

TESDA CIRCULAR

Subject: Guidelines on Cascading of TESDA Policies, and Information and Learning Dissemination		Page 1 of 4 page/s Number <u>041</u> , Series of 2022
Date Issued: June 29, 2022	Effectivity: Immediately	Supersedes:

RATIONALE:

Workplace Communication is the process of exchanging information and ideas, both verbally and non-verbally between personnel in an organization. Information dissemination tools are critical to success in a fast-paced organization striving to pull ahead of the global competitive world. Thriving organizations need effective information dissemination strategies to boost morale, and productivity. We cannot deny the fact that the most effective tool to meet and reach out to the employees is thru face to face, wherein both employees and superior/s can easily clarify unclear details. Practice of good communication boosts teamwork and lead to better project with task collaboration towards achieving the goals of organization carefully the existing rules, procedures or regulations.

Practice of good workplace communication not only streamline internal communication and maintains effective communication ensures that management and the team below are on the same page.

The purpose of workplace communication is largely to provide valuable new information, clarify goals, strengthen accountability and prevent misunderstandings. Weekly staff meetings are no longer the only or best way of communicating timely and relevant information to employees. Nowadays, employees who are assigned to perform field works that requires travel or work remotely catches-up on update through utilization of virtual meetings.

PURPOSE:

This Circular prescribes the guidelines to be observed by all Offices in the Agency, such as: Central Office, Regional Offices, Provincial Offices, and TESDA Technology Institutions in conducting policy cascading, and information and learning dissemination.

SITUATION:

TESDA has maintained its top ratings on the approval and trust of the Filipino people towards government agency performance for the two consecutive years. The growing number of Agency's clients – the Filipino workforce would only mean greater number of responsibilities shall be undertaken by its personnel so as to maintain true to its mandate in providing relevant, efficient, accessible, and high-quality technical education and skills development.

With the situation globally, wherein the threat of COVID-19 Pandemic remains and abrupt innovations, and modernization has taken place, the Agency ensures resilience and is continuously applying much needed adjustments towards its plans,

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policies, operational processes, along with the effort in capacitating its workforce who implements them.

Therefore, the regular conduct of the Cascading of TESDA Policies and Information Dissemination shall be undertaken and be led by the respective Head of Offices.

COVERAGE:

This Circular covers all officials and employees of the TESDA Central, Regional and Provincial Offices and the TESDA Technology Institutions (COROPOTI), regardless of employment status.

GENERAL GUIDELINES:

The conduct of the cascading of TESDA policies shall be undertaken seriously as this is a critical practice to ensure that all TESDANs has one and the same information, understanding and application with regards to the issued policies, guidelines and other Memoranda applicable to their respective job tasks, while information and learning dissemination is a process of re-echoing of the employees newly acquired skills and learning which has to be shared or passed on his/her colleagues as part of their Terminal Re-Entry Action Plan (TREAP).

Both activities require good workplace communication practice to ensure productive exchange of information and ideas, both verbally and non-verbally between the personnel in an Office or Organization. Maintaining good communication between the group/Office boosts teamwork and lead to better project or job task collaboration which will result efficient way of achieving the Agency's goal. The process of policy cascading, and information and learning dissemination also streamlines internal communication from the leadership, management up to its operating teams under the chain of command.

The practice of policy cascading greatly depends on the scheduled checking of posted issuances at TESDA WRMIS which shall be read, understood and clarified by the Head of Offices from the Office with Primary Responsibilities prior to its conduct of cascading within his/her unit.

1. The policy cascading shall be conducted every month, to be led by the Head of Office (ED or The Director of Services, RD, PD, Administrators of RTC/PTC/TAS). The Supervising Administrative Officer, Chief, FASD or Administrative Officer V, and Acting Administrative Officer shall act as Secretariat for the activity.

2. The activity shall run for not more than one hour and shall follow the indicated program flow:

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- Invocation;
 - Roll call of Attendees;
 - Dissemination of Information (New Policies and other issuances);
 - Reminder on Target Dates of all Compliances;
 - Status Update of Pending Compliances/Activities/Projects;
 - Re-Echo of Skills Training or Learnings during Seminars (if applicable based on L&D guidelines);
 - Spiritual Enhancement -Our Daily Bread Reflection/Bible Verse
 - Discuss salient provisions in the TESDA Code of Conduct as applicable reminder to personnel;
 - Motivational Challenges towards the Office's goal for the month;
 - Guidance of the Head of Office.
3. All personnel are required to attend the policy cascading, and information and learning dissemination as scheduled. Attendance will be checked by the host or his/her representative. Those who were absent during the activity shall be made to explain, only valid reason/s will be considered.
 4. The following may be taken up during the information and learning dissemination:
 - Newly approved or revised policies;
 - Introduction of new system/s or practice/s;
 - Reminder of Submission and Compliance (including Target Date)
 - Announcement of Upcoming Activities
 - Status updates of pending compliance/activity/project will also be discussed in the activity to ensure that all members of the Office/Division are abreast and knowledgeable. This will prevent the bad practice of answering "*Hindi ko alam*" or "*Hindi ko trabaho yan*" or "*Wala po ang incharge*".
 5. During the CDCE, the personnel may raise his/her queries and concern relative to the topics discussed.
 6. This can also be an avenue for re-echoing simple and brief learnings acquired from the awareness seminar and or conference attended by scholarship grantee.
 7. A brief but meaningful sharing of bible passage, proverbs and daily bread for the soul is also an essential part of the activity for spiritual enhance of each member. Although, we don't belong to the same religion, everyone is encouraged to the bible sharing. And respect to each one's belief and faith is a must. (*Reminder: this is not a forum for religious debate*).

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- The secretariat shall submit the After Activity Report (AAR) to the HMRD-AS five (5) days after the activity.

EFFECTIVITY

This Circular takes effect as indicated.


SEC. ISIDRO S LAPEÑA, PhD., CSEE
Director General 

