TESDA CIRCULAR

SUBJECT: Revised Guidelines on the Implementation of the TESDA Model Employee of the Year Awards (TMEOYA) Program		Page 1 of 14 page/s Number 022, Series of 2022
Date Issued: March 28, 2022	**Effectivity:** As indicated	**Supersedes:** **TESDA Circular No. 37, s. 2017**

I. Rationale/Purpose

In the interest of the service and in compliance with the Revised TESDA Program on Awards and Incentives for Service Excellence (TESDA-PRAISE) instituted through TESDA Circular No. 074, series of 2019 and adoption to Civil Service Commission's Honor Awards Program criteria and the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Level III requirements and TESDA Competency Framework, these guidelines for the selection of the TESDA Model Employee of the Year (TMEOYA) are hereby revised.

This is to recognize TESDA employees who have contributed to the accomplishment of TESDA's Vision and Mission by **achieving more than the desired results** and **displaying exemplary behavior** while working for and on behalf of the Authority.

II. The Ideal TESDA Model Employee

The TESDA Model Employee of the Year is an achiever who shows a positive attitude, passion, and commitment towards work and personal development, and initiates innovations that will contribute to the agency. He/she is results-oriented and persists in achieving specific and realistic objectives and goals that are aligned with that of TESDA's and his/her work unit. He/she overcomes obstacles and turns problems into opportunities to serve the needs of citizens and improve the quality of TESDA's service delivery. He/she embodies the Agency's Value Statement.

The value of his/her contribution is recognized by co-workers and customers and is validated through performance data sources available at his/her work unit.

III. Categories of Award

A. CATEGORY I

All position titles from SG 1 to SG 12 except for instructor I.

B. CATEGORY II

All position titles from SG 13 to SG 23 except for Provincial Training Center (PTC) administrators shall be subcategorized as follows:

Administrative Category	Technical Category
Administrative Officer III Administrative Officer IV Administrative Officer V Supervising Administrative Officer	Instructor I, TESD Specialist I, Instructor II, Instructor III, TESD Specialist II, Senior TESD Specialist, Accountant III, Accountant IV, Attorney III, Attorney IV, Supervising TESD Specialist, and other teaching plantilla positions

C. **CATEGORY III**

All position titles with SG 24 to 26 including those with designations as Head/Officers-in-Charge of Division, Regional Training Center (RTC)/PTC and TESDA Administered Schools (TAS), and performing continuously the functions thereof, for the last six semestral ratings or three annual ratings. It shall be subcategorized as follows:

Corporate Category	TTIs Category
ROD Chief FASD Chief Central Office Chief	Vocational School Superintendent Vocational School Administrator RTC Chief TESD Specialist Center Administrator/Head for PTC

D. **CATEGORY IV**

All position titles with SG 27 and SG 28 those with official designations as Head/Officers-in-Charge of a Provincial/District/Regional/Executive Office, and performing the functions of the position for the last six semestral ratings or three annual ratings. It shall be subcategorized as follows:

Category IV-A	Category IV-B
Director III positions	Director IV positions

IV. Qualification Requirements

1. Have rendered at least three (3) years of continuous service as of the deadline of nominations' submission regardless of status.

2. Must have a complete six semestral ratings or three annual ratings with performance ratings of **VERY SATISFACTORY** or **OUTSTANDING**.

3. Must have not been found guilty of any administrative or criminal offense involving moral turpitude or does not have any pending case against them at the time of nomination.

4. Previous nominees of TMEOYA may still be nominated, provided that they have not previously won the National TMEOYA for the past three (3) years.

V. Criteria for Evaluation

The Search for TMEOYA shall adopt a two-pronged approach: Performance-Based Assessment (PBA) and Competency-Based Assessment (CBA). The PBA shall be based on the six (6) semestral Individual Performance Commitment and Review (IPCR) or three (3) annual Office Performance Commitment and Review (OPCR) rating periods.

On the other hand, the CBA shall be composed of both rapid and in-depth validation process based on the predetermined competencies vis-a-vis its behavioral indicators, and an interview to be conducted by the select TMEOYA Panel of Judges.

This assessment is an holistic approach that will evaluate nominees' knowledge, skills, and attitude against the predetermined standards and competencies that a TESDA Model Employee possesses.

The following points/scores distribution shall be used and adopted in the selection and determination of the TMEOYA Winners:

Criteria/Approach	Assigned Percentage
Performance-Based Assessment	50%
Competency-Based Assessment • Rapid and In-depth Validation (30%) • Interview (20%)	50%
Total	**100%**

Categories I to II shall be assessed using only the Core and Organizational Competencies while Categories III to IV shall be assessed using all competencies.

Below are the competencies to be used in the CBA. These competencies are derived from the TESDA Competency Framework in alignment with the Civil Service Commission's Honor Awards Program's Competencies.

CORE COMPETENCIES	
Competencies	**Description**
Exemplify Integrity	Practices ethical and moral principles that are manifested in all areas of an employee's professional and personal behavior.
Deliver Service Excellence	Applies TESDA's standard service of delivery or service level agreement, and delivers requirements of customers.
Solve Problems and Make Decisions	Utilizes problem solving and decision making techniques to promptly resolve workplace problems and conflicts.
Work Effectively in TVET	Utilizes knowledge on TVET policies and practices to deliver programs and services within the policy and operating environment of the vocational education and training sector.

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ORGANIZATIONAL COMPETENCIES	
Competencies	**Description**
Establish Teamwork	The ability to develop teams and individuals into a cohesive group for the improvement of efficiency and performance of workgroups.
Promote Learning and Innovation	The ability to contribute to workplace innovation, propose methods of applying learning and innovation, incorporate innovation into work procedures and manage innovative work instructions.

LEADERSHIP COMPETENCIES	
Competencies	**Description**
Develop and Empower Others to Establish Accountability for Results	The ability to develop and nurture effective relationships in the workplace and deal constructively with conflicts.
Drive Performance for Integrity and Service	The ability to implement programs that are important to the stakeholders and in achieving the Agency goals.
Lead in a Continuously Changing Environment	The ability to enable others to seek opportunities and innovative approaches to facilitate and accept change within the Agency.
Organize Linkages and Network for Productive Partnership	The ability to improve public service delivery and Agency performance by engaging others to partner and collaborate.
Plan and Organize for Greater Impact	The ability to plan and implement rational assignment of personnel and allocate time and resources.
Practice Strategic and Critical Thinking	The ability to take action and implement a long-range goal for the future development of the organization.

VI. **Nomination Documents for Submission**

The following documents shall be submitted to the TMEOYA Secretariat in hard or electronic format or uploaded through google drive:

1. Checklist of submitted documents;
2. Endorsement from the Executive Director for the Central Office and Regional Director for the ROPOTI.
3. Duly accomplished Nominee Information form;
4. Nomination Write-up;
5. Duly accomplished Personal Data Sheet and Work Experience Sheet of the nominee duly subscribed and sworn to before the highest ranking Human Resource Management Officer (HRMO) in the Regional/Executive Office, with passport size (1 1/2" x 1 1/2") photo (no computer print-out nor photocopy) taken within the last six (6) months. Only the list, not actual copies or photocopies, of training programs attended, awards/citations received, publications and researches of the nominee shall be attached to this sheet;
6. Office Performance Commitment and Review (OPCR) and Individual Performance Commitment and Review (IPCR) for the last six semestral ratings or three annual ratings;
7. List of Superior/s, Immediate Supervisor/s, at least three Peers, and Subordinates, if any for the last three years.
8. Certificate of No Administrative/Criminal Case duly signed by appropriate official certifying that the nominee has not been found guilty of any administrative or criminal offense involving moral turpitude and that there is no pending administrative or criminal case against him/her at the time of nomination **(to be secured by the Secretariat)**;
9. TMEOYA Assessment Instrument;
10. For National Nominee, proof of deliberation and selection signed by the Chairperson or the Office Head, for the Executive Office and Regional PRAISE Committee Chair, for the Regional Office (It may be in a form of comparative assessment, minutes of meeting, certification of how or why the nominee was chosen, or individual assessment);
11. Certification from Commission on Audit (COA) of no pending liquidations for the past three (3) years; and
12. Other supporting documentation specifically on the nominees' claims for his/her outstanding accomplishments and exemplary behaviors. It can be in the form of photocopies of clippings, news items, pictures, certificates and/or other forms of documentation.

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VII. **Composition of Committees and Panel of Judges**

A. Regional Model Employee Award Committee

Chairperson	:	One (1) Provincial Director
Members	:	One (1) Division Chief One (2) TTI Administrator/Head One (2) ACE Representative (1 Representative for First Level Employees, and 1 Representative for Second Level Employees)
Secretariat	:	FASD

B. Executive Office Employee Award Committee

Chairperson	:	Division Chief
Members	:	Two (2) Supervising Level One (1) Representative from Category I level One (1) ACE Representative
Secretariat	:	HRMD-AS and concerned EO

C. National Model Employee Award Committee

The National Model Employee Award Committee shall be composed of the following, a corresponding TESDA Order shall be issued on a per cycle year basis:

Chairperson	:	Executive Director
Members	:	One (1) Director IV
		Two (2) Director III
		Three (3) Division Chief
		One (1) HRMO
		President, National ACE

In cases where any of the members above, is the nominated, other employees holding equivalent or comparable positions/designations but who are not nominated shall take their place in the Selection Committee.

D. Executive and National Model Employee Award Committee Functions

1. The Executive and National Model Employee Award Committee shall be responsible for the selection of the finalists and winners for this Award.
2. Shall be responsible for the conferment and deferment of the Awards.
3. Shall recommend policy enhancement and further inputs to improve the conduct and implementation of this Award.
4. Perform other related duties and responsibilities as may be assigned by the Director General.

E. External Panel of Judges for National Model Employee Award

The External Panel of Judges for the National Model Employee Award may be composed of representatives from National Government Agencies and the TESDA Board. They shall elect from among themselves a Chairperson who will preside over the deliberations of the panel.

F. The Secretariat.

The Human Resource Management Division shall act as the Secretariat for the Executive and National Selection Committee, and the Financial and Administrative Services Division for the Regional Selection Committee.

The Secretariat shall be tasked to be the Evaluator. The evaluators shall have the following functions and responsibilities:

1. Check the completeness and accuracy and verify the authenticity of the documents submitted.
2. Conduct interviews with the nominees' immediate supervisor, peers, subordinates, clients, and other entities/personalities involved in the performance of his/her duties to validate the claims and ratings made in his/her self-assessment and other documents pertaining to his/her nomination.
3. Prepare reports relevant to the conduct of this activity.
4. Perform other functions as may be assigned by the Committee Chair.

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VIII. **Selection Procedures**

1. The HRMD-AS shall formally launch the Search for TESDA Model Employee of the Year Awards through a Memorandum duly signed by the Director General.

   For wide dissemination, the HRMD-AS shall use various social media platforms to announce the launching, mechanics, and deadlines of the submission.

2. The immediate supervisor of the nominee shall be the nominator.

3. Only those nominees who met the deadline of the submission shall be eligible for Phase I of the selection process.

4. The Secretariat shall assess the nominees' submitted documents to ensure the completeness, validity, sufficiency, and authenticity of the submitted documents based on the requirements set in this guideline.

5. The Phase I of the selection process shall be composed of the Performance-Based Assessment.

6. Only those nominees who obtained or had an average rating of 4.50 and above in the last six semestral ratings or three annual ratings shall be included in the Phase II of the Selection Process.

7. To get/determine the corresponding score/points for the Performance-Based Assessment, the following formula shall be used:

   PBA = [(Average Score - Lowest Score (4) x .20) + 0.80] x 50%

8. The Secretariat shall inform those no nominees who did and did not qualify for Phase II.

   The Phase II shall be composed of the Competency-Based Assessment and it has two subcomponents, the rapid and in-depth validation, and interview to be conducted by a select panel of judges.

9. The accomplished TMEOYA Assessment Instrument by the concerned nominee shall be used in the CBA.

10. Rapid validation process shall be done to assess the submitted documents and evidence vis-a-vis predetermined competencies. On the other hand, the in-depth validation process shall use the 360-degree feedback review.

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11. The Secretariat or the Evaluator shall prepare a Validation Plan which will set the guidelines and procedures for the validation processes. This shall include validation checklist, validation questions, evidence requirements, persons/employees/officials to be interviewed, timeline, and validation rubrics. The Validation Plan shall be presented to and shall be approved by the Screening Committee.

12. After the conduct of the rapid and in-depth validation, qualifiers shall go through an interview. This process will thoroughly and further substantiate the aforementioned selection process.

13. With the aid of an Interview Rubric, qualifiers shall be scored and ranked based on their competence level and how they present themselves and respond to behavioral event interview questions using the STAR framework.

14. In determining the scores/points of the Competency-Based Assessment for the rapid and in-depth validations, the allotted 30% for such criteria shall be distributed equally to all competencies. The competency levels of 1 to 4 shall be the basis in the scoring/point system per competency. After getting the total scores/points, the average shall be multiplied to 30%. The following formula shall be used:

    CBA Score (Rapid and In-depth Validation) = Average Percentage / 100 x 30%

    For the interview criterion, the rating of 1 to 5 shall be used, 5 being the highest and this shall be aided by a rubric. The following formula shall be used in this criterion:

    CBA Score (Interview) = Percentage Score / 100 x 20%

15. In determining the over-all ranking of the nominees/candidates the following formula shall be used:

    Overall Total Scores = PBA Total Score + CBA Total Score

16. The Phase III shall be the Declaration of Nominees from the Regional and Executive Office to the National Search for TMEOYA.

17. The highest ranking candidate in a particular category shall be declared Regional/Executive Model Employee winner. The Regional/Executive winners for each category shall be entitled to a cash prize of Five Thousand Pesos (Php 5,000.00) and a plaque containing the citation and signature of the Regional/Executive Director concerned which is to be charged against their

respective office's budget subject to the usual accounting and auditing rules and regulations.

18. In no case shall there be two (2) or more awardees per category.

19. Phase IV shall be the Conferment of Awards in the Regional/Executive Office Search for TMEOYA. Conferment of awards shall be set by the respective head of offices or duly authorized representatives.

20. Phase V shall be the Nomination to the National Level. Winners in the Regional/Executive Office Model Employee Award search shall automatically be endorsed/nominated for the National Model Employee Awards.

21. Nominations for the National Model Employee Awards must be submitted on or before the deadline set by the National Model Employee Award Committee.

22. Same selection procedures shall be implemented in the Regional/Executive and National Search for TMEOYA.

23. Conferment of awards for the national search will be held during the TESDA Anniversary Celebration.

IX. Deferment of Award

The National TESDA Model Employee Award Committee reserves the option to recommend deferment of the award when the results of the selection process do not sufficiently satisfy the purpose and rationale stipulated in these guidelines.

X. Forms of Reward and Incentives

Winners for National Model Employee Award shall be accorded with the following:

a) TESDA National Model Employee Award Category I

b) TESDA National Model Employee Award Category II – Administrative

c) TESDA National Model Employee Award Category II – Technical

d) TESDA National Model Employee Award Category III – Corporate

e) TESDA National Model Employee Award Category III – TTI

f) TESDA National Model Employee Award Category IV-A

g) TESDA National Model Employee Award Category IV-B

TESDA National Model Employees shall receive the following:

1. Plaque containing the citation and signature of the TESDA Director General;
2. Cash prize in the amount of Fifty Thousand Pesos (Php 50,000.00) subject to the availability of funds; and
3. Tokens to be determined by the National Selection Committee

In addition to the abovementioned incentives, the National TMEOYA winners shall be exempted from taking the competency-based written examination and behavioral event interview and be automatically granted with the corresponding maximum points for such criteria if in case the concerned National TMEOYA winners decided to apply for promotion.

Also, preferential priority to both Foreign and Local learning and development interventions programs shall be given.

XI. **Post Search Activities**

1. The Secretariat shall provide the winners and finalists with the Competencies Evaluation Report within 7 days after the conclusion of the search.
2. The National Screening Committee shall conduct a post evaluation pertaining to the conduct of Search for TESDA Model Employee of the Year Awards.
3. The Executive/Regional Search Committee shall likewise conduct post evaluation and shall provide a post evaluation report to the National Screening Committee within seven (7) days after the conduct of the Executive/Regional search.
4. Necessary interventions shall be provided by the HRMD-AS to the winners and finalists based on the results of the 360-degree feedback and other means of verifications made and conducted by the evaluators.
5. The HRMD-AS shall provide a comprehensive After Activity Report fifteen (15) days after the conclusion of the search for TMEOYA to be submitted to the Director General through the Chairpersons of the National Screening Committee and PRAISE Committee.

6. An HR Journal shall be prepared and issued by the HRMD-AS one (1) month after the conduct of the National Search for Model Employee to immortalize the accomplishments and contributions to the Agency of the TESDA National Model Employee Winners. This journal shall include but not be limited to the following:

    a. Background of the TMEOYA;
    b. TMEOYA Journey;
    c. List of Finalists;
    d. List and pictures of the National Winners; and
    e. National Winners respective journey/story, accomplishments, and best practices.

7. A corresponding Action Plan shall be prepared by the HRMD-AS based on the post evaluation results and after activity report.

XII. **Schedule of Implementation**

Activity	Timeline
Executive/Regional TMEOYA Search	On or before every 15th day of May
Nomination for National Search	Every last week of June
Search for National TMEOYA	Every first week of July
Awarding/Conferment of Awards	Every (August) TESDA Anniversary Celebration

TESDA Model Employees of the Year may be TESDA's nominee to the Civil Service Commission Search for *PAG-ASA, Presidential Lingkod Bayan, or Dangal ng Bayan* awards, and other external awards, provided that they meet the eligibility requirements thereof, based on merits.

All finalists shall be awarded with a certificate of recognition signed by the TESDA Director General.

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HRMD-AS shall conduct orientation and calibration sessions on the implementation of this guideline on or before every 15th of February.

This Circular shall take effect immediately and shall remain in force until revoked or superseded by subsequent issuance/s.

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

SEARCH FOR 2021 TESDA MODEL EMPLOYEE OF THE YEAR AWARD

NOMINATION FORM

AWARD CATEGORY: _____

NAME OF NOMINEE: _____

Present Position: _____

Office/Unit/Work Group: _____

Telephone No.: _____

Fax No.: _____

Email: _____

Date Started in NMYC/TESDA: _____

Date of Nomination: _____

NOMINATOR:

Name: _____

Signature: _____

Originating Office: _____

Position/Designation of Nominator: _____

Telephone No.: _____

Fax No.: _____

Email: _____

Nomination Write-up:
(Maximum of 10 pages, A4 size bond paper, Arial #12 font, including executive summary)

Name of Nominee: **Agency:** **Division/Unit:**

Position:

Length of Service in the Position: **In Government:**

I.	**Executive Summary**
II.	**Exemplary Behavior/Conduct Displayed within the last 3 years** (Describe nominee's adherence to one or more of the following norms: Commitment to Public Interest, Professionalism, Justness and Sincerity, Political Neutrality, Responsiveness to Public, Nationalism, and Patriotism, Commitment to Democracy and Simple Living. Cite circumstances providing such norms, risks involved and problems encountered.)
III.	**Impact of Accomplishments** (Indicate problems addressed, savings generated, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her/their own initiative. If part of nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary)
IV.	**Other Information** (Major Awards/Citations Received/Membership in the Organization)

CERTIFICATION

We attest to all facts contained herein and authorize the use of these information for publication. We understand that the Committee on Awards will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules.

Printed Name and Signature:

Nominee **Nominator** **PRAISE Committee/Highest HRMO** **Regional Office Head**