TESDA CIRCULAR

SUBJECT: Implementing Guidelines on the Responsibilities and Obligations of TESDA in its Partnership with the DND		Page **1** of **5** page No. 074, Series of 2020
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This Circular is issued to define the responsibilities and obligations of the different operating units of TESDA in implementing programs and services covered under its partnership with the Department of National Defense (DND).

I. STATEMENT OF POLICY

1. Section 28 of Republic Act No. 7796, otherwise known as the TESDA Act of 1994, mandates that the Authority shall design and implement an effective and efficient delivery system for quality technical education and skills development opportunities, particularly in disadvantaged sectors, with new tools of wealth creation and with the capability to take on higher value-added gainful activities and to share equitably in productivity gains.

2. The TESDA Abot Lahat banner puts in place the commitment for better service delivery through expanding its reach to serve and provide sectors and clients especially in far flung areas with skills training for employment opportunities and other gainful activities towards improved and productive lives.

3. The MOA between TESDA and DND signed and issued on 15 May 2020, provides for the partnership arrangements, scope of cooperation and obligations of both parties in the implementation of the program for the identified personnel of the latter Agency.

II. DEFINITION OF TERMS

1. *Community-Based Trainer* – a person recognized by TESDA to handle a Community-Based Training program. An individual with Trainers Methodology Certificate and National Certificate in accordance with TESDA Board Resolution No. 2017-31 are qualified as Community-Based Trainer.

2. *Community-Based Training* – short term programs conducted by Non-Government Organizations (NGO), LGUs, training centers and other TVET providers which are intended to address the specific needs of a community which may be delivered in an informal and formal setting in the community. This includes the Mobile Training Program and extension programs of public and private TVIs. These are programs implemented with TESDA assistance. *(Memorandum No. 181 s. 2019 as cited in the 2019 TVET Glossary of Terms)*

3. *Community-Based Trainers Methodology Course* – refers to the specialized methodology training in delivering Community-Based Training program.

4. *DND CBT Trainers* – refers to the DND-identified personnel and recognized as Community-Based Trainer for Community-Based Training programs.

5. *DND-Identified Personnel*-refers to the uniform and non-uniform employees of DND, including those with the Arm Forces of the Philippines.

6. Skills Profiling - refers to the process of identifying the current skills of an individual and the required skills necessary to fulfill a task or activity. It also determines the appropriate training intervention to update or upgrade existing skills and/or to capacitate for additional skills needed for career shifts.

III. SCOPE AND COVERAGE

The guidelines shall cover the delivery of programs and services within the following areas of cooperation with DND: 1) Education and Training, 2) Trainers development, 3) Facilities and equipment-sharing for training and assessment, and 4) Competency Assessment and Certification, subject to existing rules and regulations of TESDA and DND.

IV. GENERAL PROVISIONS IN THE IMPLEMENTATION OF PROGRAMS AND SERVICES

A. Conduct of Skills Profiling for the DND Personnel

1. The TESDA Regional Office/Provincial Office (ROPO) in cooperation with its DND counterpart in the region/province shall conduct a skills profiling among the latter's personnel to establish appropriate TVET interventions.

2. A Training Plan that maps the TVET program for the DND-identified personnel shall be prepared jointly by TESDA and DND in the region/province as reference in the development and implementation of TVET programs.

B. Conduct of Competency Assessment and Skills Training Programs for the DND Personnel

1. The DND-identified personnel with prior learning or current competencies within any of the certifiable qualifications shall be allowed to directly undergo competency assessment for national certification to be conducted by any of the TESDA Assessment Centers, subject to existing guidelines of the Philippine TVET Competency Assessment and Certification System (PTCACS).

2. Based on the Training Plan formulated, the TESDA ROPO through the TTIs and in collaboration with its DND counterpart in the region/province shall facilitate the required skills training of the DND-identified personnel.

3. The TTI shall coordinate the conduct of free competency assessment for DND-identified personnel who completed the skills training program.

C. Implementation of the Trainers Development Program for DND Personnel

1. The National Institute for Technical Education and Skills Development (NITESD) shall develop the curriculum on Community-Based Trainers Methodology Course (CBTMC) for use in developing the DND Community-Based Trainers, who can be tapped to conduct Community-Based Training programs for Indigenous People and former rebels, among others. The approved CBTMC Curriculum shall be issued to the TESDA ROPOTI.

2. The National TVET Trainers Academy (NTTA) shall conduct the CBTMC for the DND-identified personnel within National Capitol Region. The TESDA ROPO shall identify the TESDA Technology Training Institutions (TTIs) that will conduct the CBTMC in their respective regions.

3. The DND-identified personnel must have the following entry requirements to be able to attend the CBTMC: a) must be able to read and write, b) must possess the technical competencies in the qualification or skills training to be delivered, and c) must be able to speak the local dialect or regionally spoken language in the target community.

4. The TESDA Provincial/District Office shall issue the Certificate of Recognition to the DND-identified personnel who completed the CBTMC. Thereafter, they shall be included them in the registry or pool of Community-Based Trainers in the region.

D. Implementation of the Community-Based Training Programs

1. The TESDA Provincial Office shall coordinate with the DND for the deployment of the TESDA trained-DND Community-Based Trainers to conduct Community Based Training (CBT) programs for Indigenous Peoples, former rebels, among others in the far-flung communities, especially those covered under EO 70.

2. The identified TESDA Technology Institution shall coordinate with its DND counterpart in the region/province for the use of the latter's facilities, equipment and vehicles in the conduct of the CBT, when needed and available.

3. The TESDA Provincial Office and the implementing TTI shall ensure that the graduates of the CBT program undergo competency assessment, provided, that the program conducted is within the certifiable qualifications and Competency Assessment Tools are available.

E. Scholarship Program

1. The conduct of the CBTMC and skills training for the DND-identified Personnel, including their Competency Assessment and Certification, shall be funded through the Training for Work Scholarship Program, subject to existing and applicable guidelines and availability of fund.

2. The CBT programs shall be funded from the scholarship budget through the existing and applicable scholarship programs or project-based proposals.

F. Monitoring and Evaluation

1. Training evaluation shall be facilitated by the TTI for every training conduct to ensure continuous improvement in the management and implementation of CBT programs.
2. Consistent with TESDA Circular No. 02, 2017 or the TESDA Training Monitoring Information System (T2MIS) Implementing Policies and Guidelines, the monitoring reports of enrollees and graduates monitoring reports, shall be submitted to the T2MIS by the implementing TTI.
3. The TESDA Provincial Office shall submit periodic implementation reports to the Regional Office. The TESDA Regional Office shall prepare and submit a consolidated regional report to the TESDA Central Office through the Regional Operation Monitoring Office.
4. The Office of the Deputy Director General for TESDA Operations through the Regional Operation Monitoring office (ROMO) shall submit monitoring reports to the Joint Technical Working Group that is established for the effective implementation of the Memorandum of Agreement between TESDA and DND.

V. SEPARABILITY CLAUSE

This Circular maybe revised, amended or modified only through a written instrument duly approved by the Director General. If any of the provisions of this Circular is declared invalid, the other parts not affected shall remain valid and operational. Any provision of this Circular that is found inconsistent with the Joint Implementing Guidelines that will be formulated by the Joint Technical Working Group, composed of representatives from TESDA and DND, shall be subject for amendment.

VI. EFFECTIVITY

This Circular takes shall take effect as indicated and shall remain valid and enforced unless rescinded or superseded prior to the expiration of the MOA.

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