TESDA CIRCULAR

SUBJECT: 2016 Procedures and Criteria on the Selection of Best Industrial and Training Coordinators, and Best DTS and DTP Partnerships		Page 1 of 12 pages No. 37 series of 2016
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I. RATIONALE

Being the premier agency for the development of the Technical Vocational Education and Training (TVET) in the country, the Technical Education and Skills Development Authority (TESDA) is mandated to develop and manage the effective and efficient delivery of technical-vocational (tech-voc) education and training in the country.

One instructional modality being promoted by TESDA is the Dual Training System (DTS), enacted on February 25, 1994 under R.A. 7686. DTS was institutionalized and adapted utilizing two venues of learning, namely, the school or training center and its partner establishments.

As a transitory implementation strategy, the training provider may utilize a training delivery method called the Dualized Training Program (DTP). DTP is a transitory phased wherein the schoos/training centers utilizes at a given time one or two of the 5 elements of DTS as defined in RA 7686 and gradually transform its training program into a full DTS.

Since its implementation, TESDA has recognized the need for conducting various promotion and advocacy activities to publicize the benefits of the DTS and DTP and entice tech-voc institutions (TVIs) and establishments to implement it. In the past, these have included the conduct of national and one international DTS congress as well as the annual celebration of DTS week.

To attract more interest in the Dual Training System, and to further bolster the support the training modality has been enjoying from its implementers, TESDA initiated the Search for the Outstanding Industrial/Training Coordinators and Best DTS Partnership Awards in October 2003.

The Outstanding Industrial/Training Coordinators Awards are given yearly to employees of both establishments and TVIs for their performance in organizing and supervising training in both venues. Likewise, the Best DTS Partnership Award is given in recognition of the exemplary relationship established between a TVI and its partner establishment. This year, to ensure an even wider selection field of candidates, the awards has included implementers of Dualized Training Programs.

II. OBJECTIVES

Generally, the Search for Outstanding Industrial and Training Coordinators aims to honor the exemplary contributions of various industrial/training coordinators in the promotion and implementation of DTS and DTP across the country. It also serves as a venue for establishing a network of industry/training coordinators, for sharing best practices, and forging partnerships between institutions and industry.

Specifically the Awards shall:

1. Give recognition to Industrial/Training Coordinators who have shown commendable performance in the promotion and implementation of DTS and DTP in their respective schools and companies;
2. Give recognition to the schools and companies that have successfully adopted dual training and their unique partnership arrangements; and
3. Sustain active participation and commitment in the continuous promotion, implementation and adoption of dual training by various stakeholders.

III. CATEGORIES

There are two (2) award categories that cater to both **Dual Training System (DTS)** and **Dualized Training Program (DTP)** implementers in recognition of their efforts to promote and implement the Dual Training concepts. Each award category is further divided into 3 sub-categories:

Category 1: DTS Implementers	Category 2: DTP Implementers
1. Best Industrial Coordinator	1. Best Industrial Coordinator
2. Best Training Coordinator	2. Best Training Coordinator
3. Best DTS Partnership	3. Best DTP Partnership

A nominee (IC, TC, school or company) can only enter in one category according to the type of dual training (DTS or DTP) they are involved with and/or implementing.

1. **Best Industrial Coordinator**

An Industrial Coordinator (IC) plays a major role towards an effective implementation of the Dual Training System. The primary task of an IC is to serve as link between the school and the company; it helps them accomplish the key objective of the school by developing and monitoring an efficient and effective DTS and DTP and at the same time maintaining a high quality of in-

plant training.

2. **Best Training Coordinator**

A Training Coordinator is a skilled person employed by the establishment and who, aside from performing his regular duties and tasks, has the responsibility of supervising, organizing, planning, implementing and evaluating the training of trainees in the company. He is a person who has acquired a substantial work experience and qualifications to train others or the trainees on the job according to the training plan.

3. **Best DTS and DTP Partnerships**

These awards are given to DTS and DTP school-company partnerships that have meritoriously exemplified the effective and successful implementation of a DTS and DTP program as benchmarked against the five (5) major provisions of the DTS legal framework.

IV. DISQUALIFICATION

The following are disqualified to join the search:

1. Past National Awardees
2. Candidates/Nominees who have failed to submit the necessary requirements
3. Candidates/Nominees whose documents were submitted past the given deadlines

V. LEVELS OF SEARCH

1. The selection process shall be undertaken at the provincial/district, regional and national levels.
2. Winners at the provincial level shall compete at the regional level and the regional winners shall compete for the National Award.

VI. MECHANICS OF IMPLEMENTATION

1. Advocacy and Promotion

Advocacy and promotional activities shall be done at all levels using multi-media and other channels of communication.

2. **Organization of Selection Committees**

There shall be Selection Committees to be organized at national, regional and provincial levels.

The composition of the Provincial/District and Regional Selection Committees shall be determined by the secretariat led by the Provincial or Regional Director, as the case may be. It must be ensured that the Selection Committees are made up of individuals capable of rendering impartial judgment and be composed of a maximum of one representative from each of the following: a) TESDA, b) an association of schools/institutions, c) local government, d) the labor sector and e) industry.

The **National Selection Committee** shall be chaired by a TESDA Board Member , Co-chaired by the Executive Director of the Partnerships and Linkages Office (PLO), and composed of a representative from each of the following: a) the Chamber of Commerce and Industry, b) an Association of Schools/Institutions and c) the Labor Sector.

The composition and functions of the Selection Committees are the following:

2.1 Provincial/District Selection Committee:

Composition:

Chair	– Chair of the PTESDC/DTESDC
Co-Chair	– Provincial Director, TESDA
Members	– Representative from the Association of School/Institutions in the Province (1) – Representative from the Local Government Units (1) – Representative from the Labor Sector (1)
Secretariat	– The TESDA Provincial/District Director shall assign staff/s to assist the selection committee during the deliberation.

Functions:

1. Review the result of the initial evaluation conducted by the Secretariat.

2. Deliberate and agree on the final assessment rating per criterion on individual nominee.
3. Prepare summary of all the candidates'/nominees' assessments/ ratings.
4. Declare the provincial/district winners and endorse them to compete in the Regional Search.

2.2 Regional Selection Committee:

Composition:

Chair	– Chair of the RTESDC
Co-Chair	– Regional Director, TESDA
Members	– Representative from the Association of School/Institutions in the Region (1)
	– Representative from the Regional Chamber of Commerce (1)
	– Representative from the Labor Sector (1)
Secretariat	– The TESDA Regional Director shall assign staff/s to assist the selection committee during the deliberation.

Functions:

1. Review the result of the initial evaluation conducted by the Secretariat.
2. Deliberate and agree on the final assessment rating per criterion on individual nominee.
3. Prepare summary of all the candidates/nominees and their corresponding assessments/ratings.
4. Declare the Regional Winners and endorse them to compete in the National Search.
5. Confer the Awards to the Regional winners in a fitting Regional Awards Ceremony.

2.3 National Selection Committee:

Composition:

Chair	– TESDA Board Member
Co-Chair	– Executive Director, PLO
Members	– Representatives of Schools/Institution Association
	– Representative from the Chamber of Commerce

and Industry
- Representative from the Labor Sector

Secretariat
- PLO/PIAD shall provide assistance to the Committee

Functions:

1. Review the result of the initial evaluation conducted by the Secretariat.
2. Deliberate and agree on the final assessment rating per criterion on individual nominee.
3. Prepare summary of all the candidates'/nominees' assessments/ ratings.
4. Declare the National Winners.

3. **Provincial/District Search**

3.1 The Provincial/District Office accepts nominations coming from public/private institutions, companies, stakeholders and other dual training implementers.

3.2 Each Provincial/District Office is encouraged to have one (1) candidate for each sub-category (please refer to the table under II Categories of the Awards, page 2). These candidates will be subjected to documentary assessment and interview by the Provincial/District Selection Committee.

3.3 Provincial/District Awardees declared by the Selection Committee shall be endorsed to the TESDA-Regional Office to compete for the Regional Award. Endorsement should include all authenticated documentary evidences of the winners.

4. Regional Search

4.1 The Regional Office shall accept Provincial/District Awardees endorsed by the Provincial/District Offices together with all the authenticated documentary evidences.

4.2 The Regional Selection Committee shall then conduct documentary assessment, and interview of the Provincial/District Awardees to select Regional winners.

4.3 Regional awardees declared by the Selection Committee shall be endorsed to the National Secretariat for final assessment, deliberation and selection of National Awardees.

5. National Search

5.1 To qualify for the National Award, the nomination form and other authenticated documentary requirements of the Regional Awardees must be submitted and endorsed by the Regional Office to the Partnerships and Linkages Office not later than ***September 30, 2016.***

5.2 The PLO shall act as the National Secretariat. As such, the Office shall manage all activities relative to the conferment of National Awardees.

5.3 The National Selection Committee shall conduct the final assessment of documentary requirements of Regional Awardees and shall deliberate and select the National Awardees.

VII. ASSESSMENT PROCEDURES

A. SEARCH FOR THE OUTSTANDING INDUSTRIAL/TRAINING COORDINATORS

A.1. QUALIFICATION CRITERIA FOR THE OUTSTANDING IC/TC

To qualify for the Outstanding Industrial/Training Coordinators Award, a nominee must:

1. Have been a duly designated Industrial/Training Coordinator for at least one year and can produce proof of such assignment;

2. Have attended the DTS Orientation or related seminars/workshops on DTS;

3. Have no derogatory records or administrative infractions (certification/proof of which must be attached);

4. Have been nominated by his immediate supervisor directly in-charge of the Dual Training activities in the school or company; and

5. Not have been recipients of the National Outstanding Industrial/Training Coordinators Award.

A.2. DOCUMENTARY REQUIREMENTS

All nominees must submit the following authenticated and other required supporting documents to the nearest TESDA Provincial/District Office:

1. Duly accomplished Nomination Form (Form 1) with 1 pc. 2 x 2 colored ID picture; and

2. Statement of duties and responsibilities as Industrial/Training Coordinator.

The reproduced supporting documents must be certified as true copies of the original and endorsed by the Provincial/District or Regional Director of TESDA or any authorized representative.

Refer to Form 2-A for Industrial Coordinators, and Form 2-B for Training Coordinators)

A.3. ASSESSMENT OF CANDIDATES/NOMINEES

The following indicators/sub-indicators and corresponding points shall be adopted in the assessment of nominees:

For Outstanding Industrial Coordinator

Part I: 40 pts.

INDICATORS/SUB-INDICATORS	Allotted Points	TOTAL POINTS
1. **Promotion and Marketing**		**20**
• No. of companies oriented	5	
• No. of partnerships with MOA forged	5	
• Number of school's DTS trainees targeted for placement/in-plant training	5	
• No. of DTS trainees actually placed in companies for their in-plant training.	5	
2. Coordination (*e.g. visit, phone calls, meetings or a combination, etc.)*		**10**
• Modes of Coordination applied/utilized	5	
• Frequency of visiting trainees in companies	5	
3. Monitoring and Evaluation (*indicate the types/form/activities and instruments of monitoring and evaluation used)*		**10**
• Monitoring Activities	5	

• Evidence / Instruments	10	

Part II: 20 pts.

4. IC as Trainer and Advisor		**10**
• Training an understudy	6	
• Strategies to train an understudy	4	
5. IC as Advocate		**10**
• DTS Resource Person/Advocate	10	

Part III: 35 pts.

6. Accreditation	**35**	**35**
• Number of establishment-school partnership and program accreditations actually facilitated		

Part IV: 5 pts.

Essay: Why should I win as the Outstanding Industrial Coordinator?		**5**
• Contents	2.5	
• Power of Persuasion	2.5	
TOTAL		**100**

NOTE: Please refer to Annex A – IC RATING SHEET

For Outstanding Training Coordinator

Part I: 40 pts.

INDICATORS/SUB-INDICATORS	Allotted Points	TOTAL POINTS
1. **Promotion and Marketing**		**20**
• No. of promotional and marketing strategies initiated by the company	5	
• No. of trainees placed in the company based on target	5	
• No. of DTS trainees absorbed/employed by the company	10	
2. Coordination (*e.g. visit, phone calls, meetings or a combination, etc.*)		**10**
• Modes of Coordination applied/utilized with partner institutions	5	
• Frequency of visiting trainees at workstations	5	
3. Monitoring and Evaluation (*indicate the types/form/activities and instruments of monitoring and evaluation used*)		**10**
• Monitoring Activities	5	
• Evidence /Instruments	5	

Part II: 20 pts.

4. TC as Trainer and Advisor		**10**
• Training an understudy	6	
• Strategies to train an understudy	4	
5. TC as Advocate		**10**
• DTS Resource Person/Advocate	10	

Part III: 35 pts.

6. Accreditation		**35**
• Number of establishment's DTS accreditation facilitated		

Part IV: 5 pts.

Essay: Why should I win as the Outstanding Training Coordinator?		**5**
• Contents	2.5	
• Power of Persuasion	2.5	
TOTAL		**100**

NOTE: Please refer to Annex B – TC RATING SHEET

B. BEST DTS and DTP PARTNERSHIPS (SCHOOL AND COMPANY PARTNER) (*Kindly put a name/title that will describe the unique partnership arrangement).*

B.1. QUALIFICATION CRITERIA FOR BEST DTS AND DTP PARTNERSHIPS

The nominee must:

1. Have been a dual training implementer for at least one (1) year;
2. Have implemented a DTS/DTP program during the contest year (2014-2015);
3. Have its DTS/DTP curriculum registered under the UTPRAS program;
4. Have an existing Memorandum of Agreement / Understanding with a partner school or company; and
5. Not have been recipients of the National Best DTS Partnership Award.

B.2. DOCUMENTARY REQUIREMENTS:

1. Copy of the Memorandum of Agreement/Understanding between the school and company with emphasis on their unique partnership arrangement.
2. A copy of their Accreditation Certificate or, in the case of DTP implementers, any equivalent certification from TESDA.
3. Logos and pictures of the school and company facilities/training area

where DTS/DTP training is being conducted. The pictures should be accompanied with brief descriptions.

4. Brief narrative write-up on the DTS/DTP partnership model submitted by the school and company. (Refer to Form 3)

B.3 ASSESSMENT OF CANDIDATES/NOMINEES

For the Best DTS and DTP Partnership Awards, the nominated Institution and Company will be rated based on their achievements in the implementation of DTS or DTP guided by or complying with the five (5) major provisions of the DTS legal framework: **Training Program Design, Partnership Arrangements, Status of DTS Trainees, Financing Scheme** and **Availment of DTS Tax Incentive**.

These achievements must be supported by documentary evidences. The rating system to be used will have a maximum of 35 points; with each criteria being allotted a certain number of points (refer to Annex C). The nominees who garner the highest number of points shall be declared the winners in their respective categories.

Note: Please see attached Forms 3, 3-A

VIII. AWARDING OF PRIZES

The National Winners shall be honoured and awarded with their trophies in a fitting ceremony as part of the yearly celebration of DTS Week. They shall also be entitled to free transportation, charge to their respective Regional Offices, and board and lodging, charge to the TESDA Central Office.

I. ATTACHMENTS

(FOR THE NOMINEES)

1. **Form 1**, Nomination Form
2. **Form 2-A**, Accomplishment Report Form for Industrial Coordinator
3. **Form 2-B**, Accomplishment Report Form for Training Coordinator
4. **Form 3**, Outline for Narrative Documentation of Best DTS and DTP Partnerships
5. **Form 3-A**, Best Partnership Model (Instrument to Asses Dual Training in the Light of RA 7686 Provisions)

(**FOR THE SELECTION AND AWARDS COMMITTEE)**

6. **Annex A**, Rating Sheet for the Best Industrial Coordinator
7. **Annex B**, Rating Sheet for the Best Training Coordinator
8. **Annex C**, Scoring Guide (Instrument to Assess Dual Training in the Light of RA 7686 Provisions for both DTS and DTP Partnerships)

This Circular amends any other issuances inconsistent thereof.

GUILING A. MAMONDIONG
Director General/Secretary

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FORM 1

2X2 ID Pictures

SEARCH FOR THE DTS AND DTP BEST INDUSTRIAL AND TRAINING COORDINATOR

NOMINATION FORM

Category ☐ DTS ☐ DTP
(Check One)

Region: _____

Name: _____ **Nickname:** _____

Tel./Fax Number: _____ **Mobile/Cell Number:** _____

Office/School Tel./Fax Number: _____

E-mail Address: _____

Position/Designation: _____ **No. of years designated as Industrial/Training Coordinator:** _____

Name of School/Company: _____

_____

Address of School/Company: _____

_____

Prepared by:

_____
(Printed Name and Signature)
Industrial/Training Coordinator

Recommended/Nominated by:

_____
(Printed Name and Signature)
Partner School Administrator

_____
(Printed Name and Signature)
Partner Company Manager

Date Accomplished:

For more details on the Search, please contact your nearest TESDA District, Provincial or Regional Office.

FORM 2 - A

Search for Best Industrial and Training Coordinators

Accomplishment Report Form (ARF)
For Industrial Coordinators (IC)

Name: _____ **Position:** _____

Region: _____ **Category:** (Check One) ☐ DTS ☐ DTP

Name of Institution: _____

General Instructions:

1. This ARF is meant to be pro-forma and, as such, may be electronically re-encoded to adequately contain the entries and accompanying explanations required.
2. Some answers to items in the Accomplishment Report Form (ARF) for Industrial Coordinators (school-based) and DTS Training Coordinators (company-based) may need to be accompanied by short explanatory statements.
3. All claims in the ARF should, whenever feasible, be substantiated by appropriate documentary evidences e.g. official reports, Memoranda of Agreement (MOA), commendations and the like.
4. Only accomplishments during the period **2014-2015** should be reported in this submission. The reports should be signed by the School Administrator and the Company Manager.
5. The completed ARFs of Regional Winners should be received at TESDA-Partnerships and Linkages Office (PLO) on or before the date specified in the memorandum

PART I: 40 points

I. Promotion and Advocacy – 20 pts.

1.1 Number of companies oriented/ presented with DTS Program

1.2 Number of companies which became DTS/DTP Partners

1.3 Number of partnerships with Memoranda of Agreement forged

1.4 Number of DTS trainees actually placed in company for in-plant training.

2. Coordination - 10 pts.

2.1 Modes of coordination applied/utilized (e.g. visit, phone calls, meetings, etc.)

2.2 Frequency of visits to trainees in companies

3. MONITORING AND EVALUATION - 10 pts.

3.1 Monitoring activities

3.2 Evidence/instruments used to monitor DTS trainees

PART II: 20 pts.

4. IC as TRAINER/ADVISOR - 10 pts.

4.1 Evidence of training somebody (understudy) to the function of IC

Name _____

Name _____

4.2 Strategies to train an understudy to the post

_____

5. IC as ADVOCATE - 10 pts.

6.1 Number of times he acted as Resource Person for DTS Advocacy (during seminars, workshops, etc.)

_____

Part III- 35 pts.

6. Accreditation Status - 5 pts.

6.1 Number of establishment-school partnership and program accreditations actually facilitated

_____

PART IV:

Essay: In not less than 150 and **NOT** more than 250 words, explain:
"Why I should win as the Outstanding Industrial Coordinator" **– 10 pts.**

(Please use extra sheets)

Prepared by:

_____
(Printed Name and Signature)
Industrial Coordinator

Recommended/Nominated by:

_____
(Printed Name and Signature)
School Administrator

_____
(Printed Name and Signature)
Partner Company Manager

Date Accomplished:

DTS/PLO renegeron8-9-16

FORM 2 - B

Search for Best Industrial and Training Coordinators

Accomplishment Report Form (ARF)
For Training Coordinators (TC)

Name: _____ **Position:** _____

Region: _____ **Category:** (Check One) ☐ DTS ☐ DTP

Name of Company: _____

General Instructions:

1. This ARF is meant to be pro-forma, and as such, may be electronically re-encoded to adequately contain the entries and accompanying explanations required.
2. Some answers to items in the Accomplishment Report Form (ARF) for Industrial Coordinators (school-based) and DTS Training Coordinators (company-based) may need to be accompanied by short explanatory statements.
3. All claims in the ARF should, whenever feasible, be substantiated by appropriate documentary evidences e.g. official reports, Memoranda Of Agreement (MOA), commendations and the like.
4. Only accomplishments during the period **2014-2015** should be reported in this submission. The reports should be signed by the School Administrator and the Company Manager.
5. The completed ARFs of Regional Winners should be received at TESDA-Partnerships and Linkages Office (PLO) on or before the date specified in the Memorandum.

PART I: 40 pts.

1. Promotion and Marketing = 20 pts.

1.1 Number of promotional and marketing strategies initiated by the company

1.2. Number of trainees placed in the company based on target

1.3. Number of DTS trainees absorbed /employed by the company.

2. Coordination – 10 pts.

2.1 Modes of coordination applied/utilized with partner institutions

2.2 Frequency of visits to trainees at their workstations

3. Monitoring and Evaluation – 10 pts.

3.1 Monitoring Activities

3.2 Evidences/Instruments used

PART II: 20 pts.

4. TC as Trainer / Advisor – 10 pts.

4.1 Evidence of training somebody (understudy) to the function of IC/TC

Name _____

Name _____

4.2 Strategies to train the understudy to the post

5. TC as Advocate - 10 pts.

5.1 Number of times you acted as Resource Person for DTS Advocacy (during seminars, workshops, etc.)

PART III:

6. Accreditation Status – 35 pts

6.1 Number of company-school partnerships program accreditation actually assisted/facilitated

PART IV: 5 pts.

Essay: In not less than 150 and NOT more than 250 words, explain **"why I should win as the Best DTS Training Coordinator"**

Prepared by:

_____
(Printed Name and Signature)
Training Coordinator

Recommended/Nominated by:

_____
(Printed Name and Signature)
Company HRD Manager

_____
(Printed Name and Signature)
Partner School Administrator

Date Accomplished:

FORM 3

SEARCH FOR BEST DTS and DTP PARTNERSHIPS

OUTLINE for DOCUMENTATION of
BEST DUAL TRAINING SYSTEM and
DUALIZED TRAINING PROGRAM PARTNERSHIPS

Category (Check One) ☐ DTS ☐ DTP

I. TITLE OF BEST PRACTICES/MODELS:

II. COURSE/PROGRAM TITLE:

III. DATE /START OF IMPLEMENTATION:

IV. IMPLEMENTOR:
A. Name of School
B. Name of Company

V. BASIC INFORMATION:
A. About the School:
B. About the Company:

VI. DESCRIPTION OF BEST PARTNERSHIP:
Refer to Form 3-A to describe/summarize the following:
- The Partners involved
- The Training Program
- The Status of the Training Beneficiaries
- The Financing Scheme
- The Tax Incentives

VIII. CUSTOMERS/BENEFICIARIES OF THE PROGRAM:
IX. RELEVANCE OF THE BEST PARTNERSHIP
X. IMPACT
XI. SUSTAINABILITY

Submitted by:

_____	_____
(Printed Name and Signature) Partner School Administrator	(Printed Name and Signature) Partner Company Manager

Date Accomplished:

FORM 3 - A

BEST PARTNERSHIP MODEL

(INSTRUMENT TO ASSESS A DUAL TRAINING PROGRAM IN THE LIGHT OF RA 7686 PROVISIONS)

ASSESSMENT INSTRUMENT

Category: DTS ☐ : **DTP** ☐

Name of Institution/Company: _____ **Region:** _____

General Instructions:

1. This instrument to assess a Dual Training Program in the light of RA 7686 provisions may be electronically re-encoded to adequately contain the entries and accompanying explanation/remarks required.
2. All claims, whenever feasible, are substantiated by appropriate documentary evidence, etc.
3. The completed forms together with the other documents should be received by the Partnerships and Linkages Office (PLO) on the date specified in the Memorandum.

DTS Provisions		Indicators	Yes	No	If No, state what is actual	Remarks
Provision 1		PARTNERSHIP				
	01.	School-partners' DTS program is accredited?				
Choose Answer/s that apply/ies	02.	All company-partner/s programs are DTS accredited?				
		Some company-partner/s program are not DTS accredited				
		No company-partner DTS program is accredited?				
	03.	School-partner/s continuously promote/orient/ market DTS to parents of student-trainees as part of its regular operation?				
	04.	School-partner/s continuously promote/orient/ market DTS to prospective student-trainees as part				

DTS Provisions		Indicators	Yes	No	If No, state what is actual	Remarks
		of its regular operation?				
	05.	School-partner/s continuously promote/orient/ market DTS to prospective company-partners as part of its regular operation?				
	06.	School-partner/s continuously promote/orient/ Market DTS to other prospective stakeholder-partners, e.g. LGU, NGOs, GOs, and Funding Institutions, as part of its regular operation?				
Choose Answer/s that apply/ies	07.	All DTS school-company partnerships are with MOA?				
		Some DTS school-company partnerships are without MOA?				
		No DTS school-company partnership is with MOA?				
Choose Answer/s that apply/ies	08.	All DTS trainees due for in-plant training are placed in company-partner/s?				
		Some DTS trainees due for in-plant training are not placed in company-partner/s?				
Choose Answer/s that apply/ies	09.	Visit to company-partner/s by Industrial Coordinator is regularly undertaken at least once a month?				
		Visit to company-partner/s by Industrial Coordinator is undertaken but not as frequent as once a month?				
	10.	Trainees' expressed training-related concerns are promptly addressed by Industrial Coordinator/s?				
	11.	Logbook is prepared daily by DTS Trainees?				
	12.	Logbook is signed daily by In-Plant Trainer/s?				
	13.	Logbook is checked weekly by Industrial Coordinator/s?				
	14.	School-partner has an equipped, manned and functioning Industrial Coordination Office?				
	15.	Industrial Coordinator is full time on DTS work?				
	16.	One (1) full-time Industrial Coordinator for every 30				

DTS Provisions		Indicators	Yes	No	If No, state what is actual	Remarks
		company-partners?				
	17.	Full-time Industrial Coordinator for every 100 DTS trainees				
Provision 2		**TRAINING PROGRAM**				
Choose Answer/s that apply/ies	18.	2-3 years duration is given for DTS technician level courses?				
		1-2 years duration is given for DTS craftsman level courses?				
		6 months-1 year duration is given for DTS operator level courses?				
	19.	60% of total course duration is spent for DTS In-company training?				
	20.	40% of total course duration is spent for In-school training				
	21.	DTS curriculum is competency-based by design?				
	22.	DTS Training Program is UTPRAS-registered?				
	23.	DTS Training Program responds to service area's critical skills requirements?				
	24.	DTS curriculum was based on TESDA-approved Training Regulation or has been developed with the participation of the industry concerned?				
Provision 3		**STATUS OF TRAINING BENEFICIARIES**				
	25.	Training beneficiaries are trainees' of the company/ies?				
	26.	Trainees are given adequate opportunities to meaningfully participate in actual workplace productive activities				

DTS Provisions		Indicators	Yes	No	If No, state what is actual	Remarks
Provision 4		**FINANCING SCHEME**				
Choose Answer/s that apply/ies	27.	All company-partners pay Trainees' Allowance, which is 75% of Minimum Wage or better, to school-partner?				
		Some company-partners pay Trainees' Allowance, which is 75% of Minimum Wage or better, to school-partner?				
		No company-partners pay Trainees' Allowance, which is 75% of Minimum Wage or better, to school-partner?				
	28.	70% of Trainees' Allowance is retained in the school-partner as subsidy?				
	29.	30% of Trainees' Allowance is given to DTS trainees' as daily allowance?				
Choose Answer/s that apply/ies	30.	Non-monetary benefits are given to DTS trainees by all company-partners?				
		Non-monetary benefits are given to DTS trainees by some company-partners?				
		Non-monetary benefits are not given to DTS trainees by all company-partners?				
Choose Answer/s that apply/ies	31.	Insurance for trainees provided by school-partner?				
		Insurance for trainees provided by company-partners?				
		Insurance for training provided by some company partners				

FORM 3 - A

DTS Provisions		Indicators	Yes	No	If No, state what is actual	Remarks
Provision 5		**TAX INCENTIVE SCHEME**				
Choose Answer/s that apply/ies	32.	Private school-partner avails of import tax exemptions provided for by DTS Law?				
	33.	School-partner is a public institution?				
	34.	Accredited company-partners are availing tax incentives provided for the provision of Trainees' Allowance to DTS school-partners?				
	35.	Accredited company-partners that donate to school-partner are availing of tax incentives provided for donors to DTS school partners?				

Attested by:

Head of Institution (signature over Printed Name)

Head of Company (signature over printed name)

Date:

Annex A

TECHNICAL EDUCATION AND SKILLS DEVELOPME NT AUTHORITY
Search for Best Industrial and Training Coordinators

Overall Points:

RATING SHEET FOR OUTSTANDING INDUSTRIAL COORDINATOR
(For the Selection and Awards Committee)

Category (Check One) ☐ DTS ☐ DTP

Name of Candidate: _____
(Last Name) (First Name) (Middle Name)

Representing Region: _____

Instructions:

Based on your assessment and using the criteria indicated in each table/performance indicator, please write the number of points earned by the candidate on the blanks provided.

Part 1. PERFORMANCE INDICATORS:

1. PROMOTION AND ADVOCACY – 20 Pts.

Total Points:

Number of companies oriented/presented with DTS – 5 pts.

Number of Companies	Equivalent Point Score	Points Earned	REMARKS
1 – 2	1		
3 – 4	2		
5 - 6	3		
7 - 8	4		
9 - up	5		

1.2 Number companies which became DTS/DTP Partners – 5 pts.

Number of Companies/Partners	Equivalent Point Score	Points Earned	REMARKS
1 - 2	1		
3 - 4	2		
5 - 6	3		
6 - 7	4		
8 up	5		

1.3 Number of partnerships with Memoranda of Agreement forged. 5 pts.

Number of MOA	Equivalent Point Score	Points Earned	REMARKS
1-2	2		
3-4	3		
4-5	5		

1.4 No. of DTS Trainees actually placed in companies (in-plant training) - 5 pts

Number of Trainees	Equivalent Point Score	Points Earned	REMARKS
5-10	2		
11-15	3		
16-20	4		
21 up	5		

2. COORDINATION – 10 Pts.

Total Points:

2.1 Modes of coordination applied/utilized – 5 pts.

Number/types of coordination	Equivalent Point Score	Points Earned	REMARKS
1	1		
2	3		
3 or more	5		

2.2 Frequency of visiting trainees in companies - 5 pts.

Number of Visits in company	Equivalent Point Score	Points Earned	REMARKS
Once a month	1		
Twice a month	2		
Three times a month	3		
Four times a month	4		
Five times or more	5		

3. MONITORING AND EVALUATION - 10 pts.

Total Points:

3.1 Types of monitoring and evaluation applied/utilized - 5 pts.

Number of Monitoring & Evaluation Instruments used	Equivalent Point Score	Points Earned	REMARKS
1	1		
2	3		
3 or more	5		

3.2 Evidences/samples of Monitoring and Evaluation instruments/tools used with partners - 5 pts.

Number of M & E Instruments/Tools (Evidences)	Equivalent Point Score	Points Earned	REMARKS
1	1		
2	3		
3 or more	5		

Part II:

4. IC as TRAINER and ADVISOR - 10 Pts.

Total Points:

4.1 Evidence of training somebody (understudy) to the function of IC – 5 pts.

Number of Understudy trained	Equivalent Point Score	Points Earned	REMARKS
1	1		
2	3		
3	5		

4.2 Strategies to train an understudy to the post - 5 pts.

Number of Strategies	Equivalent Point Score	Points Earned	REMARKS
1 - 2	1		
3 – 4	3		
5 or more	5		

5. IC as ADVOCATE- 10 pts.

Total Points:

6.1 Invitation as Resource Speaker/Person for DTS Advocacy - 10 pts.

Number of Times acted as Resource Person/Speaker on DTS	Equivalent Point Score	Points Earned	REMARKS
1 - 2	2		
3 - 4	4		
5 - 6	6		
7 - 8	8		
9 - up	10		

Part III:

Total Points:

6. ACCREDITATION STATUS – 35 Pts.

6.1 Number of establishment-school partnership and program accreditations actually facilitated

Number of Institutions' Programs Accredited	Equivalent Point Score	Points Earned	REMARKS
1-5	7		
6-10	14		
11-15	21		
15-20	28		
21 up	35		

Annex A

Part IV

Total Points:

Essay – 5 pts

Why should I win as the Outstanding Industrial Coordinator (Attach justification in a narrative form)

Criteria	Equivalent Point Score	Points Earned	REMARKS
Contents *	2.5		
Power of Persuasion **	2.5		

* *refers to the actual soundness of arguments and personal opinions reflected in the essay.*
** *refers to the degree to which the reader is convinced of the applicant's intentions and veracity of his claims.*

Pre-assessed by:

Signature over printed name
Provincial Search Committee

Date

Reviewed by:

Signature over printed name
Regional Search Committee

Date

Annex B

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

Search for Outstanding Industrial and Training Coordinators

Overall Points:

RATING SHEET FOR BEST TRAINING COORDINATOR
(For the Selection and Awards Committee)

Category (Check One) ☐ DTS ☐ DTP

Name of Candidate: _____
(Last Name) (First Name) (Middle Name)

Representing Region: _____

Instructions:

Based on your assessment and using the criteria indicated in each table/performance indicator, please write the number of points earned by the candidate on the blanks provided.

Part 1. PERFORMANCE INDICATORS:

1. PROMOTION AND MARKETING - 20 Pts.

Total Points:

1.1 Number of promotional and marketing strategies initiated by the company. - 5 pts

Number of Schools	Equivalent Point Score	Points Earned	REMARKS
1 - 2	1		
3 - 4	2		
5 - 6	3		
7 - 8	4		
9 - up	5		

1.2 Number of partnerships with MOA/MOU forged - 5 pts

Number of MOA/MOU	Equivalent Point Score	Points Earned	REMARKS
1 – 2	1		
3 – 4	2		
5 – 6	3		
7 – 8	4		
9 - up	5		

1.3 Percentage of trainees placed/accepted by the company for in-plant training.- 5 pts

Number of Trainees placed/accepted for in-plant training	Equivalent Point Score	Points Earned	REMARKS
5-10	2		
11-15	3		
16 up	5		

1.4 Number of trainees absorbed / employed by the company - 5 pts

Percentage of Target Placed	Equivalent Point Score	Points Earned	REMARKS
1 - 3	2		
4 - 6	3		
7 - 9	4		
10 up	5		

2. COORDINATION - 10 Pts.

Total Points:

2.1 Types of coordination applied/utilized - 5 pts.

Number/types of coordination	Equivalent Point Score	Points Earned	REMARKS
1	1		
2	3		
3 or more	5		

2.2 Frequency of visiting trainees at workstations - 5 pts.

Number of Visits at Workstations	Equivalent Point Score	Points Earned	REMARKS
Once a week	1		
Twice a week	2		
Three times a week	3		
Four times a week	4		
Five times or more	5		

3. MONITORING AND EVALUATION - 10 pts.

Total Points:

3.1 Types of monitoring and evaluation applied/used - 5 pts.

Number of Monitoring & Evaluation Instruments used	Equivalent Point Score	Points Earned	REMARKS
1	1		
2	3		
3 or more	5		

3.2 Evidences/samples of Monitoring and Evaluation instruments/tools used with partners - 5 pts.

Number of M & E Instruments/Tools (Evidences)	Equivalent Point Score	Points Earned	REMARKS
1	1		
2	3		
3 or more	5		

Part II:

Total Points:

4. TC as TRAINER / ADVISOR - 10 Pts.

4.1 Evidence of training somebody (understudy) to the function of TC -5 pts.

Number of Understudy trained	Equivalent Point Score	Points Earned	REMARKS
1	1		
2	3		
3 or more	5		

4.2 Strategies to train an understudy to the post - 5 pts.

Number of Strategies	Equivalent Point Score	Points Earned	REMARKS
1 - 2	1		
3 - 4	2		
5 or more	3		

5. TC as ADVOCATE- 10 pts.

Total Points:

5.1. Number of times you acted as Resource Person for DTS Advocacy (during seminars, workshops, etc. - 10 pts.

Number of Times acted as Resource Person/Speaker on DTS	Equivalent Point Score	Points Earned	REMARKS
1 - 2	2		
3 - 4	4		
5 - 6	6		
7 - 8	8		
9 - up	10		

Part III:

7. ACCREDITATION STATUS - 35 Pts.

Total Points:

7.1 Establishment's DTS Accreditation facilitated

Establishment's DTS Accreditation facilitated	Equivalent Point Score	Points Earned	REMARKS
1 – 5	7		
6 – 10	14		
11 – 15	21		
16 – 20	28		
21 – up	35		

Annex B

Part IV: Essay 10 pts.

Total Points:

Why I should win as the Outstanding Training Coordinator (Attached justification in narrative form) 5 points.

Criteria	Equivalent Point Score	Points Earned	REMARKS
Contents *	2.5		
Power of Persuasion **	2.5		

* *refers to the actual soundness of arguments and personal opinions reflected in the essay.*

** *refers to the degree to which the reader is convinced of the applicant's intentions and veracity of his claims.*

Pre-assessed by:

Signature over printed name
Provincial Search Committee

Date

Reviewed by:

Signature over printed name
Regional Search Committee

Date

ANNEX - C

BEST PARTNERSHIP MODEL

INSTRUMENT TO ASSESS A DUAL TRAINING PROGRAM IN THE LIGHT OF RA 7686 PROVISIONS

SCORING GUIDE

(For Both DTS and DTP)

Category: DTS ☐ **:** **DTP** ☐

Name of Institution/Company: _____ **Region:** _____

Title of Unique Partnership Arrangement: _____

General Instructions:

1. This instrument to assess a Dual Training Program in the light of RA 7686 provisions may be electronically re-encoded to adequately contain the entries and accompanying explanation/remarks required.
2. All claims, whenever feasible, are substantiated by appropriate documentary evidence, etc.
3. The completed forms together with the other documents should be received by the Partnerships and Linkages Office (PLO) on the date specified in the Memorandum.

DTS Provisions		Indicators	Yes	No	Remarks
Provision 1		**PARTNERSHIP**			
	01.	School-partners' DTS program is accredited?	1	0	Application submitted .5
Choose Answer/s that apply/ies	02.	All company-partner/s programs are DTS accredited?	1		
		Some company-partner/s program are not DTS accredited	.5		Other application submitted .5
		No company-partner DTS program is accredited?	0		All application submitted .5
	03.	School-partner/s continuously promote/orient/ market DTS to parents of student-trainees as part of its regular operation?	1	0	Occasionally .5
	04.	School-partner/s continuously promote/orient/	1	0	Occasionally .5

DTS Provisions		Indicators	Yes	No	Remarks
		market DTS to prospective student-trainees as part of its regular operation?			
	05.	School-partner/s continuously promote/orient/ market DTS to prospective company-partners as part of its regular operation?	1	0	Occasionally .5
	06.	School-partner/s continuously promote/orient/ Market DTS to other prospective stakeholder-partners, e.g. LGU, NGOs, GOs, and Funding Institutions, as part of its regular operation?	1	0	Occasionally .5
Choose Answer/s that apply/ies	07.	All DTS school-company partnerships are with MOA?	1		
		Some DTS school-company partnerships are without MOA?	.5		
		No DTS school-company partnership is with MOA?	0		
Choose Answer/s that apply/ies	08.	All DTS trainees due for in-plant training are placed in company-partner/s?	1		
		Some DTS trainees due for in-plant training are not placed in company-partner/s?	.5		
Choose Answer/s that apply/ies	09.	Visit to company-partner/s by Industrial Coordinator is regularly undertaken at least once a month?	1	0	
		Visit to company-partner/s by Industrial Coordinator is undertaken but not as frequent as once a month?	.5	0	
	10.	Trainees' expressed training-related concerns are promptly addressed by Industrial Coordinator/s?	1	0	
	11.	Logbook is prepared daily by DTS Trainees?	1	0	Not daily .5
	12.	Logbook is signed daily by In-Plant Trainer/s?	1	0	Not daily .5
	13.	Logbook is checked weekly by Industrial Coordinator/s?	1	0	Not weekly .5
	14.	School-partner has an equipped, manned and functioning Industrial Coordination Office?	1	0	Not fully equipped, manned and functioning .5
	15.	Industrial Coordinator is full time on DTS work?	1	0	Multi-tasked .5
	16.	One (1) full-time Industrial Coordinator for every 30 company-partners?	1	0	
	17.	Full-time Industrial Coordinator for every 100 DTS trainees	1	0	

ANNEX - C

DTS Provisions		Indicators	Yes	No	Remarks
Provision 2		**TRAINING PROGRAM**			
Choose Answer/s that apply/ies	18.	2-3 years duration is given for DTS technician level courses?	1 (+)	0	Total /3=Point Score
		1-2 years duration is given for DTS craftsman level courses?	1 (+)	0	
		6 months-1 year duration is given for DTS operator level courses?	1	0	
	19.	60% of total course duration is spent for DTS In-company training?	1	0	50%,55%,65%,70%,75%=.5
	20.	40% of total course duration is spent for In-school training	1	0	50%,55%,65%,70%,75%=.5
	21.	DTS curriculum is competency-based by design?	1	0	
	22.	DTS Training Program is UTPRAS-registered?	1	0	Application submitted .5
	23.	DTS Training Program responds to service area's critical skills requirements?	1	0	
	24.	DTS curriculum was based on TESDA-approved Training Regulation or has been developed with the participation of the industry concerned?	1	0	
Provision 3		**STATUS OF TRAINING BENEFICIARIES**			
	25.	Training beneficiaries are trainees' of the company/ies?	1	0	
	26.	Trainees are given adequate opportunities to meaningfully participate in actual workplace productive activities	1	0	Inadequate .25
Provision 4		**FINANCING SCHEME**			
Choose Answer/s that apply/ies	27.	All company-partners pay Trainees' Allowance, which is 75% of Minimum Wage or better, to school-partner?	1	0	Lower than 75% =.25
		Some company-partners pay Trainees' Allowance, which is 75% of Minimum Wage or better, to school-partner?	.5		Lower than 75% =.25
		No company-partners pay Trainees' Allowance, which is 75% of Minimum Wage or better, to school-partner?	0	0	Lower than 75% =.25
	28.	70% of Trainees' Allowance is retained in the school-partner as subsidy?	1	0	Lower than 75% =.25

ANNEX - C

DTS Provisions		Indicators	Yes	No	Remarks
	29.	30% of Trainees' Allowance is given to DTS trainees' as daily allowance?	1	0	Higher than 30% =.5
Choose Answer/s that apply/ies	30.	Non-monetary benefits are given to DTS trainees by all company-partners?	1		
		Non-monetary benefits are given to DTS trainees by some company-partners?	.5		e.g. safety gadgets, uniform ,meals =.25
		Non-monetary benefits are not given to DTS trainees by all company-partners?	0		
Choose Answer/s that apply/ies	31.	Insurance for trainees provided by school-partner?	1		
		Insurance for trainees provided by company-partners?	.5		
		Insurance for training provided by some company partners	.5		
Provision 5		**TAX INCENTIVE SCHEME**			
Choose Answer/s that apply/ies	32.	Private school-partner avails of import tax exemptions provided for by DTS Law?	1	0	
	33.	School-partner is a public institution?	1	0	
	34.	Accredited company-partners are availing tax incentives provided for the provision of Trainees' Allowance to DTS school-partners?	1	0	
	35.	Accredited company-partners that donate to school-partner are availing of tax incentives provided for donors to DTS school partners?	1	0	

Attested by:

Head of Institution (signature over Printed Name)

Head of Company (signature over printed name)

Date: