

# TESDA CIRCULAR

<b>Subject: Delegation of Authority in the Approval of Regional Qualification Maps/Project Proposals for the Implementation of TESDA Scholarship Programs</b>		Page 1 of 2 page/s Number <u>052</u> , series of 2022
<b>Date Issued:</b> 28 July 2022	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

In the interest of the service and to further streamline the implementation of the TESDA Scholarship Programs through the gradual decentralization of functions to the Regional Offices in line with the principle of area management, the following guidelines are hereby issued.

## I. COVERAGE

This Circular shall cover the TESDA Scholarship Programs with allocations which are directly released to the Regional Offices based on the General Appropriations Act (GAA), specifically the Training for Work Scholarship Program - RO Allocation (TWSP-RO) and Private Education Student Financial Assistance (PESFA). This shall also cover all TESDA Scholarship Programs with allocations which are for realignment by the RO/PO/DOs to another province/district/TVI/qualification including the corresponding adjustments to the costing/slots to ensure that the funds will be effectively utilized.

## II. GENERAL GUIDELINES

1. The approval of the Regional Qualification Maps (RQMs)/Project Proposals for TWSP-RO Allocation and PESFA are hereby delegated to the Regional Offices.
2. Likewise, the approval of the RQMs/Project Proposals for realignments under any TESDA Scholarship Program are also delegated to the Regional Offices if the realigned RQM is within the RO's original allotment based on the previously approved RQM. As per the Amended Omnibus Guidelines for TESDA Scholarship Programs under the New Normal<sup>1</sup>, scholarship allocations may be realigned by the RO/PO/DOs through the resubmission of another QM due to certain conditions such as, but not limited to, the following:
  - a. NISP findings;
  - b. Closure of the TVI;
  - c. Lack of available trainers;
  - d. Insufficient number of interested applicants;
  - e. Time constraints in completing the training program within the year;
  - f. Postponement due to force majeure (e.g. natural calamities, lockdown/community quarantine); or
  - g. Accumulation of unutilized slots.
3. The signing authority in the RQMs (Annex A) for the aforementioned programs shall be as follows:

	<b>Signatory</b>
<b>Evaluated by</b>	Regional Scholarship Focal
<b>Endorsed by</b>	Regional Operations Division Chief
<b>Approved by</b>	Regional Director

<sup>1</sup> Sec. VIII.5.12 of TESDA Circular No. 040, s. 2022 - Amended Omnibus Guidelines for TESDA Scholarship Programs under the New Normal



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<b>Subject: Delegation of Authority in the Approval of Regional Qualification Maps/Project Proposals for the Implementation of TESDA Scholarship Programs</b>		Page 2 of 2 page/s Number <u>052</u> , series of 2022
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4. The signing authority for the applicable programs with Project Proposals (Annex B) shall be as follows:

	<b>Signatory</b>
<b>Prepared by</b>	Project Proponent/Training Provider
<b>Evaluated and Endorsed by</b>	Provincial Director
<b>Approved/Disapproved by</b>	Regional Director

5. The preparation/generation of RQMs shall be based on the approved Regional Scholarship Allocation Plan (RSAP).
6. For realignments, the ROs must consider the following:
- The realigned RQM is within the RO's original allotment based on the previously approved RQM;
  - For STEP and UAQTEA, the qualification/program and slots of the realigned RQM must be similar with the previously approved RQM; and
  - For RCEF, the qualification/program will be implemented in the priority provinces identified by the DA.
7. The ROs shall immediately upload the approved RQMs/Project Proposals in the Scholarship Information System (SIS) within one (1) day from approval. The ROs shall also submit the relevant supporting documents relative to the approved RQMs/Project Proposals to the Scholarships Management Division (ROMO-SMD).
8. The ROMO-SMD shall closely monitor the approval of RQMs/Project Proposals in the RO level to ensure compliance with the existing scholarship guidelines and all other related issuances.
9. The approval of all other RQMs for scholarship programs with centrally-managed funds shall still be in accordance with the provisions stated in TESDA Circular No. 040, series of 2022 with the subject "Amended Omnibus Guidelines for TESDA Scholarship Programs under the New Normal".

This Circular takes effect as indicated and shall supersede any issuance inconsistent herewith.

  
  
**DANILO P. CRUZ**  
Director General



**Technical Education and Skills Development Authority  
 FY \_\_\_\_ (Scholarship Program)  
 REGIONAL QUALIFICATION MAP (RQM)**

Region : \_\_\_\_\_  
 Contact No : \_\_\_\_\_

E-mail Address: \_\_\_\_\_

RQM Number: \_\_\_\_\_

Province	PQM Code	RQM Code	Name of TVI	Qualification Title/Cluster or Competency	No. of Slots	Total Amount	Remarks
<b>TOTAL:</b>					-	-	

Evaluated By: \_\_\_\_\_  
 Regional Scholarship Focal

Endorsed By: \_\_\_\_\_  
 Regional Operations Division Chief

Approved By: \_\_\_\_\_  
 Regional Director

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

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

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





Region:  
 Province:  
 RQM Code No.:

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

### PROJECT PROPOSAL

<b>I.</b>	<b>Name of the Project/Qualification Title:</b> <i>State the Name of the Project/Qualification Title, Sector</i>																												
<b>II.</b>	<b>Proponent's Name and Address:</b> Contact Person: Contact Details: <b>Training Provider's Name and Address</b> (if different from above): Contact Person: 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> <i>(hours/days)</i> <b>B. Training Venue:</b> <b>C. Training Program Design:</b> <b>D. Trainer:</b> <b>E. Learners' Profile:</b>																												
<b>V.</b>	<b>Cost Breakdown:</b>  <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 45%;">Particulars</th> <th style="width: 15%;">Unit Cost</th> <th style="width: 15%;">No of units/ Pax</th> <th style="width: 25%;">Total Cost</th> </tr> </thead> <tbody> <tr><td>A. Training Cost</td><td></td><td></td><td></td></tr> <tr><td>B. Assessment Fee</td><td></td><td></td><td></td></tr> <tr><td>C. Accident Insurance</td><td></td><td></td><td></td></tr> <tr><td>D. Training Support Fund</td><td></td><td></td><td></td></tr> <tr><td>E. Workshop Uniform</td><td></td><td></td><td></td></tr> <tr><td>F. New Normal Assistance</td><td></td><td></td><td></td></tr> </tbody> </table> <b>GRAND TOTAL</b> : <u>(Total Cost of A + B + C + D + E + F)</u> <b>PER CAPITA COST</b> : <u>(Grand Total/No. of Pax)</u>	Particulars	Unit Cost	No of units/ Pax	Total Cost	A. Training Cost				B. Assessment Fee				C. Accident Insurance				D. Training Support Fund				E. Workshop Uniform				F. New Normal Assistance			
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**VI. Project Rationale**

*Describe briefly the reason for proposing the project including its background. State its relevance on how will the project contribute to the goals of the agency and to the objectives of the TESDA Scholarship Programs. Justify its urgency in terms of the demand or needs of the industry/sector/area/target clientele.*

**VII. Expected Output:**

*Total Number Enrolled:  
Total Number Graduates:  
Total Number Assessed:  
Certification Rate:  
Employment Rate:*

*other expected output e.g.  
anticipated outcome of training-cum-production, or other objectives related to improving productivity, enhancing 21<sup>st</sup> Century Skills, or product improvement/innovation/diversification.*

**VIII. Project Implementation Arrangements, Monitoring and Evaluation:**

*Describe briefly the implementation arrangement of the project, including responsibilities, training delivery schemes, coordination and monitoring mechanisms, reports to be submitted, and reporting timeline. It should clearly define the parameters for the achievement of objectives and project results as stated in the Project Rationale and Expected Output.*

**Prepared by:**

**Evaluated and Endorsed by:**

\_\_\_\_\_  
Project Proponent/  
Training Provider

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

**Approved**

**Disapproved**

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