TESDA CIRCULAR

Subject: Guidelines on the 2019 Implementation of Free TVET and Tertiary Education Subsidy (TES) under the Universal Access to Quality Tertiary Education Act (UAQTEA)		Page 1 of 10 page/s Number 042, series of 2019
Date Issued: September 3, 2019	**Effectivity:** Immediately	**Supersedes:**

In the interest of the service and pursuant to Republic Act 10931, also known as the Universal Access to Quality Tertiary Education Act (UAQTEA), the 2019 Implementing Guidelines shall cover 2 components of the law, namely; the Free TVET in Post-Secondary TVIs and the Tertiary Education Subsidy.

I. RATIONALE

Republic Act No. 10931 is an Act promoting Universal Access to Quality Tertiary Education by providing for free tuition and other school fees in State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs) and state-run Technical-Vocational Institutions (STVIs), establishing the Tertiary Education Subsidy (TES) and Student Loan Program (SLP), strengthening the Unified Student Financial Assistance System for Tertiary Education (UniFAST), and appropriating funds therefor. It is hereby declared that quality education is an inalienable right of all Filipinos and it is the policy of the State to protect and promote the rights of all students to quality education at all levels. The State recognizes the complementary roles of public and private higher education institutions and technical-vocational institutions in the educational system and the invaluable contribution that the private tertiary schools have made and will make to education.

The "Universal Access to Quality Tertiary Education Act" aims to:

1. Provide adequate funding and such other mechanisms to increase the participation rate among all socioeconomic classes in tertiary education;
2. Provide all Filipinos with equal opportunity to quality tertiary education in both private and public education institutions;
3. Give priority to learners who are technically-able and who come from poor families;
4. Ensure the optimized utilization of government resources in education;
5. Provide adequate guidance and incentives in supporting young Filipinos with their career choices towards the proper development and utilization of human resources; and
6. Recognize the complementary roles of public and private TVIs in the tertiary education system.

II. DEFINITION OF TERMS

In order to provide a common frame of reference in understanding the key terminologies used in this Circular, the following terms are hereby operationally defined as follows:

1. **ACT** refers to Republic Act No. 10931, also known as the "Universal Access to Quality Tertiary Education Act (UAQTEA)".
2. **ACCIDENT INSURANCE** an all-purpose student insurance to cover in-campus and off-campus related to any school undertaking/activities.
3. **ASSESSMENT AND CERTIFICATION** refers to a program that aims to assess and certify the competencies of the middle-level skilled workers through the Philippine Technical-Vocational Education and Training (TVET) Competency Assessment and Certification System (PTCACS).
4. **BENEFICIARIES** are eligible learners granted UAQTEA scholarship.
5. **BUNDLED PROGRAM** refers to the combination of two or more With Training Regulations (WTR) qualifications offered as a program to produce multi-skilled graduates. This can be done either through

vertical articulation under the same qualification and different national qualification levels or horizontal or lateral progression under different qualifications within the same sector and the same national certification levels **(TESDA Circular No. 07 Series of 2016)**.

6. **CERTIFICATE OF PROGRAM RECOGNITION (COPR)** refers to a document issued by TESDA to a concerned Technical Vocational Institution (TVI) as a manifestation that the diploma program that the said institution is offering is duly recognized by TESDA for pilot implementation or within the three-year transition period of the diploma program pursuant TESDA Circular No. 38 s. 2017.

7. **CERTIFICATE OF TVET PROGRAM REGISTRATION (CTPR)** refers to a document issued by TESDA to a concerned Technical Vocational Institution (TVI) as a manifestation that the TVET program which the said institution is offering complies with the minimum requirements or standards prescribed by TESDA.

8. **COST OF TUITION** refers to the fee allocated to pay utilities; supplies and materials; maintenance of facilities, equipment, and tools; honoraria; and other cost of services that may be incurred in the duration program.

9. **ENROLMENT PERIOD** refers to the period which shall not be later than five (5) calendar days before the start of a training program for single and bundled qualification/program or not later than (15) days after the start of semester/term for diploma program.

10. **INSTRUCTIONAL MATERIALS ALLOWANCE** refers to the budget given to learners per program to acquire necessary learning such as, but not limited to, materials/workbooks/handbooks and/or non-print materials.

11. **MISCELLANEOUS FEE FOR TVET** refers to "other school fees" as defined in Sec. 3 (vv) and the following miscellaneous fees as defined in Sec. 3 (mm) of the IRR:

    11.1 Access to library/learning resource center collections; and

    11.2 Student support services such as career guidance and job linkages for graduating learners.

12. **NATIONAL CERTIFICATE (NC)** refers to the document issued by TESDA to individuals after being subjected to a National Competency Assessment and proven competent in all the required units of competency of a national qualification defined under the promulgated Training Regulations.

13. **NATIONAL COMPETENCY ASSESSMENT** refers to a process of collecting evidence and making judgments to confirm if an individual can perform according to the standards expected at the workplace, as expressed in the Training Regulations.

14. **NATIONAL COMPETENCY ASSESSMENT FEE** refers to the TESDA-prescribed fee charged to a candidate for a national competency assessment by an Accredited Assessment Center.

15. **NOMINAL DURATION** refers to the estimated learning hours which indicate the time for an average person to achieve the learning outcomes of the units of competency, inclusive of classroom contact time, laboratory/field work/practicum, and other methods of study/assignment, as defined in the Training Regulations.

16. **OPT-OUT** refers to the voluntary decision of the student to forego the benefits of the Free TVET in STVIs and instead pay the institution the amount **equivalent to the waived subsidy**.

17. **PAYING/NON-ELIGIBLE** refers to learners who are no qualified to avail of the Free TVET benefits who shall be charged the **training cost and other training-related costs determined by the TESDA Board**.

18. **PQF LEVEL 5 (DIPLOMA)** refers to a package of courses/qualifications, producing technologist, aligned to the requirements of the Philippine Qualifications Framework (PQF) Level 5 stipulated in **TESDA Circular No. 38 S. 2017**.

19. **PRIVATE TECHNICAL VOCATIONAL INSTITUTION** refers to an institution that is run by the private sector and offers programs registered with Technical Education and Skills Development Authority (TESDA).

20. **SCHOLARSHIP GRANT CERTIFICATE** refers to a controlled and accountable form given to a learner as proof of his/her scholarship grant.

21. **STARTER TOOLKIT** refers to appropriate set of hand tools, power tools, electronic learning aid issued to eligible learner-graduate in aid of engaging in business and gainful activities after finishing the course;

22. **STATE-RUN TECHNICAL-VOCATIONAL INSTITUTIONS (STVIs)** refer to public technical-vocational institutions such as TESDA Technology Institutions (TTIs), State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs,) and LGU-run training centers offering registered TVET programs under the Unified TVET Program Registration and Accreditation System (UTPRAS).

23. **TECHNICAL-VOCATIONAL EDUCATION AND TRAINING (TVET)** refers to the education process designed at post-secondary and lower tertiary levels, officially recognized as non-degree programs aimed at preparing technicians, para-professionals, and other categories of middle-level workers by providing them with a broad range of general education, theoretical, scientific and technological studies, and related job skills training.

24. **TECHNICAL-VOCATIONAL INSTITUTIONS (TVIs)** refer to learning institutions offering post-secondary TVET. These include TESDA Technology Institutions, Public and Private Technical Vocational Institutes, Private Higher Education Institutions (HEIs), State Universities and Colleges (SUC), Local Universities and Colleges(LUCs), Training Centers, and enterprises offering TVET programs registered with TESDA;

25. **TESDA TECHNOLOGY INSTITUTIONS (TTIs)** refer to the schools, Regional and Provincial Training Centers that are under the management of TESDA. These include TESDA Regional Training Centers, TESDA Provincial Training Centers, TESDA Administered Schools (TAS), and TESDA-specialized centers (e.g., TESDA Women's Center, Language Skills Institute (LSI), etc.).

26. **UNIFAST PARTNER-INSTITUTIONS** refers to higher education institutions, technical-vocational institutions, government financing institutions, and other government agencies and private institutions that would partner with the UniFAST Secretariat in various aspects of implementing TES, with the partnership established either through a Memorandum of Agreement or through legal documents such as guidelines and implementing rules and regulations.

27. **UNIFIED STUDENT FINANCIAL ASSISTANCE SYSTEM FOR TERTIARY EDUCATION (UNIFAST)** refers to the harmonized, State-run and administered system of higher education and technical-vocational scholarships, grants-in-aid, student loan, and other modalities of student financial assistance program promulgated under Republic Act No. 10687.

28. **UNIFIED TVET PROGRAM REGISTRATION AND ACCREDITATION SYSTEM (UTPRAS)** refers to a two-stage quality assurance process that covers the following: (1) the mandatory registration of TVET programs with TESDA and the monitoring for continuous compliance with the prescribed minimum requirements; and (2) the voluntary accreditation of institutions which deals with the institutionalization of quality management systems at the institutional level.

29. **VOLUNTARY CONTRIBUTION** refers to the decision of the student to contribute, at his/her free will, some financial amount to the SUC, LUC, or LGU-run TVI, while availing himself/herself of the free higher education or free TVET provisions in the Act.

30. **WITH TRAINING REGULATIONS (WTR)** refers to training programs registered under UTPRAS covered by Training Regulations.

III. COVERAGE

A. Free TVET in Post-Secondary State-Run TVIs (STVI)

All Filipino learners who are currently enrolled at the time of the effectivity of the Act, or shall enroll at any time thereafter, in any TESDA-registered TVET program leading to a non-degree certificate or diploma, including diploma courses and bundled programs, and offered by State-run TVIs (STVIs) shall be eligible for the free TVET provision, provided that they comply with the admission and retention policies and existing residency rules of the STVIs.

B. Tertiary Education Subsidy (TES)

1. The TES program is established to benefit all Filipino learners who shall enroll in post-secondary TVET programs registered under TESDA and offered in all TESDA-recognized TVIs, including privately-run institutions, subject to prioritization and availability of funds, provided that they comply with the admission and retention policies and existing residency rules of the institutions.

2. Priority shall be given to:

   a. Learners included in the most recently updated Listahanan 2.0, if available.

      The National Commission on Indigenous People (NCIP), Office of the Presidential Adviser on the Peace Process (OPAPP), Department of Agriculture (DA), and other government agencies that provided need-based scholarships to disadvantaged groups shall work with DSWD to develop an expanded Listahanan that can be used for the TES.

   b. Learners not included in the updated Listahanan 2.0 ranked according to their estimated per capita household income based on the submitted document/s of proof of income (e.g. *Income Tax Return or DSWD Certificate of Indigency*).

   c. The prioritization shall not apply to learners in the cities and municipalities with no existing SUCs, LUCs and LGU run institutions.

3. Exception to TES

   a. Learners enrolled in TESDA-registered/recognized programs in any TVI who availed of government-funded StuFaps other than Free TVET provision.

   b. Learners who did not undertake and/or qualify under the TVIs' screening/assessment procedure, or skills competency evaluation.

   c. Learners enrolled in TVET programs not included in the Registry.

IV. REQUIREMENTS FOR ADMISSION

The requirements for admission for free-TVET and TES shall include:

1. Ten (10) years basic education, including those who graduated from high school through the Alternative Learning System, and other entry requirement as stipulated in Section III of existing Training Regulation;
2. Other TVI entry requirements if applicable;
3. All eligible learners shall be required to submit:
   a. Completed Learner's Profile Application Form;
   b. Photograph of the applicant;
   c. Proof of residency;
   d. Document(s) of proof of income, which include any of the following:
      - Income Tax Return (ITR), if applicable
      - Bureau of Internal Revenue (BIR) Form 2316, if applicable
      - BIR Certificate of Indigency, if applicable, provided that, it is also certified by the Municipal Social Welfare Development (MSWD)
4. TES learners with special needs shall submit a Copy of their PWD Identification Card (ID);

V. NON-ELIGIBILITY TO FREE TVET AND TES

The following learners are not eligible to avail of Free TVET and TES benefits:

For Free TVET:

1. Learners who have obtained a **bachelor's degree**;
2. Learners who are already holders of a certificate or diploma for a technical-vocational course equivalent to **National Certificate Level III or higher, except if the learner intends to enroll in bundled courses or programs in Level IV or Diploma;**
3. Learners who fail in any public TVET course;
4. Learners enrolled in TVET programs not registered/recognized under TESDA; and
5. Learners who voluntarily opt out of the free TVET provision.

For TES:

1. Learners enrolled in TESDA-registered programs in any TVI who availed of government-funded StuFAPs other than the Free TVET provision;
2. Learners who did not undertake and/or qualify under the TVIs' screening/assessment procedure, trade test, or skills competency evaluation; and
3. Learners enrolled in TVET programs not included in the Registry, subject to the transitory provisions in Section 57 of the IRR.

Learners who are NOT ELIGIBLE to avail of the Free TVET and TES benefits shall be charged the corresponding training cost and other training-related costs determined by the TESDA Board (to be posted in the TESDA website together with the FREE TVET and TES Registry of quality-assured training programs per region) subject to the transitory provisions in Section 54 of the IRR.

VI. BENEFITS

The Free TVET and TES benefits shall cover the following:

1. Cost of Tuition;
2. Cost of Miscellaneous and Other School Fees;
3. Accident Insurance/Year;
4. Trainee Support Provision:

    4.1. Instructional Materials;
    4.2. Training Support Fund/Living Allowance;
    4.3. Workshop Uniform;
    4.4. *Allowance of learners with special needs, if applicable*

    - Php3,000.00 per month (including special services, personal assistance, transportation, equipment, and supplies.)

    4.5. One-time cost of obtaining the first professional credential equivalent to Php 10,000.00, if applicable.
5. National Competency Assessment; and
6. Starter Toolkit.

VII. AVAILMENT OF BENEFITS

1. Training Support Fund/Living Allowance

1.1. Php 160/day

1.2. TVIs shall adopt a "no attendance, no allowance policy".

1.3. Payment shall be made in accordance with TESDA Circular No. 077, s. 2019 with subject: Amendment to Section V and XII of the Omnibus Guidelines for 2019 TESDA Scholarship Programs (TWSP, STEP, PESFA, UAQTEA)

2. Instructional Materials Allowance

2.1. Php 5,000 for single qualification/bundle program or per semester/term – except summer term - for diploma programs. This covers the learning materials/workbook and/or handbooks to be used by the learner.

3. National Competency Assessment

TVIs shall schedule conduct of National Competency Assessment for programs with available CATs preferably before the completion of the training program.

4. Starter toolkit

Refer to Section XII.7 of TESDA Circular No. 001 series of 2019 of the Omnibus Guidelines for

2019 TESDA Scholarship Programs (TWSP, STEP, PESFA, UAQTEA); and

The starter toolkit for the **bundled program** shall be based on the major qualification taken by the learner. While for the **diploma program**, they shall receive starter toolkit suitable for technologist/technician.

5. **Accident Insurance**

Refer to TESDA Circular No. 091, Sept. 10, 2019 series of 2019 of the Guidelines in the Availment of GSIS Group Personal Accident Insurance.

5.1. The TVI shall submit the list of learners enrolled in TESDA no later than five calendar days before the start of a training program.

5.2. The TESDA RO shall forward the list of learners enrolled to be covered by the insurance to the nearest GSIS branch for insurance coverage of one year.

5.3. The corresponding premium of the insurance coverage shall be paid for by the TESDA RO charged against the funds downloaded for the purpose. The premium corresponding to the learners enrolled shall be correspondingly deducted by the RO from the subsequent releases to the TVIs.

VIII. OPT-OUT MECHANISM FOR FREE TVET

The decision of the learner to voluntarily opt out must be made during the enrolment period (no later than five (5) calendar days before the start of a training program) of a TVET program and shall be considered final and irrevocable for that particular program. These learners may be allowed to change their decision in the subsequent training programs to be enrolled at. If the training program enrolled at is a **bundled program of two or more qualifications, the learners may change their decision** within the enrolment period for the second or subsequent qualifications. In Diploma program the learner can change their decision no later than **Five (5) days before the following semester.**

Learners who voluntarily **opt out** from Free TVET provision shall pay, during the enrolment period for the training program, the amount equivalent to the full training cost and other training-related costs of the corresponding TVET program as determined by the TESDA Board as provided for in Section 54 of the IRR (Column J and P, Annex A).

Eligible learners who choose to voluntarily opt out shall sign and submit a Waiver Form (Annex A) to the STVI they are enrolling in. Consequently, they are NOT ENTITLED to receive the following: toolkit, living allowance, and instructional material allowance. The fees to be paid by the learners who will opt out will be reflected in the Registry of Quality Assured Programs per STVI to be posted in the TESDA website and be available in the TESDA ROPO and the specific STVI.

All payments received from learners **who opted out shall be issued a corresponding Official Receipt by the STVI concerned and** shall remit the same to their respective TESDA ROs within one month from the start of the training program. The TESDA RO-designated collecting officer shall issue an official receipt for the amount received. TESDA RO deposits the same amount to the TESDA RO SSP account in accordance with the existing government accounting and auditing rules and regulations. TESDA RO **withdraws the same amount less the insurance premiums**, from its SSP account to remit to TESDA-CO TDF account.

IX. VOLUNTARY CONTRIBUTION MECHANISM

The decision of the learner **for voluntary contribution** must be made during the enrolment period (no later than five (5) calendar days before the start of a training program) of a TVET program and shall be considered final and irrevocable for that particular training program. These learners may be allowed to change their decision in the subsequent training programs to be enrolled at. **If the training program enrolled at is a bundled program of two or more qualifications, the learners may change their decision at the start of second or subsequent qualifications. In Diploma program the learner can change their decision no later than Five (5) days before the following semester.**

Eligible learners who voluntarily contribute shall pay, during the enrolment period for the training program.

Eligible learners who choose to voluntarily contribute shall sign and submit a Waiver Form (Annex A) to the STVI they are enrolling in. Consequently, they are still ENTITLED to receive the following: toolkit, living allowance, instructional material allowance and national competency assessment fee.

All payments received from learners **who opted out shall be issued a corresponding Official Receipt by the STVI concerned and** shall remit the same to their respective TESDA ROs within one month from the start of the training program. The TESDA RO-designated collecting officer shall issue an official receipt for the amount received. TESDA RO deposits the same amount to the TESDA RO SSP account in accordance with the existing government accounting and auditing rules and regulations. TESDA RO withdraws the SAME amount from its SSP account to remit to TESDA CO TDF account.

All STVIs shall create a mechanism to encourage the learners with financial capacity to pay their education to contribute voluntarily in any amount to the school.

The said contribution must be done during the enrolment period of the program and shall be considered final and irrevocable for the duration of the program.

X. PROCEDURES IN THE PREPARATION OF QUALIFICATION MAPS (QMS)

Refer to TESDA Circular No. 001, Series of 2019 with subject: Omnibus Guidelines for 2019 TESDA Scholarship Programs (TWSP, STEP, PESFA, UAQTEA).

XI. ADMINISTRATIVE AND FINANCIAL REQUIREMENTS

1. A corresponding Sub-Allotment Release Order (Sub-ARO) and Notice of Transfer Allocation (NTA) shall be released to TESDA Regional Offices based on the approved QMs for the implementation of UAQTEA.

2. Payment Arrangements

   a. Payment of Cost of Tuition for Single Qualifications/Bundled Programs

      Fifty (50) percent will be paid/reimbursed to the implementing institution upon submission of required documents - enrollment report encoded in T2MIS, learners' profiles and signed SGCs. The remaining fifty (50) percent shall be paid at the end of the semester/term upon submission of complete documents- terminal report encoded in T2MIS and daily attendance. All else shall follow the TESDA Circular No. 077, Series of 2019 with subject: Omnibus Guidelines for 2019 TESDA Scholarship Programs (TWSP, STEP, PESFA, UAQTEA) and the approved Schedule of Cost for UAQTEA qualifications (Part of the IG as Annex).

b. Payment of Cost of Tuition For Diploma Programs/Bundled Programs which will run for one year or more

For 2019, all registered and recognized Diploma programs will be funded for one school year. Fifty (50) percent will be paid/reimbursed to the implementing institution upon submission of required documents - enrollment report encoded in T2MIS, learners' profiles and signed SGCs. The remaining fifty (50) percent shall be paid at the end of the semester/term upon submission of complete documents- terminal report encoded in T2MIS and daily attendance.

c. Payment of Assessment Cost and Miscellaneous Fees

Refer to TESDA Circular No. 001, Series 2019 Omnibus Guidelines for 2019 TESDA Scholarship Programs (TWSP, STEP, PESFA, UAQTEA) and TESDA Circular No. 077, Series of 2019 with subject: Amendment to Section V and XII of the Omnibus Guidelines for 2019 TESDA Scholarship Programs (TWSP, STEP, PESFA, UAQTEA)

d. Payment for the Learners' Accident Insurance

Refer to TESDA Circular No. 091, Series of 2019 with subject: Guidelines in the Availment of GSIS Group Personal Accident Insurance

e. Payment for Training Support Fund/Living Allowance and Instructional Materials Allowance

One hundred percent of the fund for training support fund/living allowance and instructional materials allowance shall be downloaded to the TESDA ROs immediately after the approval of QMs.

XII. DELIVERY AND ISSUANCE OF TOOLKITS

Follow the TESDA Circular No. 052, s. 2019 with subject: Addendum to Section XI of the Omnibus Guidelines for 2019 TESDA Scholarship Programs (TWSP, STEP, PESFA, UAQTEA)

XIII. CONDUCT OF TRAINING INDUCTION PROGRAM (TIP)

The TVI should ensure that a TIP is conducted on the first day of training.

XIV. REPORTING REQUIREMENTS

1. Collection Report for Opt-Out, Voluntary and Paying/Non-Eligible Learner, (Annex P: Report of Collections and Deposits);
2. TVI MIS 03-02 thru T2MIS indicating learners in the following types: A. free TVET, B. Voluntary Contribution, C. Opt-out, and D. Paying within the enrolment period (refer to T2MIS), and Expanded MIS 03-02 as per Section XI.3 of TESDA Circular No. 001, Series of 2019 of the Omnibus Guidelines for 2019 TESDA Scholarship Programs (TWSP, STEP, PESFA, UAQTEA); and
3. Follow the TESDA Circular No. 52, s. 2019 with subject: Addendum to Section XI of the Omnibus Guidelines for 2019 TESDA Scholarship Programs (TWSP, STEP, PESFA, UAQTEA).

XV. VIOLATIONS AND SANCTIONS

TESDA Circular No. 23 Series of 2019, on the Amendment of Section XVII – Sanctions and Penalties of the Amended Omnibus Guidelines on Program Registration under the Unified TVET Program Registration and Accreditation System (UTPRAS) shall apply.

TESDA CIRCULAR

Subject: Guidelines on the 2019 Implementation of Free TVET and Tertiary Education Subsidy (TES) under the Universal Access to Quality Tertiary Education Act (UAQTEA)		Page 10 of 10 page/s Number 092, series of 2019
Date Issued: September 3, 2019	**Effectivity:** Immediately	**Supersedes:**

XVI. SEPARABILITY CLAUSE

If, for any reason, any part or provision of these guidelines is declared invalid or unconstitutional, any part or provision not affected thereby shall remain in full force and effect.

This Circular takes effect as indicated and shall supersede all issuances inconsistent herewith.

SEC. ISIDRO S. LAPEÑA, Ph.D., CSEE
Director General

Annex A

WAIVER FORM

Region: _____

Province: _____

State-run Technical-Vocational Institution:_TESDA Women's Center

I, __Vanessa Diaz, 18 years old enrolled in Bread and Pastry Production starting August 1,
(Name of Learner) (Qualification)

2018 toNovember 8, 2018, certifies that I am cognizant of the Universal Access to Quality Tertiary Education Act (RA 10931) and all the benefits and responsibilities of a learner, voluntary decides to pay:

(Please check (√) your option)

☐ Reason for Opt-Out: _____ _____ _____ _____	The full cost of tuition, miscellaneous fees and national competency assessment fee (OPT-OUT). Reason: (The amount, during the discussion, will be filled-up by the Registrar/Guidance Counselor in reference to Annex A Fees for Opt-out mechanism upon discussion) Amount in Words _____ _____(Php)_____	**OPT-OUT** (paying the full amount based on the Cost of Free TVET Qualification) Consequently, I understand that I am NOT ENTITLED to receive the following: toolkit, living allowance and instructional materials allowance
☐ Reason for Voluntary Contribution: _____ _____ _____ _____	Any Amount as contribution (VOLUNTARY CONTRIBUTION) Amount in Words _____ _____(Php)_____	**VOLUNTARY CONTRIBUTION** (partial amount) Consequently, I understand that I am ENTITLED to receive the following: toolkit, living allowance, instructional materials allowance and assessment fee.

I hereby certify that the foregoing was discussed with the registrar/guidance counselor and decided to pay within the enrolment period of the training program. The decision made is voluntary, final and irrevocable.

B.Learner's Signature (Signature over Printed Name)	**Parent's/Guardian** (Signature over Printed Name) (For Learners below 18 years old)	**Date**
C. Certified by: Registrar/Guidance Counselor (Signature over Printed Name)	Proceed to the Cashier/Designated Collecting Officer for the payment of amount as certified.	
D. Accepted by:	Date of Payment:	
	Amount Paid (Php)	
Cashier/Designated Collecting Officer (Signature over Printed Name)	Official Receipt No.	

WITNESS MY HAND AND SEAL on the date and place above written.

Doc. No. _____
Page No. _____
Book No. _____
Series of 2019

Annex C

Technical Education and Skills Development Authority
FY 2019 Universal Access to Quality Tertiary Education (UAQTEA)

QUALIFICATION MAP (QM)

QM Number.: UAQTEAD-QM-2019-1411-00
(to be filled out by SMD using the prescribed Coding System for Approved QM)

Region : CAR
Province/District : Benguet
Name of TVI : Data Center College of the Philippines of Baguio City, Inc.
TVI's Complete Address :_____
TVI's Landline :_____ **TVI's Cellphone No.:**_____ **TVI's Email Address:**_____

QM Qualification Code	Title of Recognized Diploma Program	Year	Semester	No. of Slots (per Batch)	Indicative Date of Training & Assessment (per Batch)			COSTING								TOTAL AMOUNT									Remarks
					Start	End	Date of Assessment	Cost of Tuition (PhP)	Cost of Miscellaneous and Other School Fees (PhP)	Cost of Accident Insurance (PhP)	Instructional Materials/ (PhP)	Living Allowance/Training Support Fund (PhP)	Cost of Workshop Uniform	National Assessment Fee (PhP)	Per Capita Cost (PhP)	Total Cost of Tuition (PhP)	Total Cost of Miscellaneous and Other School Fees (PhP)	Total Cost of Accident Insurance (PhP)	Total Instructional Materials (PhP)	Total Living Allowance/Training Support Fund (PhP)	Total Cost of Workshop Uniform (PhP)	Total National Assessment Fee (PhP)	Total Amount (PhP)	Total Amount (less Insurance) (PhP)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16=9+10+11+12+13+14+15)	(17=19*6)	(18=10*5)	(19=11*5)	(20=12*5)	(21=13*5)	(22=14*5)	(23=15*5)	(24=17+18+19+20+21+22+23)	(25=24-19)	(26)
00	Diploma in Hotel and Restaurant Technology	1	1	25				37,815.00	350.00	100.00	5,000.00	14,400.00	450.00	1,885.00	60,000.00	945,375.00	8,750.00	2,500.00	125,000.00	360,000.00	11,250.00	47,125.00	1,500,000.00	1,497,500.00	embedded Qualifications: Cookery NC II, and Food and Beverage Services NC II
00	Diploma in Hotel and Restaurant Technology	1	2	25				38,800.00	350.00	-	5,000.00	14,400.00	450.00	1,000.00	60,000.00	970,000.00	8,750.00	-	125,000.00	360,000.00	11,250.00	25,000.00	1,500,000.00	1,500,000.00	embedded Qualifications: Commercial Cooking NC III, and Food and Beverage Services NC III
00	Diploma in Hotel and Restaurant Technology	1	3	25				4,400.00	350.00	-	-	4,800.00	450.00	-	10,000.00	110,000.00	8,750.00	-	-	120,000.00	11,250.00	-	250,000.00	250,000.00	
TOTAL:																							**3,250,000.00**	**3,247,500.00**	

Submitted by:

_____
School Administrator

Date: _____

Evaluated by:

_____
Provincial Director

Date: _____

Endorsed by:

_____
Regional Director

Date: _____

Approved by:

_____
Director General

Date: _____

Annex C

Technical Education and Skills Development Authority
FY 2019 Universal Access to Quality Tertiary Education (UAQTEA)

QUALIFICATION MAP (QM)

QM Number.: UAQTEASB-QM-2019-0128-00
(to be filled out by SMD using the prescribed Coding System for Approved QM)

Region : I
Province/District : Ilocos Norte
Name of TVI : Bangui Institute of Technology
TVI's Complete Address :_____
TVI's Landline :_____ **TVI's Cellphone No.:**_____ **TVI's Email Address:**_____

QM Qualification Code	Qualification Title/ Approved Bundled Program	CTPR No.	Name of Trainer	NTTC for WTR Programs/TMC for NTR Programs Number	No. of Slots (per Batch)	Indicative Date of Training & Assessment (per Batch)			COSTING								TOTAL AMOUNT									Remarks
						Start	End	Date of Assessment	Cost of Tuition (PhP)	Cost of Miscellaneous and other school fee (PhP)	Cost of Accident Insurance (PhP)	Instructional Materials (PhP)	Training Support Fund/Living Allowance (PhP)	Cost of Workshop Uniform (PhP)	National Assessment Fee (PhP)	Per Capita Cost (PhP)	Total Cost of Tuition (PhP)	Total Cost of Miscellaneous and other school fee (PhP)	Total Cost of Accident Insurance (PhP)	Total Instructional Materials (PhP)	Total Training Support Fund/Living Allowance (PhP)	Total Cost of Workshop Uniform (PhP)	Total National Assessment Fee (PhP)	Total Amount (PhP)	Total Amount (less insurance) (PhP)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17=10+11+12+13+14+15+16)	(18=10*6)	(19=11*6)	(20=12*6)	(21=13*6)	(22=14*6)	(23=15*6)	(24=16*6)	(25=18+19+20+21+22+23+24)	(26=25-20)	(27)
00	Automotive Servicing NC I	15010102007578	DEXTER G. TOMAS	151301281200027	25	01-Oct-19	21-Nov-19	Nov. 4-6, 2019	6,300.00	350.00	100.00	5,000.00	4,160.00	450.00	660.00	17,020.00	157,500.00	8,750.00	2,500.00	125,000.00	104,000.00	11,250.00	16,500.00	425,500.00	423,000.00	
TOTAL:																								**425,500.00**	**423,000.00**	

Submitted by:

_____
School Administrator
Date: _____

Evaluated by:

_____
Provincial Director
Date: _____

Endorsed by:

_____
Regional Director
Date: _____

Approved by:

_____
Director General
Date: _____

Annex C

MEMORANDUM OF AGREEMENT

This **MEMORANDUM OF AGREEMENT (MOA)** is hereby made and entered into by and between:

The **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY,** a national government agency with principal office address at East Service Road, South Superhighway, Taguig City, through its Regional Office No_____ duly represented herein by its **Regional Director** _____, herein referred to as **"TESDA"**;

- and -

The _____, a state-run academic and training institution, which offers TESDA-registered Technical Vocational Education and Training (TVET) programs, to its learners, with a principal office address at _____ City and duly represented by its _____,and hereinafter referred to as **"SUC/LUC/LGU-TVI"**:

Both are herein collectively referred to as "Parties".

Witnesseth:

WHEREAS, the **TESDA** is a national government agency created through Republic Act No. 7796 otherwise known as the "Technical Education and Skills Development Act of 1994", mandated by law, to provide relevant, accessible, high quality and efficient technical education and skills development in support of the development of high quality Filipino middle level manpower responsive to and in accordance with Philippine development goals and priorities;

WHEREAS, Section 8 of Republic Act No. 7796 states that TESDA shall primarily be responsible for formulating, continuing, coordinated and fully integrated technical education and skills development policies, plans and programs;

WHEREAS, Section 32 of the TESDA law further provides that it shall adopt a system of allocation and funding of scholarship grants which shall be responsive to the technical education and skills development needs of the different regions in the country.

WHEREAS, the **SUC/LUC/LGU-TVI** is a State-run academic and training institution, that offers TESDA-registered Technical Vocational Education and Training (TVET) program, to its students/constituents/beneficiaries;

WHEREAS, Republic Act (RA) No. 10931 otherwise known as the *"Universal Access to Quality Tertiary Education Act (UAQTEA)"* was signed into law last August 2, 2017 while its Implementing Rules and Regulations (IRR) was approved by UniFAST Governing Board last November 10, 2017;

WHEREAS, both parties are covered and governed by the mandate of R.A. 10931 on providing free and universal access to quality tertiary education;

WHEREAS, the UAQTEA provides three (3) modes by which a student can access quality technical vocational education and training (TVET) through: a) Free TVET in State-Run TVIs; b) Tertiary Education Subsidy (TES); and c) Student Loan Program;

WHEREAS, Rule III, Section 13 of the Implementing Guidelines of R.A. 10931 provides for the coverage of Free TVET in the Post-Secondary State-run TVIs whereby all Filipino learners who are currently enrolled at the time of the effectivity of the Act, or shall enroll at any time thereafter, in any TESDA-registered TVET program leading to a non-degree certificate or diploma, including diploma courses and bundled programs, and offered by State-run TVIs (STVIs) shall be eligible for the free TVET provision;

WHEREAS, Section 7 of Republic Act 10931 provides that in order to support the cost of tertiary education or any part or portion thereof, a TES is established for all Filipino students who shall enrol in the undergraduate post-secondary programs of SUC, LUCs, private HEIs and all TVIs;

WHEREAS, Section 8 of Republic Act 10931 provides that in order to support further the cost of tertiary education or any part or portion thereof, a student loan program for tertiary education is likewise established for all Filipino students who shall enroll in SUC, LUC, private HEI and TVET Program in all TVIs registered under TESDA;

WHEREAS, consistent with Section 56 of the IRR of Republic Act 10931, the budgetary appropriation in the General Appropriations Act (GAA) for the implementation of the Free TVET Program in state-run TVIs and Tertiary Education Subsidy (TES) for private TVIs is with the account of CHED whereas the actual implementation and quality assurance thereof is lodged with TESDA in accordance with the provisions of Sections 42 and 58 of same IRR;

WHEREAS, there is a need to transfer the funding requirements from **TESDA** to **SUC/LUC/LGU-TVI** in order to implement the Free TVET Program in its campuses in accordance with the legislative intent of the Republic Act 10931;

NOW THEREFORE, for and in consideration of the foregoing premises and the mutual covenants hereinafter set forth, the parties have agreed on the following terms and conditions:

A. COVERAGE:

This **Memorandum of Agreement** shall be entered in partnership between TESDA RO and SUC, LUC/LGU-TVI in the implementation of RA 10931 and its IRR and Implementing Guidelines of Free TVET.

B. PURPOSE OF FUND TRANSFER:

The budgetary appropriation entailed in the implementation of this MOA shall be subject to the Qualification Map (QM) approved by TESDA Central Office and shall be used by **SUC/LUC/LGU-TVI** strictly for the purpose of implementing the Free TVET Program in its campuses as a component of the Universal Access to Quality Tertiary Education under Republic Act 10931 for Calendar Year 2018;

C. OBLIGATIONS OF SUC/LUC/LGU-TVI:

1. Ensure that the training programs it offers to the public are duly registered with TESDA through its Amended Omnibus Guidelines on Program Registration under the Unified TVET Program Registration and Accreditation System (UTPRAS);

2. Shall submit Qualification Maps (QMs) to TESDA Regional Office which in turn shall be forwarded to the Central Office for approval by the TESDA Director General prior to implementing the Free TVET Program;

3. Shall issue an Official Receipt to acknowledge any amount received from TESDA for the implementation of this program;

4. Shall implement, the Free TVET Program from August 2018 to June 2019 as a component of the Universal Access to Quality Tertiary Education under the Republic Act 10931 and subject to applicable laws, rules and regulations;

5. Shall be fully responsible for the accounting and disbursement of the transferred funds in accordance with existing COA and other government regulations. In addition, it shall submit verified **Quarterly Liquidation Reports** in accordance with the COA Circular No. 94-013 dated December 13, 1994;

6. Shall make available the records and related documents to **TESDA**and CHED-UniFASTfor inspection and monitoring;

7. Aside from the foregoing Quarterly Liquidation reports, it shall also submit to **TESDA** a **Monthly Fund Utilization Report** duly verified and certified correct by the **SUC/LUC/LGU-TVI** Chief Accountant and approved by the Head of Office, with copies of the paid disbursement vouchers in connection with the implementation of the Free TVET Program;

8. Shall submit to TESDA, as required in the Guideline for the Implementation of the Universal Access to Quality Tertiary Education Act (UAQTEA) in State-run Technical Vocational Institutions, the following:
    - T2MIS report on enrolment, assessed, graduates and certified;
    - Learners daily attendance report;
    - Report on toolkits;
    - Other reports as may be required in the guidelines;

9. Without need of demand, any unused balance for this purpose shall be returned to TESDA with corresponding complete liquidation at the end of the Fiscal Year.

D. MISCELLANEOUS PROVISIONS:

1. TESDA reserves the right to hold and/or stop release of succeeding tranches for a particular Calendar Year and funding for succeeding Calendar Year of any SUC/LUC/LGU-TVI which shall fail to submit complete and proper Monthly Utilization Fund Reports and Quarterly Liquidation Reports to TESDA as required under this agreement. TESDA shall inform the SUC/LUC/LGU-TVI of any such deficiency or discrepancy noted within thirty (30) days upon its submission. Succeeding funds shall only be released by TESDA upon completion of deficiencies and rectification of discrepancies by SUC/LUC/LGU-TVI in the reports submitted;

2. The parties mutually agree to perform and abide with all of the provisions and requirements contained or could reasonably be inferred from this MOA. Failure of either party to ensure compliance thereof shall not be construed to be a

waiver of such provisions or a waiver of right of each thereafter to enforce or settle the same; and

3. This MOA may be periodically amended/ modified in writing in order to be responsive to conform to the intent of the parties and the provisions of COA, DBM, and other pertinent government regulations and guidelines.

E. EFFECTIVITY AND DURATION

This Agreement shall take effect upon the signing by the Parties hereto and shall be terminated upon the satisfactory fulfilment of all terms and conditions embodied herein.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures on this day of

_____, 2018 at _____.

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY	**SUC/LUC/LGU-TVI**
Regional Director Region _____	President of the SUC/Head of the LUC or LGU
SIGNED IN THE PRESENCE OF	
TESDA Regional Operations Division Chief	

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY) S.S.

BEFORE ME, this day of2018, at the City of _____, personally appeared the following who have showed me their respective competent evidence of identities and also avows under penalty of law to the whole truth of the foregoing:

Name	Government Identification	Card No.
Regional Director		
President of SUC/Head of the LGU		

They further /acknowledged to me that their respective signatures on this instrument were voluntarily affixed by them for the purpose stated herein. Furthermore, they declared to me that they have executed the foregoing instrument as their free and voluntary act and deed and of the instrumentality of Government herein represented and that they have the authority to sign for and on behalf of their respective principals.

This instrument refers to a Memorandum of Agreement executed by and between **TESDA and SUC/LUC/LGU-TVI** for the Implementation of Free TVET Program and consisting of **_____ (_____) pages**, including this page wherein this acknowledgment clause is printed; and has been signed by the parties and their instrumental witnesses.

WITNESS MY HAND AND SEAL on the date and place above written.

Doc. No. _____
Page No. _____
Book No. _____
Series of 2018

Annex D
Property Acknowledgement Receipt

Appendix 71

PROPERTY ACKNOWLEDGMENT RECEIPT

Entity Name : **TESDA Women's Center**

Fund Cluster: Free TVET **PAR No.:** _____

Quantity	Unit	Description	Property Number	Date Acquired	Amount
1	Set	Toolkit for Bread and Pastry with the following:			
		Measuring Cup; Stainless steel with the ff. sizes			
		1 cup, 1/2, 1/3, and 1/4			
		Flour Sifter, stainless steel mesh flour strainer			
		12" diameter			
		Muffin pan, 12 holes, 3 oz capacity per hole			
		aluminum			
		Purchased from _____			
		Supply under P.O. No. _____ dtd. _____			
		Invoice No. _____ dtd. _____			
		ORS No. _____			
					59,300.00

Received by:	Issued by:
YANESSA M. DIAZ	**MARIA GRACIA P. DELA RAMA**
Signatue over Printed Name of End User	Signatue over Printed Name of Supply and/or Property Custodian
Position/Office	**Chief, PD/AS** Position/Office
14-Sep-18 Date	**14-Sep-18** Date