TESDA CIRCULAR

Subject: Tendering System for Scholarship Grants for Training for Work Scholarship Program (TWSP)		Page 1 of 8 pages Number 55, series of 2016
Date Issued: November 2, 2016	**Effectivity:** As indicated	**Supersedes:**

In the interest of the service and in line with the **TESDA Reform and Development Agenda**, the Tendering System is hereby adopted and shall be observed in awarding the scholarship grants under the Training for Work Scholarship Program (TWSP).

The **Tendering System** is a process of selecting training providers for the scholarship availment.

A. Qualifications/Programs Covered

1. The TWSP shall cover only the TVET programs registered with TESDA in accordance with the appropriate guidelines.

2. To meet the objectives of the program, the amount appropriated for the TWSP shall be utilized to support rapid, inclusive and sustained economic growth through course offerings in priority industries and key employment generators such as **agri-fishery/agri-business/agro-industrial, tourism, information technology-business process management (IT-BPM), semiconductor and electronics, automotive, other priority manufacturing industries, logistics, general infrastructure, and new and emerging sectors**.

3. New and emerging industries shall be identified and recommended by the regional offices or industry bodies. Local in-demand qualifications that are not identified as key employment generators may be covered provided there are existing employment opportunities as evidenced by job orders, authenticated job vacancies or assurance of employment.

4. Higher level qualifications, preferably NC III or higher, shall be covered.

5. Trainers Methodology (TM) Level I for qualifications/courses covered in the KEGs and TM Level II shall be included in the TWSP.

6. Programs under the TESDA Language Skills Institute (LSI) and Competency Assessment and Certification for Workers (CACW) shall be covered under the Program.

B. Creation and Responsibilities of the Regional Scholarship Evaluation Committee (RSEC)

1. The Regional Scholarship Evaluation Committee (RSEC) shall be composed of the following:

Chair	-	Regional Director
Vice Chair	-	Provincial Director
Members	-	Regional Operations Division (ROD) Chief
	-	Financial and Administrative Services Division (FASD) Chief
	-	Association of Concerned Employees (ACE) Representative

2. The Regional Director shall be primarily accountable within the area of his/her jurisdiction. As Chair of the Regional Scholarship Evaluation Committee (RSEC), the Regional Director exercises oversight functions over said Committee.

3. The Provincial/District Director shall only be a member of the Regional Scholarship Evaluation Committee (RSEC) if the training provider involved is within his/her area of jurisdiction. As such, the Provincial/District Director shall ensure among others that the requirements on absorptive capacity, employment rate and utilization rate of the concerned training provider are complied with.

4. The ROD Chief shall ensure among others that the training provider concerned has been subjected to and passed the technical audit.

5. The FASD Chief shall ensure among others that each scholarship grant is funded by TESDA.

6. The ACE representative of a provincial/district office shall only sit as member of the Regional Scholarship Evaluation Committee (RSEC) if the training provider involved is located within the provincial office which he/she represents. His/her participation shall ensure transparency and integrity in the process of selection.

C. Creation and Responsibilities of the National Scholarship Review Committee (NSRC)

1. There shall be a National Scholarship Review Committee (NSRC) consisting of the following:

Chair	- Deputy Director General for Communities and Local Government Unit Services (CLGUS)
Vice Chair	- Deputy Director General concerned based on Zonal Assignments
Member	- Financial Management and Services (FMS)
Secretariat	- Program Management Office (PMO)

2. The DDG for CLGUS exercises oversight functions over said committee. He shall be primarily accountable that all criteria including the figures entered in RFT were reviewed and evaluated by the PMO.

3. The Deputy Director General concerned based on Zonal Assignments shall ensure among others that the requirements on absorptive capacity, employment rate and utilization rate of the concerned training provider are complied with.

4. The FMS shall release the corresponding allotment based on the approved RFT for Central Office Allocation.

5. The PMO shall prepare a Complete Staff Work (CSW) on the submitted RFT before endorsement to the DDG Concerned based on Zonal Assignments.

D. Posting of Invitation to Tender

An invitation to tender containing the qualification titles/programs to be offered in the province/district shall be posted in the respective TESDA national/regional/provincial/district websites and in the conspicuous areas of the regional and provincial/district offices for a period of seven (7) calendar days.

E. Eligibility Requirements for the Training Providers

A. TVIs/TTIs with Previous Scholarship Allocation

1. Program is compliant based on the technical audit report;

2. Must not be a subject of any unsettled **Notice of Disallowance (ND)** that has become final and executory involving any scholarship program of TESDA; and

3. Must not be involved in an unlawful exaction of fees and/or unlawful offering of any program within the jurisdiction of TESDA.

B. TVIs/TTIs without Previous Scholarship Allocation

1. Must have valid Certificate of TVET Program Registration (CTPR); and

2. Must have absorptive training capacity in terms of facilities, tools and equipment and trainers.

F. Tender

1. TVIs/TTIs with registered programs may submit their Tender *(Form 1)* to participate in the skills training program available within their congressional district and may qualify if they passed the eligibility requirements, except when there are no available TVIs/TTIs with registered programs in the district concerned;

2. Tenders shall be submitted to the Provincial/District Offices (P/DOs) starting November 14 to 23, 2016;

3. All tenders shall be evaluated within seven (7) working days upon receipt thereof by the Regional Scholarship Evaluation Committee (RSEC) *(Forms 2 and 3)* and shall prepare a Request for Tender (RFT) *(Form 4)* on the distribution scheme showing how the scholarship slots per qualification will be allotted/distributed per eligible training provider in each provincial/district office;

4. The Regional Scholarship Evaluation Committee (RSEC) shall submit to the National Scholarship Review Committee (NSRC) the RFT *(Form 4)* together with all the evaluated documents including the minutes of the meeting for purposes of review by the NSRC; and

5. The RFT *(Form 4)* shall be reviewed by the National Scholarship Review Committee (NSRC) within five (5) working days for approval of the Director General/Secretary.

G. Criteria for Evaluation of Tender

a. TVIs/TTIs with Previous Scholarship Allocation

1. **Absorptive Capacity** shall cover the physical facilities, tools and equipment and number of trainers. – **50 points**

ABSORPTIVE CAPACITY	POINTS
Within absorptive capacity	50 points
Not within absorptive capacity	0 point

2. **Employment Rate** shall refer to the employment rate of all graduates in a particular qualification previously granted and being applied for. The report on employment rate shall be applicable only for the TWSP programs that have been completed at least six (6) months to one (1) year prior to the new application under the TWSP in the same qualification. An electronic copy of the MIS-03-02 report, which includes the employment status, shall be submitted to the Program Management Office (PMO). – **20 points**

EMPLOYMENT RATE	POINTS
30% to 40%	4 points
41% to 50%	8 points
51% to 60%	12 points
61% to 70%	16 points
71% and above	20 points

3. **Utilization Rate** shall refer to the enrollment report against the approved slots of the scholarship previously granted. – **30 points**

UTILIZATION RATE	POINTS
80% to 90%	20 points
91% and above	30 points

The eligible training providers shall be ranked from lowest to highest based on the point system. Those eligible training providers which garnered a total of fifty-one (51) points and above shall be given priority in the allocation of available scholarship slots. In which case, the Regional Scholarship Evaluation Committee (RSEC) shall decide on the appropriate distribution scheme of scholarship slots for all eligible training providers which garnered a total of at least fifty-one (51) points.

b. TVIs/TTIs without Previous Scholarship Allocation

In case of new and existing TVIs which were not given any scholarship allocation prior to the issuance of this Circular, the Regional Scholarship Evaluation Committee (RSEC) after looking into the eligibility requirements of said TVIs shall allot scholarship slots for the qualification being applied for.

H. Awarding of Scholarship Grants

1. Scholarship grants shall be awarded to qualified TVIs/TTIs on or before December 8, 2016. A Memorandum of Agreement (MOA) shall be entered into between TESDA and the concerned TVI defining the terms and conditions of the award.

I. Scholarship Grant Distribution Scheme

1. Upon approval of the **Request for Tender (RFT)** ***(Form 4)*** by the Director General/Secretary, the latter shall return the RFT to the National Scholarship Review Committee (NSRC) and endorse the same to the PMO;

2. The PMO shall transmit the approved Request for Tender (RFT) and Scholarship Grants to the Regional Office (RO) for distribution to the Provincial/District Offices;

3. The Provincial/District Offices shall distribute the Scholarship Grant to the grantees through the qualified Training Providers (TVIs/TTIs) based on the approved Request for Tender (RFT) per qualification;

4. The qualified Training Providers shall inform the selected grantees identified/selected by the Provincial/District Offices;

5. Scholarship Grant shall be released by the P/DOs upon submission of the MOA between TESDA and the Training Providers;

6. The Training Providers shall only conduct the training program after receipt of the Scholarship Grant from the P/DOs.

J. Posting/Publication of Approved Tender Programs

1. Approved tender programs with TESDA including the names of scholarship grantees shall be posted in public places in every congressional district and shall be advertised in the social media and tri-media for the information of potential trainees thereat.

K. Modes of Scholarship Availment

1. **Barangay Listing of Prospective Scholars**

Every Barangay Chairman/Chairwoman or in his/her absence the Barangay Councilman/Councilwoman shall submit a list of potential trainees for skills training to the TESDA District/Provincial/Regional Office.

The submitted list is expected to be inclusive and non-limiting in number indicating the skills training needed by the prospective trainees in the list. This is a nationwide skills mapping which must be resource and LGU based. Unless, the trainees plan to work abroad or outside of their communities.

2. Online Scholarship Application

Any interested person whose name, for any reason, was not included in the Barangay skills mapping can apply for scholarship program through the Online Scholarship Application (www.tesda.gov.ph/Barangay) and the Regional and Provincial/District websites.

3. Walk-in Application

Any interested person who desires to avail of the scholarship programs can apply directly to the TESDA District/Provincial/Regional/National Office concerned for processing of his/her scholarship application.

L. Beneficiaries

Target clienteles shall include but not limited to the following:

- Drug dependents surrenderees/surrenderers;
- Out-of-school youth;
- Unemployed;
- Underemployed;
- Industry workers obtaining skills upgrading training programs;
- OFWs and their dependents;
- Basic and marginalized sectors such as:
  - ✓ Persons with Disabilities (PWDs);
  - ✓ Indigenous Peoples (IPs);
  - ✓ Solo parents and their children;
  - ✓ Senior citizens;
  - ✓ Rebel returnees/decommissioned combatants;
  - ✓ Wounded in-action (WIA) AFP and PNP personnel;
  - ✓ Urban & rural poor;
  - ✓ Farmers and fishermen; and
  - ✓ Disadvantaged women.
- Other marginalized groups may also avail of the scholarship program subject to pre-qualification
- Other targeted special groups:
  - ✓ Family members of AFP and PNP personnel killed and wounded in-action (KWIA); and
  - ✓ Inmates and detainees including their families.
- TVET Trainers
- The beneficiary shall be at least 18 years old at the time the training is completed.

M. Selection of Beneficiaries

1. The grantees will be based on the list submitted by the Barangay Officials, the result of the online and walk-in applications, who will be farmed out to the various qualified TVIs/TTIs after its consolidation and evaluation by the Provincial/District Office (P/DO).

N. Scholarship Benefits

1. The scholars shall be entitled to free training and assessment. The approved standard fees for training and assessment shall be applied strictly. The TVIs/TTIs shall not exact additional training fees from the beneficiaries of this program.

2. Cost of assessment shall be based strictly on the rates approved by the TESDA Board.

O. Inclusive Scholarship Program

1. In TESDA's skills training scholarship program, no one will be rejected.

P. Assessment and Certification

1. The Regional and Provincial/District Directors shall ensure that the qualifications being included in the scholarship shall have readily available accredited assessment centers and assessors within the Region/Province/District; and

2. In line with the TESDA policy on assessment and certification program, competency assessment shall be mandatory for qualifications with Training Regulation (TR) with Competency Assessment Tools (CATs).

Q. Multiple Availment of Scholarship

1. Any grantee may avail multiple scholarship programs but not simultaneously. Availment of more than one (1) scholarship program may not necessarily be related or value-adding to the first (1st) scholarship program availed of.

R. Administrative and Financial Procedures

1. For Central Office allocation, a corresponding Sub-ARO shall be released based on the approved Request for Tender (RFT) to the concerned ROs; and

2. Payment to Training Providers shall be made in two (2) tranches:

   a. 1st Tranche – 30% of the total training cost, upon submission of the billing statement and the Enrollment Report (MIS 03-02) duly signed by the TVIs/TTI's authorized signatories.

b. 2nd Tranche – Balance of the actual training cost and actual assessment fee (if applicable) upon submission of the following:

- ✓ Billing statement;
- ✓ Terminal/Graduation Report (MIS 03-02) duly signed by the TVIs/TTI's authorized signatories;
- ✓ Daily Attendance Sheet (for the duration of the training);
- ✓ Certified true copy of RWAC for payment of Assessment Fee; and
- ✓ TESDA copy of the TWSP Scholarship Grant duly signed by the concerned officials.

S. Monitoring and Evaluation of Reports

1. The monitoring and reporting requirements of the PMO shall be observed which shall include the new Performance and Monitoring Report (BEDs and BFARs). Regular and timely submission of accurate and consistent data shall be strictly followed and shall be submitted on **every 3rd day of the following month**; and

2. The physical and the financial reports as reflected in the template shall always be consistent for correct and accurate reporting to oversight agencies.

T. Sanctions

The following acts shall be grounds for the perpetual disqualification of the TVI/TTI to participate in any scholarship program and suspension or revocation of the Certificate of TVET Program Registration (CTPR), among others, subject to due process of law:

- Ghost training;
- Exaction of any unauthorized fees from the trainees; and
- Falsification, forgery or misrepresentation in the submission by the TVI/TTI of the required reports to TESDA.
- Other unlawful and illegal activities punishable under the revised penal code.

This Circular takes effect as indicated and shall supersede any issuance inconsistent herewith.

GUILING A. MAMONDIONG
Director General/Secretary

Scholarship Form _1__

CY 2016 Training for Work Scholarship Program (TWSP)

TENDERING FORM

Region:_____

Province/District:_____

Name of Tech-Voc Institution:_____

Address:_____

Qualification Title	CTPR No.	Name of Trainer and NTTC No.*	No. of Slots (per Batch)	Indicative Date of Training and Assessment (per Batch)		
				Start	End	Date of Assessment
(1)	(2)	(3)	(4)	(5)	(6)	(7)
TOTAL	-					

*Note: * - The name of identified trainer may change due to valid reason. In case of change, the TVI must inform the Regional Office (RO) concerning the reason. Included in the notice of change is the name of new trainer who must also be qualified with NTTC.*

Prepared by:

_____

Name of Administrator

Scholarship Form 2
CY 2016 Training for Work Scholarship Program (TWSP)
PROGRAM PRE-QUALIFICATION EVALUATION SHEET

Region : _____
Province/District : _____
Name of TVI : _____
Qualification Title : _____

A. TVIs/TTIs with Previous Scholarship Allocation

ELIGIBILITY CRITERIA	RESULT	
	Pass (✓)	Fail (✓)
a. Program is compliant based on the technical audit report;		
b. The TVI/TTI has not been a subject of any unsettled Notice of Disallowance (ND) that has become final and executory involving any scholarship program of TESDA; and		
c. The TVI/TTI has not been involved in unlawful exaction of fees and/or unlawful offering of any program within the jurisdiction of TESDA.		

EVALUATION RESULT:

B. TVIs/TTIs without Previous Scholarship Allocation

ELIGIBILITY CRITERIA	RESULT	
	Pass (✓)	Fail (✓)
a. Must have a valid Certificate of TVET Program Registration (CTPR);		
b. Program is compliant based on the technical audit report as applicable; and		
c. Must have absorptive training capacity in terms of facilities, tools and equipments and trainers.		

EVALUATION RESULT:

Evaluation done and submitted by: Regional Scholarship Evaluation Committee

_____
ACE Representative

_____
ROD Chief

_____
Provincial Director

_____
FASD Chief

_____
Regional Director

This form shall be submitted to the PMO.

Scholarship Form 3
CY 2016 Training for Work Scholarship Program (TWSP)
PROGRAM EVALUATION SHEET

Region : _____
Province/District : _____
Name of TVI : _____

Qualification/ Program	Criteria/Score						Total Points (100 points)
	ABSORPTIVE CAPACITY (50 points)		EMPLOYMENT RATE (20 points)		UTILIZATION RATE (30 points)		
	No. of Slots (per batch)	Points	%	Points	%	Points	
							0

Evaluation done and Submitted by: Regional Scholarship Evaluation Committee

ACE Representative

ROD Chief

FASD Chief

Provincial Director

Regional Director

This form shall be submitted to the PMO.

Scholarship Form 4

CY 2016 Training for Work Scholarship Program

REQUEST FOR TENDER (RFT)

Region:_____

Province/District:_____

Qualification Title:_____

Name of TVET Provider	CTPR No.	Name of Trainer and NTTC No.*	No. of Slots (per Batch)	Indicative Date of Training & Assessment (per Batch)			COSTING			TOTAL AMOUNT			Remarks
				Start	End	Date of Assessment	Training Cost (PhP)	Assessment Fee (PhP)	Per Capita Cost (PhP)	Total Training Cost (PhP)	Total Assessment Fee (PhP)	Total Amount (PhP)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10=8+9)	(11=8x4)	(12=9x4)	(13=11+12)	(14)
									-	-	-	-	
									-	-	-	-	
									-	-	-	-	
									-	-	-	-	
TOTAL	-									-	-	-	

*Note: * - The name of identified trainer may change due to valid reason. In case of change, the TVI must inform the Regional Office (RO) concerning the reason. Included in the notice of change is the name of new trainer who must also be qualified with NTTC.*

Submitted by: **Regional Scholarship Evaluation Committee**

Members:

ACE Representative

Regional Operations Division (ROD) Chief

Vice Chair:

Provincial/District Director

Financial and Administrative Services Division (FASD) Chief

Chair:

Regional Director

Recommending Approval: **National Scholarship Review Committee**

Vice Chair:

Deputy Director General
concerned based on Zonal Assignments

Chair:

ATTY. DIOSDADO O. PADILLA
Deputy Director General
Communities and Local Government Unit Services (CLGUS)

Approved by:

GUILING A. MAMONDIONG
Director General/Secretary