TESDA CIRCULAR

SUBJECT: **Establishing a Job Linkaging and Networking Services in Public and Private TVIs and TTIs**		**Page No. 1 of 5 pages** **Number 38 , series of 2016**
Date Issued: **September 22, 2016**	Effectivity: **Immediately**	Supersedes:

I. RATIONALE

With the call of President Rodrigo Duterte to combat poverty, and with the Two-Pronged Direction of TESDA in Poverty Reduction calling for new mechanisms to hasten the employment seeking period as close as possible to the time that TVET graduates were certified, TESDA is establishing a delivery platform to facilitate job hunting for TVET graduates and alumni by providing them services and information to land a job to be referred to as TESDA Job Linkaging and Networking Services (JLNS)

The programs and services to be provided by the various functionalities of JLNS are all geared towards providing job seekers the various ways and means to gain access to immediate employment opportunities.

JLNS does not seek to duplicate the employment facilitation services of the Department of Labor and Employment (DOLE) but rather to support and complement it in order to provide more opportunities for job seekers especially the TVET graduates and alumni.

II. DEFINITION OF TERMS

Job Linkaging and Networking Services (JLNS)– a four-platform delivery service by TESDA to provide job seekers relevant Labor Market Information (LMI), strategies, approaches and techniques in looking for job opportunities in the easiest and most systematic manner.

Job Seeker – a TVET graduate and alumni who is actively looking for employment.

LMI = Labor Market Information includes all quantitative or qualitative data and analysis related to employment and the workforce. The goal of LMI is to help customers make informed plans, choices, and decisions for a variety of purposes, including business investment decision making, career planning and preparation, education and training offerings, job search opportunities, hiring, and public or private workforce investments.

III.OBJECTIVES

1. Shorten the length of job search; and
2. Provide practical information on job searching.
3. Establish a post training assistance to graduates and alumni

IV. DESCRIPTION

A. Delivery Platforms of JLNS

1. Private and public TVIs/TTIs shall establish JLNS in their respective institutions to facilitate the employment of their clientele.
2. The JLNS shall have four delivery platforms namely:
   a. Blue Desk Platform (BDP),
   b. Information Education Communication Platform (IECP),
   c. Networking and Linkaging Platform (OLP) and
   d. Guidance and Training for Employment Platform (GTEP).
3. The services of each platform are classified into direct provision and indirect provision, in reference to the mode of transaction with the clientele. The direct providers are BDP and GTEP and the indirect providers are the IECP and OLP.
4. With indirect provision, some units would need intermediaries (e.g. networked organizers of jobs fairs) who shall be the face-to-face or direct providers of this facility.

B. The Clientele of JLNS

The clientele of JLNS are job seekers specifically segmented into TVET graduates and alumni sharing a common need – to be employed at the shortest possible time.

V. STRUCTURE AND FUNCTIONS

A. Blue Desk Platform

1. Provide frontline service for client inquiries on the following: job vacancies/opportunities, Scholarships, and TVET programs.

2. Disseminate Labor Market Information (LMI) using digital and printed materials using IECs.
3. Establish linkages with government such as PESO, DOLE or public employment office and private organizations for LMI and employment services and others.
4. Establish and maintain database of client served and profiled.
5. Provide Post-Training Career Advising, and other similar activities.
6. Refer and/or link TVET graduates to government and non-government organizations for business development support.

B. Information Education Communication Platform (IECP)

1. Source, develop, modify and package both digital and printed information materials.
2. Link up with websites engaged in direct provision of employment facilitation to TVET graduates.
3. Provide Labor Market Information (LMI), job opportunities and other hard copy materials to the Blue Desk for face-to-face dissemination to job seekers.
4. Monitor the employment status of graduates.

C. Networking and Linkaging Platform (NLP)

1. Network with Industry Linkages Development Officer (ILDO), Public Employment Service Office (PESO), Community Training and Employment Coordinator (CTEC), DOLE's Bureau of Local Employment (BLE) and the Philippine Overseas Employment Administration (POEA) for possible local and foreign job opportunities.
2. Coordinate with agencies organizing job fairs for information dissemination through Blue Desk and IECP.
3. Provide a link to job facilitation websites/web portals such as PhilJobnet, JoFom, Jobstreet and others.
4. Establish formal arrangements with financing institutions (GAs, GOs, NGOs) that can provide capital or initial fund for the establishment of entrepreneurial activities.
5. Initiate linkage with industries/companies particularly on the partnership arrangement in dual training system, apprenticeship program and other enterprise-based modalities.
6. Organize alumni associations to coordinate and facilitate job linkaging and networking services, provision of skills upgrading and entrepreneurship training.

D. Guidance and Training for Employment Platform (GTEP)

1. Provide advising services based on up-to-date LMI.
2. Provide guidance and training for employment.
3. Provide structured programs on employability and life skills trainings/ seminars.
4. Assess the entrepreneurial inclination of TVET graduates and provide advice.
5. Provide entrepreneurship training for graduates who are inclined to be entrepreneurs.
6. Conduct Career Profiling (YP4SC).

VI. PROGRAMS AND SERVICES

Through the JLNS, public and private TVIs and TTIs shall equip the TVET graduate and alumni with relevant information, techniques and strategies to find an employer. The range of programs and services that JLNS shall provide to its clients are as follows:

1. Monitoring of information on clients served, hired, referred;
2. Labor Market Information (LMI);
3. List of Job Opportunities;
4. Links to web portals and web-based materials;
5. Social network links on job hunting;
6. Information dissemination on Job Fairs;
7. Links to government agencies dealing with employment facilitation services;
8. Advising based on LMIs and looking for job opportunities;
9. Training/seminar on life skills and job interviews;
10. Provision of EGACE statistics;
11. Assessment for Personal Entrepreneurial Characteristics (PECs); and
12. Entrepreneurship training.

VII. PROHIBITIONS

1. TVIs and TTIs are prohibited from recruiting workers for local or foreign employment either directly or indirectly or in whatever form as defined in Republic Act No. 8042 "Migrant Workers and Overseas Filipinos Act of 1995."

Local employment of graduates and alumni must be referred to the DOLE-BLE and/or PESO while overseas employment to the POEA.

2. TVIs and TTIs are also prohibited from providing a list of graduates and alumni to any recruiters.

VIII. CORPORATE SUPPORT

The TESDA Provincial Offices shall share the Registered Workers Assessed and Certified (RWAC) on a monthly basis to the DOLE and in return, request the DOLE- Bureau of Local Employment to share their updated LMI on a monthly basis for dissemination to the TVIs and TTIs.

IX. MONITORING AND REPORTING

1. The Job Linkaging and Networking Services shall be included as a requirement for the UTPRAS and included in the compliance audit of all TTIs and TVIs.
2. TVIs and TTIs shall submit a monthly report on the program and activities undertaken to the TESDA Regional Office for consolidation. This report shall form part of the required monthly reporting and monitoring system of the Authority.

X. EFFECTIVITY

This Circular shall take effect as indicated and supersedes any other issuance/s inconsistent herewith.

GUILING A. MAMONDIONG
Director General/Secretary