TESDA CIRCULAR

SUBJECT: Guidelines on the Conduct of the WORLD CAFÉ of OPPORTUNITIES through Job Linkaging and Networking Services (JoLiNS)		Page 1 of 8 pages No. 027, Series of 2018
Date Issued: **April 16, 2018**	**Effectivity:** As indicated	**Supersedes:**

I. Background

In line with President Rodrigo Roa Duterte's thrust in strengthening the war against poverty and with the TESDA's two-pronged direction towards poverty alleviation, there is a need for a relevant strategy or a delivery platform to hasten the employment hunting period for our certified TVET graduates and alumni. Thus, **Job Linkaging and Networking Services (JoLiNS)** was institutionalized through TESDA Circular No. 38, series of 2016.

In order to operationalize the JoLiNS, all TESDA regional, provincial offices, TTIs, private TVIs and TVI Associations shall conduct a regular sectoral ***WORLD CAFÉ of OPPORTUNITIES through JoLiNS***. This is one of the strategies to create impact and build the image of TESDA as caring institution. A process wherein the possible opportunities are being offered and match with the competencies of jobseekers in the area. The idea is to convene/gather all possible opportunities (e.g. employment, scholarships, financial assistance thru loans packages, consultancy services from TESDA Alumni, etc) and possible beneficiaries (TESDA graduates/alumni seeking for job, skills upgrading, entrepreneurship training, financial assistance, etc) for a particular sector in one venue and do the matching process. Higher percentage of hired on the spot (HOTS) and higher skill-job matching are the ultimate goals of this activity. Possible opportunities may be sourced out from government agencies, industries, industry associations, financing institutions, TESDA Alumni as Benefactors, Technical-Vocational Education Institutions (TVIs), etc. The activity shall be the avenue where all the possible employment and training supports shall be made available including financing institution windows.

World Café of Opportunities in a sense, job opportunities and other employment support interventions shall be offered and are placed in various stations within the event area, where the jobseekers could roam around and pick the opportunity of their choice. The twin benefit strategy is one of the twists, where jobseekers are not the sole beneficiaries but even the partner agencies/companies.

It is envisioned that the partner agencies shall be composed of the following, namely: Regional/Provincial Offices of the Department of Labor and Employment (DOLE), Public Employment Service Office (PESO), Department of Trade and Industry (DTI), Overseas Worker and Welfare Administration (OWWA), Philippine Overseas and Employment Administration (POEA), Department of Science and Technology (DOST), Cooperative Development Authority (CDA), companies/industries, sectoral industry associations, financing institutions, technical-vocational education institutions (TVIs) and other stakeholders. They shall work together on a common goal of escalating and drumbeat employment and skills upgrading in the country.

II. Program Objectives

1. Operationalize the JoLiNS;
2. Facilitate the provision of employment and training including skills upgrading to the TVET graduates/alumni;
3. Increase awareness of the employment and training programs of the private and government line agencies available for the job seekers;
4. Strengthen convergence among the private and government line agencies with a common goal of providing accessible employment and training for TVET graduates/alumni; and,
5. Identify the industry emerging skills for TESDA to include in the priority qualifications standards being developed.

III. Success Indicator

1. Number of partners *(government agencies, industries, financing institutions, TVIs)* participated.
2. MOA among partners was forged indicating the commitments sourced from the partner agencies.
3. Number of TVET graduate/alumni jobseekers interviewed and processed.
4. Number of TVET graduate/alumni hired (HOTS).
5. Number of TVET graduate/alumni provided with slots for skills upgrading or entrepreneurship training.
6. JoLiNS platforms were delivered as per TESDA Circular no. 38 series of 2016.
7. TVET graduate/alumni lacking employment requirements data were gathered for possible interventions.

IV. Implementation Arrangements

To ensure efficient and effective implementation of the World Café of Opportunities, the following arrangements are laid down to provide a general guidance in the implementation. The field offices may explore other options/strategies and creative ways that will further enhance and ensure the success of the event that is either conducted region-wide, province-wide or per institution.

4.1. Clients

1. TVET graduates/alumni seeking jobs
2. TVET graduate/alumni entrepreneurs
3. Companies/Industries with job vacancies
4. OFW returnees and their qualified beneficiaries

4.2. Services Offer

1. Job opportunities either wage or self-employment, local or overseas for all TVET graduates/alumni.
2. Basic/upgrading skills as requirement for employment for all TVET graduates and industry workers.
3. Technical assistance (e.g. preparation of documentary requirements for availing financial loans) for TVET graduate/alumni entrepreneurs for their proposed enterprise venture.
4. Recruitment of competent workers for companies/industries job vacancies.
5. Availment of employment/retooling for OFW returnees who are TVET graduates and their qualified beneficiaries.

4.3. How the World Café of Opportunities Work?

1. All regional and provincial offices shall conduct **regular semestral sectoral** WORLD CAFÉ of OPPORTUNITIES through JoLiNS. This activity is area based and sectoral focused to achieve **higher skill-job matching**. It is suggested that the activity be conducted either in the activity area of shopping mall or in multi-purpose covered court.

2. Each office shall designate Industry Coordinator (IC) to spearhead the activity. As an Industry Coordinator, they are tasked to perform the following: *(note: they may collaborate with other ICs within the area)*
   - Strategize the invitation/coordination with and among the partner agencies.
   - Ensure that sufficient dissemination of information at the regional and the provincial levels are achieved.
   - Facilitate the conduct of World Café of Opportunities.
   - Serve as link between TVET graduate/alumni jobseekers and the available employment intervention packages of the partner agencies.
   - Ensure that the JoLiNS platforms as per TESDA Circular no. 38 series of 2016 are REGULARLY implemented.

3. Setting-up the activity venue.
   - Registration booth will be stationed near the entrance of the venue.
   - Photocopying machine and photo booth for ID pictures will be set-up beside the registration booth.
   - The environment is set up like a café. Tables seat five or six jobseekers.
   - Each table should have one host who will remain at the table for conducting the interview/assessment.
   - Standee tarpaulin of industry/institution name and offerings is stationed beside their assigned table.

4. Features
   - To boost a dynamic atmosphere, **technotainment** booths will be set up to showcase various talents/product demo/freebies or conduct brief learning sessions (e.g. personal grooming, resume writing, power dressing, etc) of TVIs or industries, this will be situated in various corners of the venue.
   - Prior to the opening of the World Café of Opportunities, the list of partner companies/industries, government agencies, TTIs/TVIs and financial institutions shall be posted in the venue's conspicuous places. Available jobs per company with the qualification requirements, personality development programs, skills upgrading, livelihood training packages, MSME's development programs, financial windows for business ventures, training details regarding partnership with the industries *(DTS/DTP/Apprenticeship/learnership)*, TESDA's assessment and certification program are some of those opportunities that the World Café could offer.
   - Highlights of the opening program shall be the partner agencies' signing of pledge of commitments/support through a giant MOA tarp.

5. Conducting the World Café of Opportunities *(illustration attached as Annex A)*

   Step 1. Jobseekers (TESDA graduates/alumni) shall go to registration booth, fill out and submit accomplished client registration form *(attached as Annex B)*. Check completeness of documentary requirements, if incomplete go to the Jobseeker Assistance booth for necessary assistance.

Step 2. The jobseekers can now proceed to the "World of Opportunities" area and explore the possibilities (employment, training, financial loan assistance) he/she prefer.

Step 3. After choosing the possible opportunity whether employment, training, financial loan assistance, he/she will be subjected to the process of World Café. Together with other five to six jobseekers, the "Host" of the table (industry/institution) will conduct interview/assessment/orientation which may last for 20 minutes. For monitoring purposes, each host will facilitate the registration and assistance provided to jobseekers by filing up the HOST REGISTRATION FORM (Form attached as Annex C). The jobseeker may undergo this process for as long as he/she wants. Suggested lay-out of the World of Opportunities is attached as Annex D.

Step 4. Within the "World of Opportunities" area, the industries/institutions can also forge partnership (e.g dual training partnership, skills upgrading for employees, exchanging/sharing of resources, etc.)

4.4. Responsibilities of the TESDA COROPO

a. Central Office

- Forge partnership through MOA with government agencies at the national level.
- Conduct advocacy and promotion to have a wider information and participation.
- Conduct a capability building for Industry Coordinators.

b. Regional/Provincial Office

- Identify the sector to be focused.
- Forge partnership through MOA with private and government agencies at the regional/provincial level.
- Spearhead the conduct of the World Café of Opportunities.
- Conduct advocacy and promotion activities to have a wider information and participation.
- Design the program of activities and facilitate the venue arrangement of the event.
- Ensure the availability and participation of the partner agencies to tap their cooperation and support in the conduct of the activity.
- Invite employers, industry associations, companies, recruitment agencies and other relevant organizations that will participate, in coordination with the PESO, the DOLE regional/provincial offices.

- Allocate funds for the world café of opportunities activity.
- Conduct regular events on this nature at least one (1) per semester in their respective regions/province.
- Assign focal persons that shall act as industry coordinators at the ROPOTI and TVI levels.

4.5. ***Responsibilities of Partners*** *(Framework attached as Annex E)*

a. PESO/DOLE/POEA

- Provide/identify/invite the employers, industry associations, companies, recruitment agencies and other relevant organizations that will participate in the conduct of Sectoral Focused World Café of Opportunities.
- Secure information on possible workforce requirement from the companies both local and foreign for a particular sector.
- Share available guidelines, mechanics and other relevant information relative to the event.
- Participate in the conduct of World Café of Opportunities.
- Provide assistance in other areas as may be needed.

b. Department of Trade and Industry (DTI)

- Provide technical advises and the list of business registration requirement for those who prefer self-employment.
- Enroll those who are interested in entrepreneurship training specifically on business document preparations as requirement to avail loan programs and other financial assistance they could offer.
- Enroll those TVET graduates who are interested to undergo livelihood trainings of DTI.

c. Overseas Workers Welfare Administration (OWWA)

- Provide scholarship for the qualified TVET graduate OFW returnees or TVET qualified members of the family under their Education for Development Scholarship Program (**EDSP**) or any scholarship program to further enhance their knowledge and competencies.
- Facilitate the application of any OFW Loan and Livelihood Assistance.

d. ***Department of Science and Technology (DOST)***

- Provide access to the available technology relative but not limited to business production mechanization designs.
- Enroll the interested TVET graduates in livelihood trainings that DOST offers.
- Provide assistance in other areas as may be needed.

e. Cooperative Development Authority (CDA)

- Provide information on any capital assistance that the authority offers for the MSMEs.
- Provide assistance in other areas as may be needed.

f. Financing Institutions

- Provide windows for any financial support as capital to the qualified applicant.
- Assess and familiarize the interested TVET graduates and alumni on the financial packages available

g. TVET Institutions (TTIs and TVIs)

- Set up booth where jobseekers can inquire and enroll in their basic/upgrading skills training program offerings
- Introduce/strengthen the Dual Training Partnership with the industry *(i.e. DTS, Apprenticeship/learnership)* as the preferred mode of learning scheme.
- Conduct orientations on their respective Institution's requirements for basic/upgrading skills training
- Provide laptops/desktops and internet connection that shall be used for the online registration of prospect enrollees
- Enlist/enroll qualified applicants in the available TVET programs/courses

4.6. Promotion and Advocacy

- The public information unit shall ensure the dissemination of information on the conduct of the program through quad-media (print, broadcast, television and social)

- The field office through their respective Industry Coordinators shall likewise ensure dissemination of information in their respective area.

4.7. Monitoring

- The regional/provincial offices shall ensure the monitoring of those job seekers that were hired, train those who need basic or upgrading skills training on their preferred institution, follow up the status of other partner agency's commitments. Monitoring form attached as Annex F.

4.8. Budgetary Support

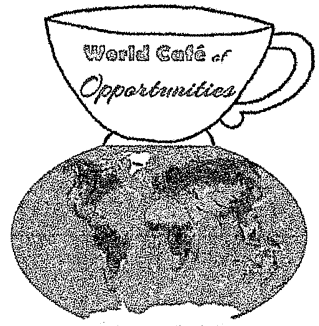
- The expenses that shall be incurred in the conduct of the activity shall be charged under the regular budget subject to usual accounting and auditing rules and regulations.

This Circular takes effect as indicated.

GUILING "GENE" A. MAMONDIONG
Director General/Secretary

Annex A

Conducting the World Café:



✓ AREA BASED
✓ SECTORAL FOCUSED

e.g. BUILD-BUILD-BUILD

JOBSEEKERS

REGISTRATION
Fill out Registration Form & Check Completeness of Documentary Requirements

Jobseeker Assistance Booth
- *Reproduction Machine for Documents*
- *ID Photo*

Company 1
- *Process Docs*
- *Interview/ Exam*

Company 2
- *Process Docs*
- *Interview/ Exam*

STIIs/TVIs

Government Offices

OPPORTUNITIES
- Local/Overseas Employment
- Financial Loans Assistance
- OFW Retooling
- Skills Upgrading
- Dual Training Partnership with Companies

TESDA Upgrading Programs

Financial Loans Assistance
- *Attend orientation*

Higher **HOTS**
Higher **Skills-Jobs** Matching

TECHNOTAINMENT AREA

ANNEX B

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Region/Province: _____

World Café of Opportunities through JoLiNS

Date: _____

CLIENT REGISTRATION FORM

Name of TVET Graduates/Alumni:			
Complete Address:			
Birthdate:		Gender	
Contact Numbers:		Email Address:	
Highest Educational Attainment:			
TVET Program Completed/Finished:			
Assistance Requested:	☐ Employment ☐ Skills Upgrading ☐ Entrepreneurship Training ☐ Financial Loan Assistance ☐ Others:_____		

ANNEX C

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Region/Province: _____
Name of Company/Industry/Institution: _____

World Café of Opportunities through JoLiNS

Date: _____

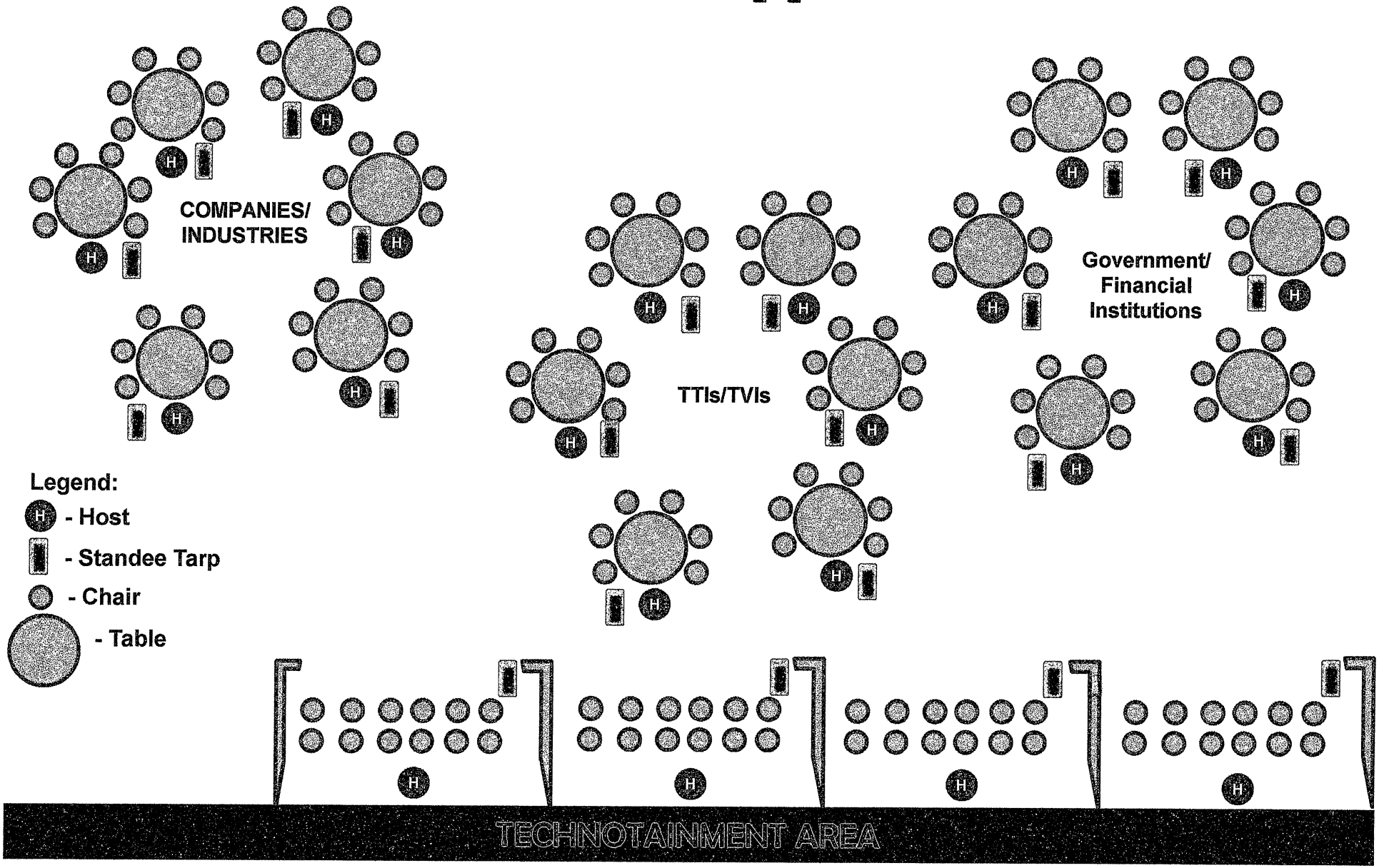
HOST REGISTRATION FORM

NAME OF TVET GRADUATE/ALUMNI	COMPLETE ADDRESS	CONTACT NUMBER	EMAIL ADDRESS	ASSISTANCE PROVIDED

Annex D

Suggested Lay-Out

World Café of Opportunities



Framework:

Partner Agencies

DOLE/PESO
- employment
- Local/Foreign
- Financing for small business associations, cooperatives

DTI
- Entrep Trng.
- financing facilitation

OWWA
- Training scholarship for OFWs
- Financing support for OFW's small business

DOST
- available technology
- equipment support for small business associations, cooperatives

CDA
- Financial support for small cooperatives

- Industry Associations
- Private financing institution (e.g. Banks, TSPI, etc)

JoLiNS Interventions

- Industry Coordinator's BLUE DESK Skills
- Industry Coordinator's INFORMATION EDUCATION COMMUNICATION Skills
- Industry Coordinator's NETWORKING AND LINKAGING Skills
- Industry Coordinator's GUIDANCE AND TRAINING FOR EMPLOYMENT Skills

Outcome

- SELF/WAGE EMPLOYMENT
- TVI's Partnership with Industry (DTS/DTP/ Apprenticeship/ Learnership)
- Companies needing NEW skills standards
- Financial Loan windows
- TESDA Programs

ANNEX F

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Region: _____

World Café of Opportunities through JoLiNS

Date: _____

REPORTING FORM

PROVINCE	NAME OF PARTNER COMPANY/INDUSTRY/INSTITUTION	NUMBER OF TVET GRADUATE/ALUMNI SERVED	NUMBER OF OPPORTUNITIES PROVIDED			REMARKS
			JOBS	TRAININGS	FINANCING LOAN	

NOTED:

_____

REGIONAL DIRECTOR

Date: _____