TESDA CIRCULAR

Subject: **Online Application System for TESDA Training and Scholarship Programs and Barangay Kasanayan at Kabuhayan Application Site Implementing Policies and Guidelines**		Page 1 of 3 pages Number 41 s. 2016
Date Issued: **October 12, 2016**	Effectivity: **As Indicated**	Supersedes:

In line with the implementation the operationalization of the TESDA Online Application System for TESDA Training and Scholarship Programs and Barangay Kasanayan at Kabuhayan Application Site, one of the Reform and Development Agenda of DG Guiling A. Mamondiong these Implementing Policies and Guidelines are hereby issued.

I. Background

Recognizing the potential of technology to further expand and facilitate access to TESDA training and scholarship programs and in line with the Reform and Development Agenda of the new Director General, TESDA initiated to develop the **Online Application System for TESDA Training and Scholarship Programs.** It aims to make technical education and training more accessible to Filipino Citizens thru the use of internet technology. This can be accessed thru **url: www. tesda.gov.ph/education** for TESDA Training and Scholarship Programs or www.tesda.gov.ph/barangay for Barangay Kasanayan at Kabuhayan application site – BKK)

The online application system was designed/developed in-house by the Labor Market Information Division-Planning Office.

The online system shall commence this October 3, 2016 onwards.

II. Benefits

The system is expected to:

1. Save time and cost on the part of the applicants;
2. Provide training information/application accessible 24/7;
3. Serve more applicants;
4. Automate confirmation of the application thru email;
5. Buid up profiles which will form part of the central database;
6. Provide inputs to TESDA Office for the training interest/need of the applicants; and
7. Facilitate readiness thru use of cellular phone in accessing the system.

III. Steps in Applying for TESDA Training and Scholarship Programs Online:

There are **3 Easy Steps** to be followed by the interested applicants/clients upon accessing the url: www.tesda.gov.ph/education (for TESDA Training and Scholarship Programs) and www.tesda.gov.ph/barangay (for BKK application site)

Step 1. Start new application
- 1.1. Fill up the form
- 1.2. Click "CREATE" button
- 1.3. Receive you Learner's ID

Step 2. Select TESDA training course
- 2.1 Select Course
- 2.2 Enter your Lastname and Learner's ID
- 2.3 Verify your profile

Step 3. Feedback from TESDA Office
- 3.1 Check your email for the feedback of TESDA Office

(please see attached for the sample screenshot of the system.)

IV. Roles of ROPOTI

Regional Office

The Regional Director, as the Area Manager, shall have the overall responsibility in ensuring the effective operationalization of the system thru the following:

1. Designation of the lead/ focal person for the online system, who will assist him/her in coordinating the Central Office and Provincial Offices regarding the online system
2. Capability build-up of the PO/TI focal persons on the use of the online application systems
3. Dissemination of the information to the techvoc partners and interested applicants within their respective areas.
4. Activation of the TESDA email account (@tesda.gov.ph) of ROPOTI. This shall be the official email address to be used in providing feedback to the applicants.
5. Monitoring of the implementation of the online application system.

Provincial Office

1. Designation of dedicated focal person and his/her alternates who shall provide feedback to the applicants/clients on the status of the application and collaborate with TTIs.
2. Ensure that the feedback to the applicants will be within 3 working days after receiving the auto system notification thru email.
3. Build up of complete database on the available training programs of the TESDA Technology Institutions. The list of training program will be the source of the selection of the applicants.
4. Monitor the progress of the applicant/clients regarding the availment of the programs for the Barangay Kasanayan at Kabuhayan Online Application and TESDA Training and scholarship programs.

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TESDA Technology Institutions

1. Designate the focal person to handle the online application system.
2. Update the available training and scholarship programs.
3. Check the email regularly for the application of interested applicants in TESDA Training and Scholarship programs.

Role of Planning Office/LMID

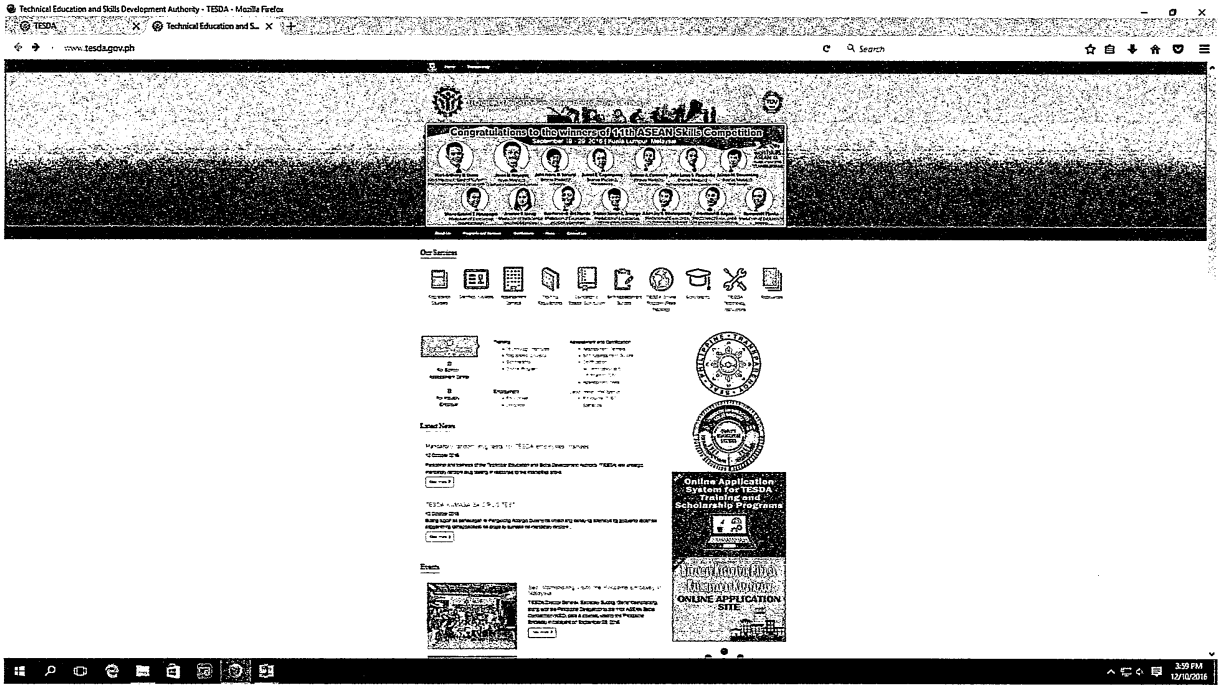
1. Overall maintenance of the online application system.
2. Assist the user's in the technical aspect such as the activation of email addresses, maintenance of the database, and reports generation.
3. Provide updates to all users in the enhancement of the system.

V. Effectivity

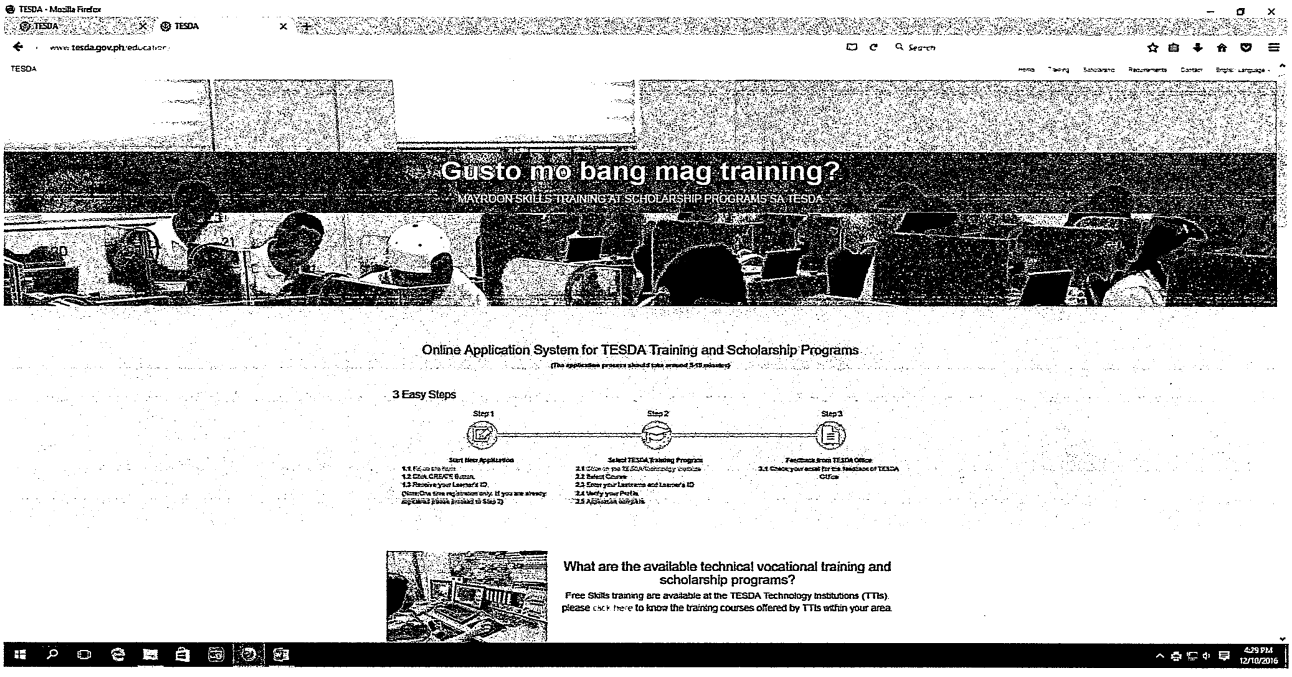
These Guidelines shall take effect immediately and shall supersede any issuance inconsistent hereof. Wide dissemination and strict implementation of this Circular by all concerned are hereby enjoined.

GUILING A. MAMONDIONG
Director General/Secretary

SAMPLE OF SCREENSHOTS FOR THE ONLINE APPLICATION



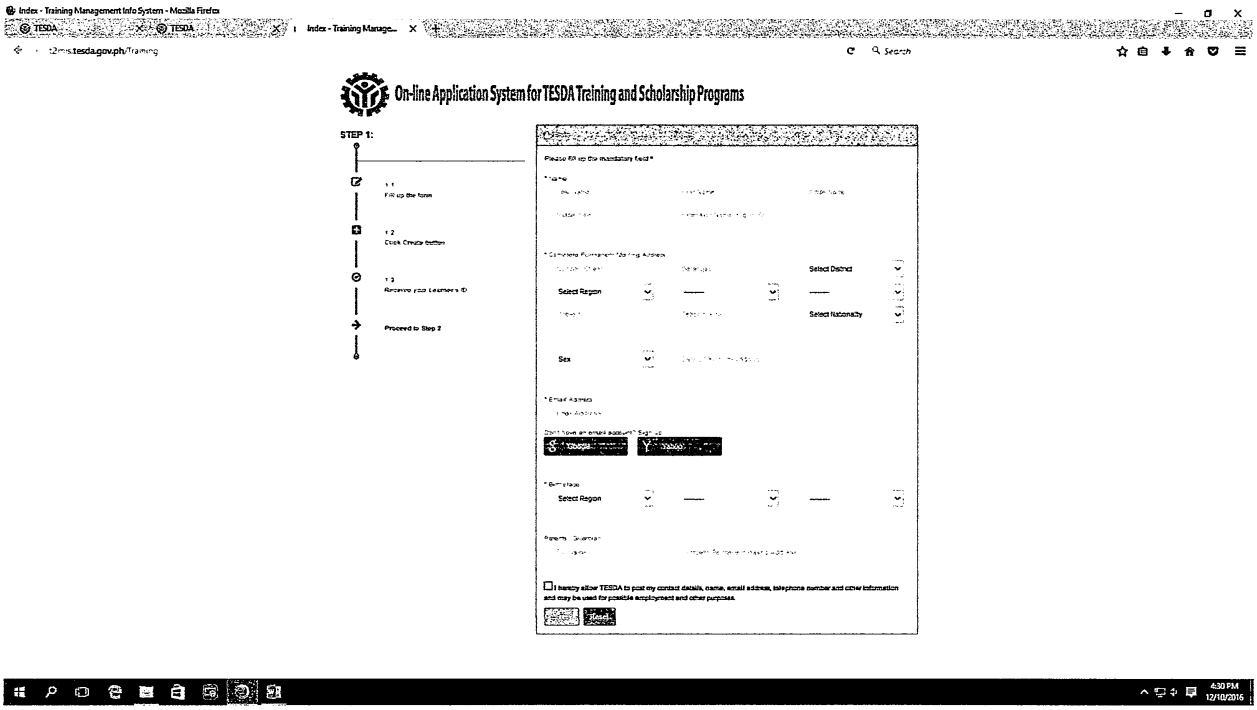
- Access the www.tesda.gov.ph or click the icons for the Online Application System
  Or using the www.tesda.gov.ph/education; www.tesda.gov.ph/barangay



Step 1. Start new application

1.1 Fill up the form

1.2 Click "CREATE" button



The Online Form to be filled-up by the applicants

In step 1.2, the interested applicant shall receive an automatic notification message below:

Thank you for registering with us!

Please note that you have provided us with the following details:

First Name: Ryon Leo

Middle Name: C

Last Name: Valdez

Learner ID: VRC-01-001-01028-001

...

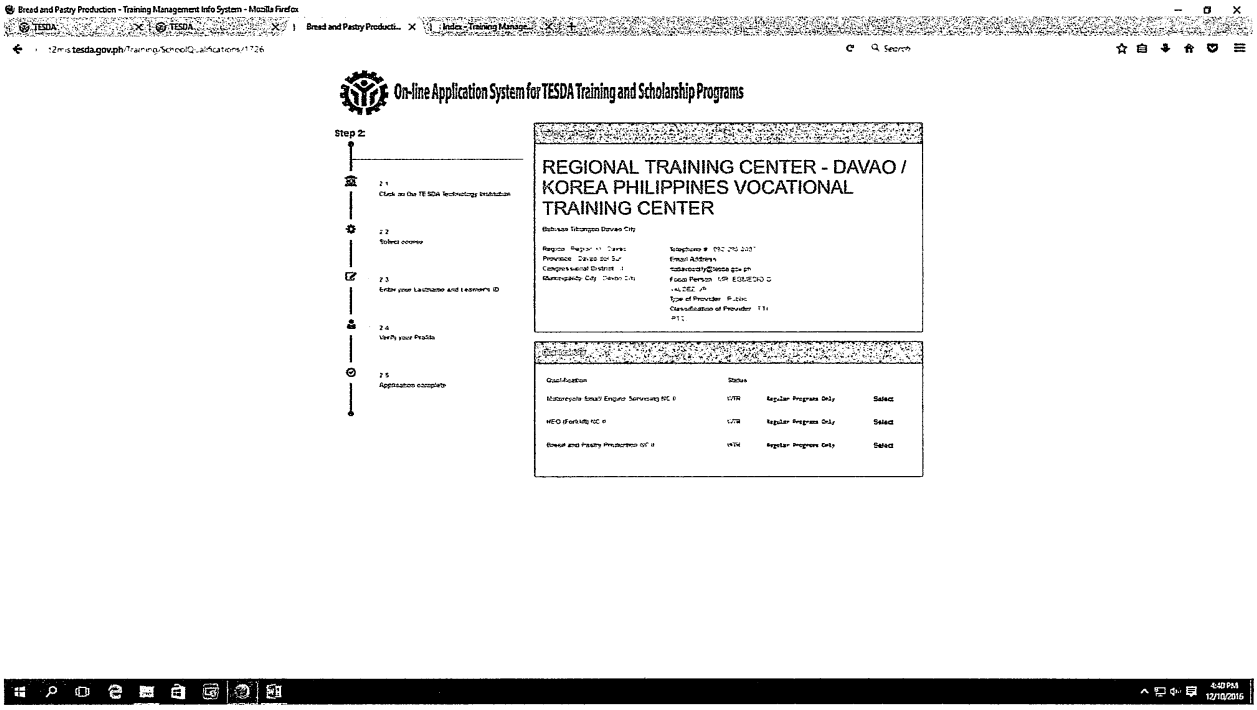
IMPORTANT: Please note that your LEARNER'S ID NUMBER is required to ensure your effortless enrollment in any TESDA Registered Courses.

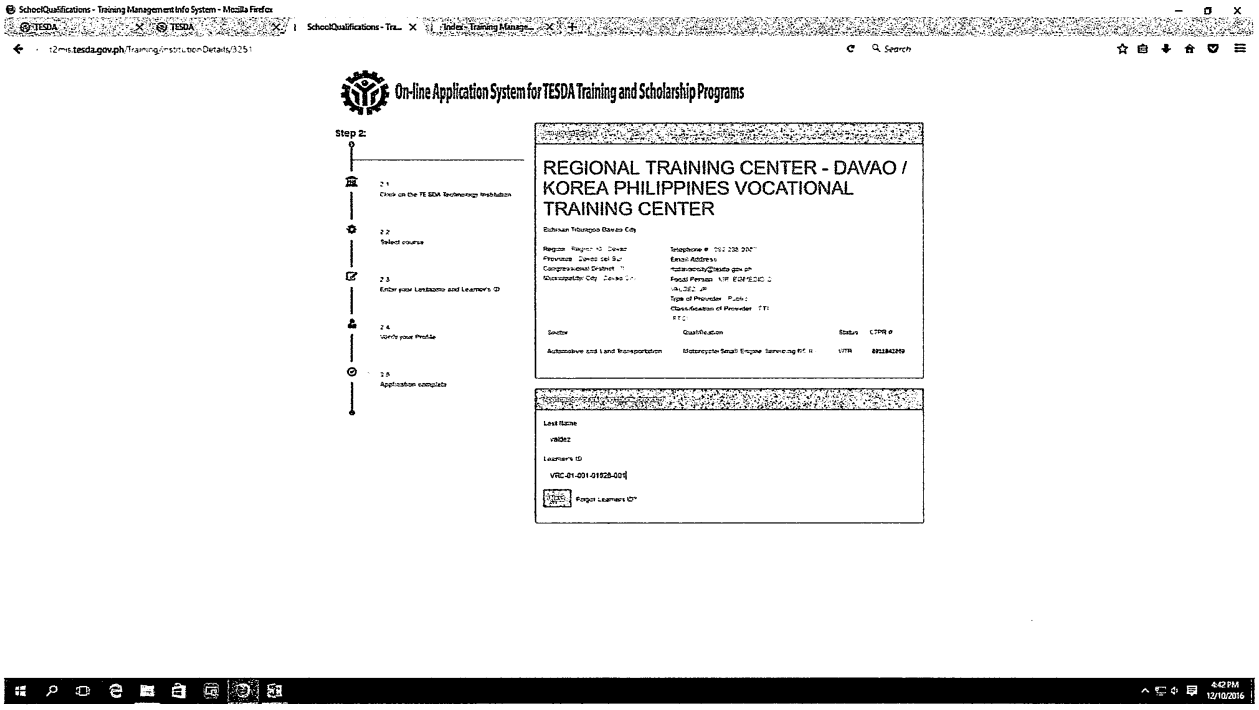
Step 2. Select TESDA Training Course

2.1 Select: Training Institution and course

2.2 Enter your Lastname and Learner's ID

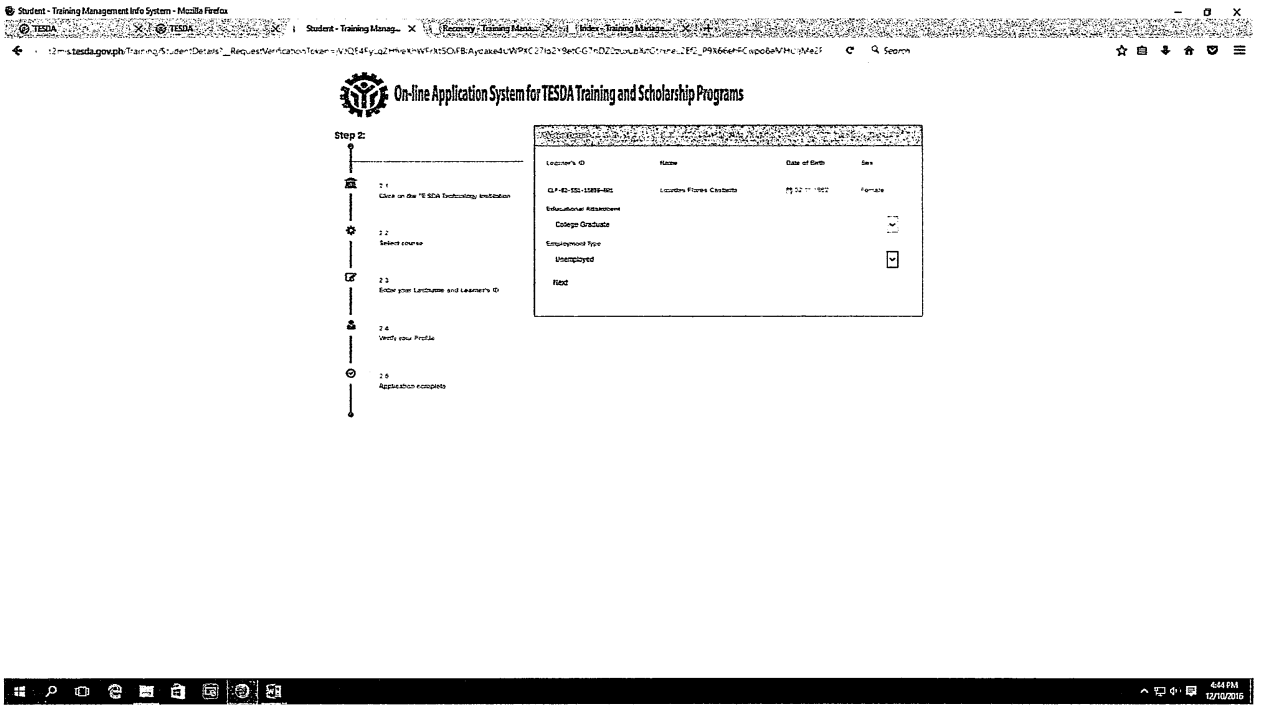
2.3 Verify your profile.



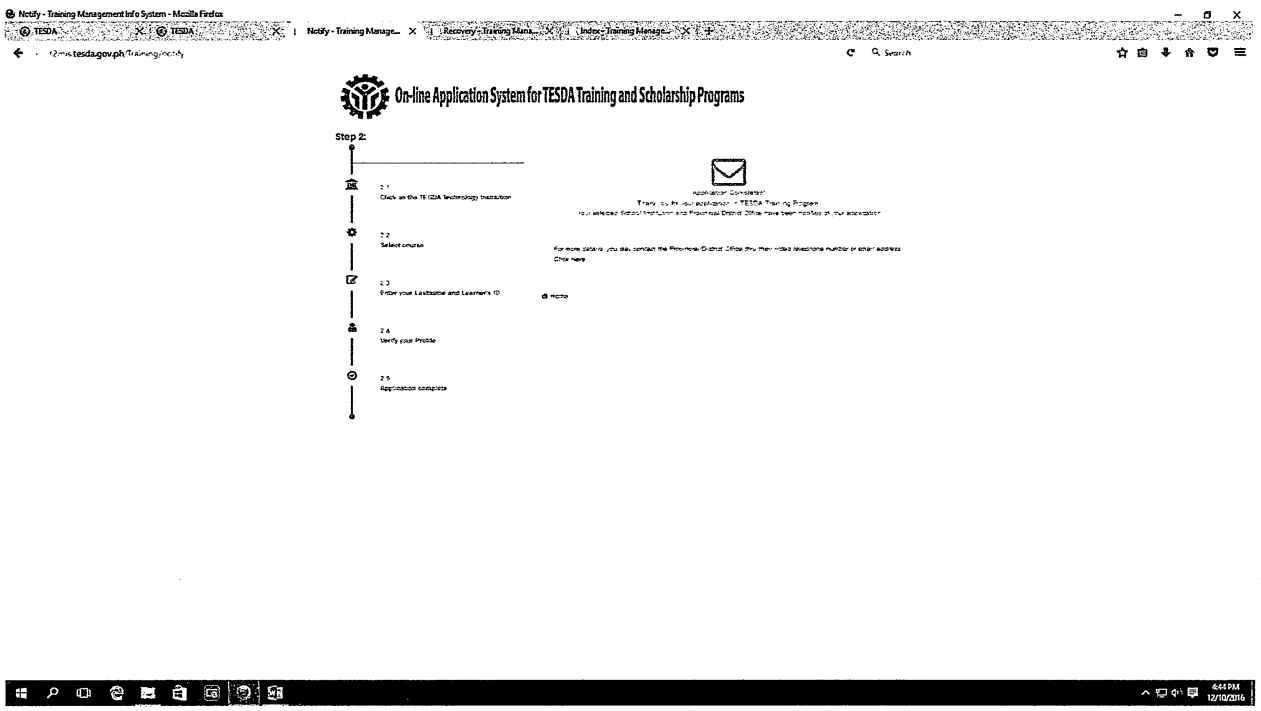


2.2 Enter your Lastname and Learner's ID

Note: In case you forgot your Learner's ID, just click on the FORGOT Learner's ID text below the box to access the recovery module to get your Learner's ID.



2.3 Verify your profile



After completing step 2 (2.1-2.4) by the interested applicant, an auto system notification below will be received by the TESDA Provincial Office and the applicant (this will be the 2nd message to the applicant):

An applicant is interested in TESDA training program

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First Name: RYON LEO

Last Name: VALDEZ

Contact no: 0202-020-2020

Learner ID: VRC-01-001-07012-001

email: ryonleovaldez@gmail.com

Course/Program: Animal Production (Poultry-Chicken) NC II

Message to the Applicant.

The Coordinator, TESDA Provincial Office will provide you feedback regarding your application the soonest time.

Thank you.

TESDA

Step 3. Feedback from TESDA Office

3.1 Check your email for the feedback of TESDA Office.