TESDA CIRCULAR

Subject: Addendum to Section XI of the Omnibus Guidelines for 2019 TESDA Scholarship Programs (TWSP, STEP, PESFA, UAQTEA)		Page 1 of 1 page/s Number 052, series of 2019
Date Issued: June 11, 2019	**Effectivity:** Immediately	**Supersedes:**

In the interest of the service and to provide a distribution and monitoring mechanism for starter toolkits through Section XI of the Omnibus Guidelines for 2019 TESDA Scholarship Programs (TWSP, STEP, PESFA, UAQTEA), the following additional guidelines are hereby issued:

Section XI. Monitoring and Evaluation

9. Distribution and Monitoring of Starter Toolkits

a. Upon receipt of the starter toolkits from the suppliers, the ROs shall conduct inspection of the delivered toolkits;

b. The ROs shall issue the toolkits to the POs;

c. The POs shall record/update/maintain the stock cards of the STEP Toolkits received from the ROs;

d. The PO Supply Officer shall coordinate with the PO Scholarship Focal for the schedule of the training and distribution of toolkits to the beneficiaries;

e. The PO Supply Officer shall release the toolkits to the identified graduates and have the Acknowledgement Receipt signed by the latter;

f. The PO Supply Officer shall provide the PO Scholarship Focal the list of beneficiaries who received the toolkits per qualification;

g. The PO Scholarship Focal shall encode/update the Expanded MIS-03-02;

h. The PO Supply Officer shall prepare an inventory of the unutilized/undistributed toolkits and submit the inventory report to the RO on or before January 15 of the succeeding year;

i. The RO Supply Officer with the RO Scholarship Focal shall conduct a year-end physical count of the unutilized/undistributed toolkits based on the submitted inventory report of the PO Supply Officer on or before January 31 of the succeeding year;

j. The ROs shall submit the inventory report of the unutilized/undistributed toolkits to the Procurement Division – Administrative Service (PD-AS) on or before February 15 of the succeeding year for consolidation and reporting to TESDA Management;

k. The SMD in coordination with PD-AS and FMS shall reconcile and validate the inventory report submitted by the ROs within the first quarter of the succeeding year;

l. Unutilized/unclaimed starter toolkits due to reasons such as inability to locate the graduates after the training; trainees dropping out; and scholarship slots without enrollees shall be used for community-based programs of the TTIs; and

m. The Chief of Services for Administration through the PD-AS shall be responsible for the overall monitoring/distribution of the starter toolkits;

This Circular shall take effect as indicated.

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Director General