

TESDA CIRCULAR

Subject: Implementing Guidelines for the Tuklas Kasanayan Award		Page <u>1</u> of <u>7</u> pages Number <u>064</u> , series of 2022
Date Issued: October 25, 2022	Effectivity: As indicated	Supersedes:

In the interest of the service and to recognize and incentivize the exemplary performance of TESDA employees in research and development, the following guidelines on the implementation of the Tuklas Kasanayan Award is hereby issued:

I. BACKGROUND/ RATIONALE:

TESDA Circular No. 074 series of 2019 with subject "Revised TESDA-Program on Awards and Incentives for Service Excellence (TESDA-PRAISE) provides the revised policies for the implementation of TESDA-PRAISE. Section V of the Circular categorizes the types of awards, incentives and rewards under the TESDA-PRAISE. Item No. 2.1.2 of Section V under the Agency Category specifically defines the Tuklas Kasanayan Award as an *"...award conferred to employees who have contributed significantly to Technical Vocational Education and Technology (TVET) by way of studies, researches, inventions, ideas, and innovations that have made an overall impact to the organization as TVET authority."*

The Tuklas Kasanayan Award scheme shall be the platform to recognize the outstanding contributions of TESDA employees in the field of TVET research and development.

TESDA through the NITESD strengthened the advocacy of TVET Research and Development (R&D) through the conduct of capability building programs. And to further promote the conduct of R&D among TVET researchers both public and private and ensure that all researches are recognized, there is a need to:

1. Recognize, acknowledge and reward the excellent research works of TESDA researchers and external stakeholders in TVET;
2. Implement an incentive system for TESDA personnel who demonstrated exemplary performance in the conduct of technology research; and
3. Motivate industry stakeholders to participate in R&D projects and activities.

II. OBJECTIVES

The Tuklas Kasanayan Award aims to:

- Establish a mechanism to recognize and incentivize TESDA personnel accomplishments in ideas, studies, researches, projects, innovations and/or inventions that made an overall impact to the organization as TVET authority.
- Provide a platform where TESDA employees can promote and demonstrate their researches, projects, inventions and/ or innovations.

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- Increase stakeholders' awareness and promote participation in the research and development activities conducted by TESDA employees.
- Promote national, regional and provincial participation and likewise implement the TESDA-PRAISE.

III. SCOPE AND COVERAGE

This guideline covers the recognition mechanism for TESDA regular employees who have **completed** technology studies, researches, projects, inventions and/or innovations that made a positive impact to the organization as TVET authority and to the TVET ecosystem from 2016 up to one (1) year before the Call for Entries. Entries may be individual work and/or group work/project provided that the lead researcher is a permanent TESDA employee.

IV. MECHANICS OF IMPLEMENTATION

A. Administration and Management

1. During the first year of implementation of the Tuklas Kasanayan Award, the Technical Working Group (TWG) by virtue of TESDA Order No. 649 series of 2021 shall:
 - a. Develop the criteria and guidelines for the selection of winners;
 - b. Recommend to the TESDA PRAISE Committee and the Director General the winner/s for the award; and
 - c. Prepare and plan for the awarding ceremonies.
2. The National Institute for Technical Education and Skills Development (NITESD) shall be the office of primary responsibility (OPR) for the implementation of Tuklas Kasanayan Award. As OPR, NITESD will create working committees to plan and manage the implementation of the event.
3. Succeeding Tuklas Kasanayan Awarding ceremonies will be hosted by the Regional Offices on a rotation basis. The Regional Offices shall be informed of the schedule of hosting.

B. Call and Submission of Entries

- All entries shall be submitted directly to NITESD. Details of submission shall be indicated in the Call for Entries. Qualification requirements are as follows:
 - *Manuscript describing the completed research, project, invention and/or innovation duly notarized and endorsed by the head of the*

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unit/office and their Regional Director (guide for the manuscript is attached as Annex A).

- *Researches, projects, inventions and/or innovations that were completed within the prescribed period. The prescribed period shall be indicated in the Call for Entries.*
 - *Profile of researcher(s)/developer(s) (Annex B)*
 - *5~7-minute audio-video presentation about the research, project, invention and/or innovation (Annex C)*
- Regional Offices will be given access to the submitted entries for monitoring and reference for the regional evaluation.
 - Entries that were submitted within the allowed time frame shall be subjected to regional evaluation.

C. Regional Evaluation

- The TESDA Regional Offices shall create a Regional Evaluation Committee composed of the following to perform the evaluation of entries:
 - Sub-Committee on Support to TVET Provision of the RTESDC - Chair
 - One (1) representative from the Academe (State University and College or from a Technological University) - Member
 - One (1) representative from the Department of Science and Technology - Member
 - One (1) staff from the Regional Office - Secretariat
- A one-week regional evaluation period will follow after the collection of entries. Specific schedules will be indicated in the Call for Entries.
- Only entries with a score of **70 points and above** from the regional evaluation shall be endorsed for evaluation at the national level.

D. National Evaluation

- A panel of judges will be created to evaluate entries at the national level. The panel of judges shall be composed of the following:
 - One (1) representative from the TESDA Board
 - One (1) representative from the concerned Regional Office
 - Three (3) representatives from the Industry
 - One (1) representative from the Academe
 - One (1) representative from other relevant government agency

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- Awards shall be given in accordance with Section VI of this Circular.
- The national evaluation period will be done for one (1) week. The specific schedule will be indicated in the Call for Entries.

E. Awarding

- The Awarding Ceremony will be held during the National Innovation Day or TESDA Anniversary and will be hosted by NITESD.
- The awarding ceremony of the Tuklas Kasanayan Award for the succeeding years will be hosted by one region office to next. This is to give each region a chance to showcase the TVET innovations in their area.

F. Promotion

- The entries for national evaluation will be publicly posted in social media created by the NITESD. The viewers will be allowed to vote for the research/ project/ innovation that they believe had the greatest impact.
- All the winners will be posted on the TESDA social media page.

V. CRITERIA AND SCORING GUIDE

The Scoring Guide is attached as Annex D to this Circular for reference.

Criteria	Description	Weight
1. Innovativeness	Refers to the uniqueness/originality of the entry which present a creative or an out of the box idea to resolve a problem and/or created value adding opportunities	30
2. Project Impact	Refers to the breadth and depth of the problem resolved by the entry.	50
3. Replicability	Refers to the attainment of consistent results across studies aimed at answering and addressing the same issue/concern using new data or other new innovative methods.	10

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4. Marketability	Refers to the ability of the project/innovation to be sold or marketed at a certain price to generate profit/benefits.	10
		100

VI. AWARDS AND INCENTIVES

A. Top 3 Awards and Prize/Incentives

The award and incentives for the top 3 entries shall be as follows:

Awards	Description	Prize
1st place	Entry that garnered the highest overall score	Php25,000.00 and certificate
2nd place	Entry that garnered the 2 nd highest overall score	Php15,000.00 and certificate
3rd place	Entry that garnered the 3 rd highest overall score	Php5,000.00 and certificate

- Affiliated institutions of the winning entries shall be given a Plaque of Recognition.
- In case of a tie, the most number of social media votes/likes will get the upper hand of the award.

B. Special Awards and Prize/Incentives

Special awards to be given to exemplary entries are as follows:

Special Awards	Description	Prize
Most Innovative	<ul style="list-style-type: none"> ● Award given to a participant who brought forth (came up with) the most innovative entry. 	Certificate of Recognition

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Special Awards	Description	Prize
Best in Social Impact	<ul style="list-style-type: none"> ● Award given to a participant with research that benefits the environment (environmental impact); promotes Green TVET, and assistance to IPs. 	Certificate of Recognition
Most Responsive	<ul style="list-style-type: none"> ● Award given to a participant with research that provides the highest market potential based on market demands. ● Research/Project/Innovation with most market potential and significance 	Certificate of Recognition
Most Efficient	<ul style="list-style-type: none"> ● Award given to a participant with the best research/project conducted with low cost but with high impact. 	Certificate of Recognition
Viewers' Choice Award	<ul style="list-style-type: none"> ● Award given to a participant whose research/ project/ innovation captured the most number of likes from social media viewers 	Certificate of Recognition
Industry-Choice Award	<ul style="list-style-type: none"> ● Award given to a participant whose research/ project/ innovation received the best feedback/ endorsement from industry partners. ● Highest vote from industry representatives in the panel of judges 	Certificate of Recognition

C. Other Incentives

- Participants whose entries reach the national level will be awarded a Certificate of Commendation.
- All participants except those who reach the national level will be given a Certificate of Participation.

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- Top 10-15 entries will automatically be featured in the next release of the TESDA Technology Research and Development Exchange (TRADE) Journal and will be included in the repository of the research data bank at the TESDA ATVERC, both in hard and e-copy.
- The winners may be nominated to various local and international trainings and programs as the case may be.

VII. EVALUATION AND REPORTING

NITESD will run the program evaluation and submit reports for documentation and reference purposes.

This Circular shall take effect as indicated.



DANILO P. CRUZ
Director General



ANNEX A

MANUSCRIPT

- Instructions:
 1. Briefly describe the completed research, project, invention and/or innovation with the following information:
 - a. *How does it operate? Explain each process in detail.*
 - b. *How long has it been in operation?*
 - c. *What makes it innovative?*
 - d. *What is/are its benefit/s?*
 - e. *What critical issues/gaps in the training did it address?*
 - f. *How did the project, invention and/or innovation contribute to the understanding of the issues and provide practical implications for improving students' performance.*
 2. Name your manuscript file.
 3. Write in A4 page size, 12-pt Times New Roman font, 1" margins, double-spaced lines, and 0.5" paragraph indents.
 4. Add title page, page numbers, and a header.
 5. Add page breaks for each chapter.
 6. Proofread your work.
 7. The manuscript must be duly notarized and endorsed by the head of the unit/office and the Regional Director.



TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio
Taguig City, 1630

TUKLAS KASANAYAN AWARD 2022
Profile

● **INDIVIDUAL**

Name of the Researcher: _____

Area of Expertise: _____

Region : _____ **District/Province :** _____

Institution: _____

Title of Research/Innovative Project:

● **GROUP/TEAM**

Name of the Researcher 1: _____

Area of Expertise: _____

Name of the Researcher 2: _____

Area of Expertise: _____

Name of the Researcher 3: _____

Area of Expertise: _____

Name of the Researcher 4: _____

Area of Expertise: _____

Name of the Researcher 5: _____

Area of Expertise: _____

Region : _____ **District/Province :** _____

Institution: _____

Title of Research/Innovative Project:

ANNEX C

- *Outline of the Audio/Video presentation about the research, project, invention and/or innovation (in word format)*

(TITLE)

Name of Proponent/s

Introduction

Objectives

Procedure/Process/Steps undertaken

Operational procedure

Maintenance and service/system support, if any.

REGIONAL EVALUATION Marking / Scoring Guide

Title of Research/Innovation/Project: _____

Name of Researcher/s: _____

Criteria	Description	Weight	Raw Score	Weighted Score	1	2	3	Guide
Innovativeness (30%)	Refers to the uniqueness/originality of the entry which present a creative or an out of the box idea to resolve a problem and/or created value adding opportunities	30			The entry provided the following benefits to the institution/community? - improved productivity - reduced costs in training - increased competitiveness - improved brand recognition and value - opportunity for new partnerships and relationships - increased turnover and improved profitability	The entry applied/used existing technology and/or developed new technology to improve a product, process or service?	The entry developed a new technology to add value to existing product and/or process?	Did they use existing technology or developed new technology to improve a product or service? Evidence: - Manuscript related literature and impact - Videos and photo documentation of actual project application - Manual/User's Guide - Report of Income Generating Project (IGP)
Project Impact (50%)	Refers to the breadth and depth of the problem resolved by the entry				The entry addressed issues or opportunity/ies arising at the institutional or community level	The entry addressed issues or opportunity/ies arising at the provincial and/or regional level	The entry addressed issues or opportunity/ies arising at the inter-regional and/or national level	Evidence : - Full research work/paper - Published research - Certified True Copy of the Internal and External evaluation - Panel of Evaluators - Photo documentation of training activities where the entry was used/being used duly attested by the administrator - WorkPlan - Terms of Reference for the Entry/Activity (where the entry was used) - Project Proposal (for the Entry) - Trainees
	Training/ Training delivery	20						
	4th Industrial Revolution (IR)	10						
	Green TVET	10						
	Gender and Development (GAD)	10						

								Attendance Sheet - or any documentation proving the entry was used
Replicability (10%)	Refers to the attainment of consistent results across studies aimed at answering and addressing the same issue/concern using new data or other new innovative methods.	10			1-2 users adapted/ made use of/ applied/ utilized the entry	3-4 users adapted/ made use of/ applied/ utilized the entry	5 or more adapted/ made use of/ applied/ utilized the entry	
Marketability (10%)	Refers to the ability of the project/ innovation to be sold or marketed at a certain price to generate profit/benefits.	10			1-2 entities signified their intention to patronize the entry	1-2 entities patronized the entry	3 or more entities patronized the entry	Evidence: Can be any document that serves as confirmation that one has paid for a particular item/ proof of purchase e.g. Official Receipt/s; Signed Agreement to Procure; Sales Slip; etc.
TOTAL		100						

*Only entries with a score of 70 points and above from the Regional Evaluation shall be endorsed at the National Level.

Evaluated by:

**(Signature over Name)
Position/Designation
Date**