Date of Training Start

Kindly submit to this Office a corresponding Qualification Map containing the details of the implementation and a Notarized Affidavit of Undertaking within five (5) calendar days from receipt of this Notice. Upon submission of the foregoing documents, the TVI may proceed with the implementation of the above – mentioned training programs within ten (10) calendar days from the indicative date of the start of training. Otherwise, the scholarship allocation stated herein may be subjected for reallocation by the concerned Regional Office.

\_\_\_\_\_  
**Provincial/District Director**

REPUBLIC OF THE PHILIPPINES)  
(PLACE) S.S.

**AFFIDAVIT OF UNDERTAKING**

I, \_\_\_\_\_ (Name) \_\_\_\_\_ of \_\_\_\_\_ (Name of TVI) \_\_\_\_\_, with \_\_\_\_\_ office address at \_\_\_\_\_ (Address) \_\_\_\_\_, and as authorized by our Board of Directors to execute this Undertaking, a copy of the Secretary's Certificate of which is herewith attached and after having been sworn into oath in accordance with the law do hereby depose and say, that in accordance with the **OMNIBUS GUIDELINES FOR TESDA SCHOLARSHIP PROGRAMS** embodied in TESDA Circular No. \_\_\_\_\_ Series of \_\_\_\_\_ issued on \_\_\_\_\_, hereby undertakes, commits **and warrants** the following:

1. Promote TESDA Scholarship Programs in enhancing the competitiveness and productivity of the workforce through skills training programs;
2. Ensure that each scholar shall undergo pre-qualification process in accordance with the industry pre-hiring requirements. All application forms should be properly and completely accomplished **with the latest Passport Size ID Photos of the Trainees duly attached**;
3. Notify the qualified scholarship grantees **of their acceptance and the actual training schedule**;
4. Ensure that scholars fully understand the provisions of their Commitment of Undertaking as stated in the Scholarship Grant Certificate;
5. Shall **not exact additional fees** from the scholars;
6. Conduct, in coordination with the Provincial Office, the **Training Induction Program before the conduct of any training**;
7. Submit to the Provincial Office (PO) the Actual Training Schedules, as to the specific dates and time, including "On the Job Trainings" held outside of the school premises within **FIVE (5) CALENDAR DAYS** after the start of training. Said training schedules as submitted shall be **final and can no longer be amended unless force majeure occurs**. In said case however, the adjusted training schedules shall be submitted immediately one day after the occurrence of such an event;
8. After the start of the Training Program, the Enrolment Report together with the name of their respective Trainers for each particular batch should be submitted to the Provincial Office within the maximum period of **twenty percent (20%)** of the training duration (**see attached schedule**).

Likewise, the Terminal Report shall be submitted within fifteen (15) days calendar days after the end of the training period;

9. Motivate and nurture the scholars to maintain **one hundred percent (100%) completion** of the training program.
10. Exert effort to ensure a one hundred percent (100%) attendance of the trainees.
11. Comply with the documentary requirements for payment of the training and/or entrepreneurship costs and the assessment fees based on the number of the scholars who have completed the training program, **as evidenced by the submitted attendance sheet, duly signed by the scholars and their respective trainers.**
12. Immediately after the training, ensure that **one hundred percent (100%) of the scholars shall undergo the mandatory Competency Assessment** for Qualifications with Training Regulations (TR) with the corresponding Competency Assessment Tools (CATS), with accredited assessment centers and assessors for the successful graduates;
13. Institutionalize a functional Job Linkaging and Networking Services (JoLiNS) – a delivery platform to facilitate job hunting for TVET graduates and alumni by providing them services and information to land a job;
14. Institutionalize **effective monitoring system/database** to establish reliable status reports such as but not limited to employment reports of the scholars-graduates;
15. Comply with the requirements of TESDA on absorptive capacity, **seventy percent (70%) employment rate, and ninety-five percent (95%) billing submission rate;**
16. Ensure proper documentation of the training programs as to the conduct of training programs, attendance of trainees, and the publication/posting of list of graduates in local newspaper or website/Facebook Page;
17. Comply with the requirements of the Data Privacy Act of 2012 on the processing and security of personal information;
18. **Allow TESDA Provincial Office reasonable time to conduct due diligence** in the examination of the submitted billing documents and verification of **at least twenty percent (20%) of the scholars** through random audit, by conducting personal calls or private messaging, and if necessary, face to face interviews, before any payment is made;
19. Provide TESDA *and the Commission on Audit (COA)* access to the TVI in the conduct of on-the-spot random audits on the ongoing and completed TWSP/STEP/PESFA scholarship programs of the TVI. The subject of the inspection/audit are the TVI's compliance with TESDA's training regulations, TVET program registration, and guidelines of the scholarship programs, among others;

20. Submit a **comment and/or reply within seventy-two (72) hours** from receipt of the findings of any spot audit, compliance audit or COA audit in observance of our constitutional right to due process;
21. **Submit all other documents as may be required by TESDA and/or the COA, within the stated period;**
22. Moreover, I also warrant the following:
  - a) *that as of the date of the signing of this Affidavit of Undertaking, the TVI that I represent is a juridical person (specify for PESFA) duly organized and validly existing under the laws of the Philippines and it has all requisite legal power and authority to execute, deliver and implement this Undertaking, and that I have been authorized to sign the same for and on its behalf;*
  - b) *that the programs we implement are compliant based on technical audit report; that our TVI has valid Certificates of TVET Program Registration (CTPR) or Registration; has absorptive training capacity in terms of facilities, tools and equipment, and trainers, inclusive of existing/on-going scholarship programs with other government agencies and other funding organizations;*
  - c) *that our TVI has not been subjected to any unsettled final and executory Notice of Disallowance (ND) involving any scholarship program of TESDA and that it has not been involved in any case of unlawful exaction of fees and/or unlawful offering of any program within the jurisdiction of TESDA;*
  - d) *that all documents, most especially the billing documents that we have submitted to TESDA **are true and correct**, and that in the event of any findings of falsification, forgery and/or misrepresentation, then the TVI that I represent and I shall be **jointly and severally responsible** and liable for the same.*
23. I fully understand that sanctions to our TVIs shall be **based on current guidelines for TESDA Scholarship Programs and UTPRAS guidelines.**

**NAME OF OFFICIAL**

President/Administrator

Name of TVI

**SUBSCRIBED AND SWORN TO** before me in \_\_\_\_\_ this  
\_\_\_\_\_ affiant exhibiting to me his/her \_\_\_\_\_ (**Government ID**) with  
**ID number** \_\_\_\_\_.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

REPUBLIC OF THE PHILIPPINES)  
(PLACE) S.S.

### AFFIDAVIT OF UNDERTAKING

I, \_\_\_\_\_ (Name) of \_\_\_\_\_ (Name) of  
SUC/LUC/LGU-TVI/TVI \_\_\_\_\_, with office address at  
\_\_\_\_\_  
(Address) \_\_\_\_\_, and as authorized by our Board of Directors  
to execute this Undertaking, a copy of the Secretary's Certificate of which is herewith  
attached and after having been sworn into oath in accordance with the law do hereby  
depose and say, that in accordance with the **OMNIBUS GUIDELINES FOR TESDA  
SCHOLARSHIP PROGRAMS** embodied in TESDA Circular No. \_\_\_\_\_ Series of \_\_\_\_\_  
issued on \_\_\_\_\_, hereby undertakes, commits **and warrants** the following:

1. Promote Free TVET and Tertiary Education Subsidy (TES) under the Universal Access to Quality Tertiary Education Act (UAQTEA) in enhancing the competitiveness and productivity of the workforce through skills training programs;
2. Ensure that each scholar shall undergo pre-qualification process in accordance with the industry pre-hiring requirements. All application forms should be properly and completely accomplished **with the latest Passport Size ID Photos of the Trainees duly attached;**
3. Notify the qualified scholarship grantees **of their acceptance and the actual training schedule;**
4. Ensure that scholars fully understand the provisions of their Commitment of Undertaking as stated in the Scholarship Grant Certificate;
5. Shall **not exact additional fees** from the scholars;
6. Conduct, in coordination with the Provincial Office, the **Training Induction Program on the first day of training;**
7. Submit to the Provincial Office (PO) the Actual Training Schedules, as to the specific dates and time, including "On the Job Trainings" held outside of the school premises within **FIVE (5) CALENDAR DAYS** after the start of training. Said training schedules as submitted shall be **final and can no longer be amended unless force majeure occurs**. In said case however, the adjusted training schedules shall be submitted immediately one day after the occurrence of such an event;
8. After the start of the Training Program, the Enrolment Report together with the name of their respective Trainers for each particular batch should be submitted to the Provincial Office and encoded in the T2MIS within the maximum period of **twenty percent (20%)** of the training duration based on the Schedule of Cost.

Likewise, the Terminal Report shall be submitted within fifteen (15) days calendar days after the end of the training period;

9. Motivate and nurture the scholars to maintain **one hundred percent (100%) completion** of the training program.
10. Exert effort to ensure a one hundred percent (100%) attendance of the trainees attendance but in no case less than eighty percent (80%) attendance of the trainees to qualify for completion of the training program.
11. Distribute the starter toolkits to its trainees immediately upon receipt thereof from TESDA and in the same usable condition as when it was received by the TVI.
12. Immediately after the training, ensure that **one hundred percent (100%) of the scholars shall undergo the mandatory Competency Assessment** for Qualifications with Training Regulations (TR) with the corresponding Competency Assessment Tools (CATS), with accredited assessment centers and assessors for the successful graduates;
13. Comply with the documentary requirements (billing statement; duly approved MIS-03-02 generated from Trainees' Profiles encoded in the T2MIS; Daily Attendance Sheet; duly signed TESDA copy of the SGCs) **within seven (7) days** for payment of the training and/or entrepreneurship costs and the assessment fees based on the number of the scholars who have completed the training program, **as evidenced by the submitted attendance sheet, duly signed by the scholars and their respective trainers.**
14. Submit to TESDA, as required in the OMNIBUS GUIDELINES FOR 2019 TESDA SCHOLARSHIP PROGRAMS and the Guidelines on the 2019 Implementation of Free TVET and Tertiary Education Subsidy (TES) under the UAQTEA, the following:
  - T2MIS report on enrollment, graduates, assessed, and certified;
  - Learners daily attendance report;
  - Report on toolkits;
  - Other reports as may be required in the guidelines
15. Be responsible in preserving the corresponding attendance sheets, report on toolkits, billing statements, and other documents as may be required by TESDA to be submitted for the disbursement of scholarship funds. The TVI shall commit not to dispose, destroy, nor distribute the same within a period of at least five (5) years from the end of the training program. Electronic copies of the said reports shall be kept by the said TVI for proper documentation.
16. Institutionalize a functional Job Linkaging and Networking Services (JoLiNS) – a delivery platform to facilitate job hunting for TVET graduates and alumni by providing them services and information to land a job;

17. Institutionalize **effective monitoring system/database** to establish reliable status reports such as but not limited to employment reports of the scholars-graduates;
18. Comply with the requirements of TESDA on absorptive capacity, **seventy percent (70%) employment rate, and ninety-five percent (95%) billing submission rate;**
19. Ensure proper documentation of the training programs as to the conduct of training programs, attendance of trainees, and the publication/posting of list of graduates in local newspaper or website/Facebook Page,
20. Comply with the requirements of the Data Privacy Act of 2012 on the processing and security of personal information
21. **Allow TESDA Provincial Office reasonable time to conduct due diligence** in the examination of the submitted billing documents and verification of **at least twenty percent (20%) of the scholars** through random audits, by conducting personal calls or private messaging, and if necessary, by conducting face to face interviews, before any payment is made. For this matter, the TVI concerned shall regularly update the personal information database of its graduates to accommodate the conduct of the periodic verification of their attendance to the training program;
22. Provide TESDA *and the **Commission on Audit (COA)*** access to the TVI in the conduct of on-the-spot random audits on the ongoing and completed TWSP/STEP/PESFA scholarship programs of the TVI. The subject of the inspection/audit are the TVI's compliance with TESDA's training regulations, TVET program registration, and guidelines of the scholarship programs, among others;
23. Make available the records and related documents to TESDA for inspection and monitoring;
24. Be fully responsible for the accounting and disbursement of the transferred funds in accordance with existing COA and other government regulations.
25. Submit to TESDA a **Monthly Fund Utilization Report** duly verified and certified correct by the SUC/LUC/LGU-TVl Chief Accountant.
26. Submit a **comment and/or reply within seventy-two (72) hours** from receipt of the findings of any spot audit, compliance audit or COA audit in observance of our constitutional right to due process;
27. **Submit all other documents as may be required by TESDA and/or the COA, within the stated period:**

28. Moreover, I also warrant the following:

- a) *that as of the date of the signing of this Affidavit of Undertaking, the TVI that I represent is a juridical person duly organized and validly existing under the laws of the Philippines and it has all requisite legal power and authority to execute, deliver and implement this Undertaking, and that I have been authorized to sign the same for and on its behalf;*
- b) *that the programs we implement are compliant based on technical audit report; that our TVI has valid Certificates of TVET Program Registration (CTPR) or Registration; has absorptive training capacity in terms of facilities, tools and equipment, and trainers, inclusive of existing/on-going scholarship programs with other government agencies and other funding organizations;*
- c) *that our TVI has not been subjected to any unsettled final and executory Notice of Disallowance (ND) involving any scholarship program of TESDA and that it has not been involved in any case of unlawful exaction of fees and/or unlawful offering of any program within the jurisdiction of TESDA;*
- d) *that all documents, most especially the billing documents that we have submitted to TESDA **are true and correct**, and that in the event of any findings of falsification, forgery and/or misrepresentation, then the TVI that I represent and I shall be **jointly and severally responsible** and liable for the same.*

29. I fully understand that sanctions to our TVIs shall be **based on the current guidelines for TESDA Scholarship Programs and the UTPRAS guidelines.**

**NAME OF OFFICIAL**

President/Administrator

Name of TVI

**SUBSCRIBED AND SWORN TO** before me in \_\_\_\_\_ this  
\_\_\_\_\_ affiant exhibiting to me his/her \_\_\_\_\_ (Government ID) with  
ID number \_\_\_\_\_.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

**Technical Education and Skills Development Authority  
 FY 2020 Training for Work Scholarship Program (TWSP)  
 QUALIFICATION MAP (QM)**

Region : \_\_\_\_\_  
 Province/District : \_\_\_\_\_  
 Name of TVI : \_\_\_\_\_  
 TVI's Complete Address : \_\_\_\_\_  
 TVI's Landline : \_\_\_\_\_ TVI's Cellphone No.: \_\_\_\_\_ TVI's Email Address: \_\_\_\_\_

RQM Code	Qualification Title/ Cluster of Competency	CTPR No.	Name of Trainer	NTTC for WTR Programs/TMC for NTR Programs Number	No. of Slots (per Batch)	Indicative Date of Training & Assessment (per Batch)			COSTING				TOTAL AMOUNT				Remarks
						Start	End	Date of Assessment	Training Cost (PhP)	Cost of Accident Insurance (PhP)	Assessment Fee (PhP)	Per Capita Cost (PhP)	Total Training Cost (PhP)	Total Cost of Accident Insurance (PhP)	Total Assessment Fee (PhP)	Total Amount (PhP)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14=10*6)	(15=11*6)	(16=12*6)	(17=14+15+16)	(18)
																	-
																	-
																	-
																	-
																	-
<b>TOTAL:</b>																	

Submitted by: \_\_\_\_\_ Verified by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
 School Administrator Provincial Director Regional Director

**Technical Education and Skills Development Authority  
FY 2020 Special Training for Employment Program (STEP)  
QUALIFICATION MAP (QM)**

Region: \_\_\_\_\_

Province/District: \_\_\_\_\_

Name of TVI: \_\_\_\_\_

TVI's Complete Address: \_\_\_\_\_

TVI's Landline: \_\_\_\_\_ TVI's Cellphone No.: \_\_\_\_\_

TVI's Email Address: \_\_\_\_\_

RQM Code	Qualification Title/ Cluster of Competency	CTPR No.	Name of Trainer	NTTC for WTR Programs/ TMC for NTR Programs Number	No. of Slots (per Batch)	Indicative Date of Training & Assessment (per Batch)			COSTING							TOTAL AMOUNT					Remarks	
						Start	End	Date of Assessment	Training Cost (PhP)	Training Support Fund (PhP)	Cost of Accident Insurance (PhP)	Entrepreneurship Fee (PhP)	Assessment Fee (PhP)	Per Capita Cost (PhP)	Total Training Cost (PhP)	Total Training Support Fund (PhP)	Total Cost of Accident Insurance (PhP)	Total Entrepreneurship Fee (PhP)	Total Assessment Fee (PhP)	Total Amount (PhP)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15=10+11+12+13+14)	(16=10*6)	(17=11*6)	(18=12*6)	(19=13*6)	(20=14*6)	(21=16+17+18+19+20)	(20)	
																						-
																						-
																						-
																						-
<b>TOTAL:</b>																						-

Submitted by:

Verified by:

Approved by:

\_\_\_\_\_  
School Administrator

\_\_\_\_\_  
Provincial Director

\_\_\_\_\_  
Regional Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_





**Technical Education and Skills Development Authority  
FY 2020 Universal Access to Quality Tertiary Education (UAQTEA)  
QUALIFICATION MAP (QM)**

Region : \_\_\_\_\_  
 Province/District : \_\_\_\_\_  
 Name of TVI : \_\_\_\_\_  
 TVI's Complete Address : \_\_\_\_\_  
 TVI's Landline : \_\_\_\_\_ TVI's Cellphone No.: \_\_\_\_\_

TVI's Email Address: \_\_\_\_\_

RQM Code	Title of Recognized Diploma Program	Year	Semester	No. of Slots (per Batch)	Indicative Date of Training & Assessment (per Batch)			COSTING										TOTAL AMOUNT					Remarks (resultant Qualification)		
					Start	End	Date of Assessment	Cost of Tuition (PhP)	Cost of Miscellaneous and Other School Fees (PhP)	Cost of Accident Insurance (PhP)	Instructional Materials/ (PhP)	Living Allowance/Training Support Fund (PhP)	Cost of Workshop Uniform	National Assessment Fee (PhP)	Per Capita Cost (PhP)	Total Cost of Tuition (PhP)	Total Cost of Miscellaneous and Other School Fees (PhP)	Total Cost of Accident Insurance (PhP)	Total Instructional Materials (PhP)	Total Living Allowance/Training Support Fund (PhP)	Total Cost of Workshop Uniform (PhP)	Total National Assessment Fee (PhP)		Total Amount (PhP)	Total Amount (less Insurance) (PhP)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16=9+10+11+12+13+14+15)	(17=19*5)	(18=10*5)	(19=11*5)	(20=12*5)	(21=13*5)	(22=14*5)	(23=15*5)	(24=17+18+19+20+21+22+23)	(25=24-19)	(26)

Submitted by: \_\_\_\_\_ Verified by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
 School Administrator Provincial Director Regional Director  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_



**Annex J**

**PROJECT PROPOSAL**

<b>I.</b>	<b>Name of the Project/Qualification Title</b>																																		
<b>II.</b>	<b>Proponent's Name and Address:</b> Contact Person and Contact Details: <b>Implementing Agency's Name and Address (if different from above):</b> Contact Person and Contact Details:																																		
<b>III.</b>	<b>Schedule of Implementation of the Training Program</b> <i>State the month, date and year</i>																																		
<b>IV.</b>	<b>Training Program Details</b> <b>A. Training Program Duration:</b> <b>B. Training Program Design:</b> <b>C. Training Program Partners:</b> <b>D. Participants' Profile:</b>																																		
<b>V.</b>	<b>Cost Breakdown:</b>  <b>A. Training</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 35%;">Particulars</th> <th style="width: 15%;">Unit Cost</th> <th style="width: 15%;">No of units / Pax</th> <th style="width: 35%;">Total Cost</th> </tr> </thead> <tbody> <tr> <td>Trainers' Honoraria</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Training Venue Rental</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Training Tools and Equipment</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Supplies and Materials</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;"><b>TOTAL</b></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <b>B. Entrepreneurship Training (if applicable)</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 60%;"><b>Total Training Provider's Fee</b></td> <td></td> </tr> </table> <b>C. Assessment (if applicable)</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 60%;"><b>Number of Participants</b></td> <td></td> </tr> <tr> <td><b>Cost of Supplies</b></td> <td></td> </tr> <tr> <td><b>Assessor's Fee</b></td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> </tr> </table>	Particulars	Unit Cost	No of units / Pax	Total Cost	Trainers' Honoraria				Training Venue Rental				Training Tools and Equipment				Supplies and Materials				<b>TOTAL</b>				<b>Total Training Provider's Fee</b>		<b>Number of Participants</b>		<b>Cost of Supplies</b>		<b>Assessor's Fee</b>		<b>TOTAL</b>	
Particulars	Unit Cost	No of units / Pax	Total Cost																																
Trainers' Honoraria																																			
Training Venue Rental																																			
Training Tools and Equipment																																			
Supplies and Materials																																			
<b>TOTAL</b>																																			
<b>Total Training Provider's Fee</b>																																			
<b>Number of Participants</b>																																			
<b>Cost of Supplies</b>																																			
<b>Assessor's Fee</b>																																			
<b>TOTAL</b>																																			



**D. Other Benefits (if applicable)**

Particulars (Pls. specify: e.g. Training Support Fund)	Unit Cost	No of units/ Pax	Total Cost
<b>TOTAL</b>			

**SUMMARY OF COSTING:**

Cost Component	Total Cost	Per Capita (Total Cost/No. of Pax)
A. Training Cost		
B. Entrepreneurship Fee		
C. Assessment Fee		
D. Other Benefits		
<b>Grand Total</b>		

**VI. Expected Output**

**Total Number Enrolled:**

**Total Number Graduates:**

**Total Number Assessed:**

**Certification Rate:**

**Employment Rate:**

**VII. Project Implementation and Arrangements:**

*Describe briefly the implementation arrangement of the project, including responsibilities, coordination mechanisms, and reporting line. It should clearly identify the responsible implementing agency/organization to receive the fund, achievement of project results and submission of the completion report*

**VIII. Project Monitoring and Evaluation:**

*State reports to be submitted, responsible organizations*

**Prepared by:**

**Evaluated and Endorsed by:  
by:**

\_\_\_\_\_  
Proponent TVET Organization/ Training  
Center

\_\_\_\_\_  
Regional Director

**Approved**

**Disapproved**

**SEC. ISIDRO S. LAPEÑA, PhD., CSEE**  
Director General

## ACKNOWLEDGEMENT RECEIPT (Starter Toolkit)

I, \_\_\_\_\_, of \_\_\_\_\_  
(name of trainee) (address)

and a trainee of \_\_\_\_\_ in \_\_\_\_\_  
(school/training provider) (qualification/program)

which I attended on \_\_\_\_\_ hereby acknowledge receipt of the following  
 starter toolkits issued by \_\_\_\_\_, as follows:  
(TESDA Provincial Office)

List	Item	Quantity
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

\_\_\_\_\_  
**Signature Over Printed Name of Trainee**  
 Contact Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

\_\_\_\_\_  
**Date of Receipt of Starter Toolkit**

**Noted by:**

\_\_\_\_\_  
**Signature Over Printed Name of Provincial Director**