TESDA CIRCULAR

Subject: Procedural Guidelines on the Availment of Skills Training under various TESDA Scholarship Programs		Page 1 of 8 pages Number 34, series of 2017
Date Issued: July 10, 2017	**Effectivity:** Immediately	**Supersedes:** TESDA Circular No. 41, s. 2016

In the interest of service and in line with the implementation of the Barangay Kasanayan para sa Kabuhayan at Kapayapaan (BKKK) Program, this Procedural Guidelines on the Availment of Skills Training under various TESDA Scholarship Programs is hereby adopted.

I. Definition of Terms

Barangay Skills Need Survey (BSNS) is a tool used to determine the preferred TVET Qualifications of interested members/residents in the barangays.

Online Scholarship Application is an online application system where citizens can apply for scholarship through its website/url: www.tesda.gov.ph/education.

Walk-in Scholarship Application is a face-to-face application process where citizens can apply for scholarship directly at the TESDA Central, Regional and Provincial Offices.

II. Background

The Tendering System for Scholarship Grants for 2017 Training for Work Scholarship Program for Technical Vocational Institutions (TESDA Circular No. 10, s. of 2017), the 2017 Guidelines for the Implementation of Private Education Student Financial Assistance (TESDA Circular No. 27, s. of 2017), and the Implementing Guidelines for 2017 Special Training for Employment Program (TESDA Circular No. 13, s. of 2017) stipulated that the modes of availing/applying for these scholarship programs are through the Barangay Listing of Prospective Beneficiaries (Barangay Skills Need Survey), online and walk-in applications.

III. Objective

This Circular shall provide the Regional/Provincial Offices the standard procedures on the availment of skills training under various TESDA scholarship programs through the three modes of availment: the Barangay Skills Need Survey (BSNS), online and Walk-in Applications.

IV. Scope/Coverage

This Circular shall cover the modes of application on the existing scholarship programs of TESDA which are the Training for Work Scholarship Program (TWSP), the Private Education Student Financial Assistance (PESFA), and the Special Training for Employment Program (STEP).

V. The Survey/Application Procedures

A. The Barangay Skills Need Survey (BSNS)

1. The TESDA Regional/Provincial Offices shall provide the Punong Barangay/Kagawad the TESDA BSNS Forms (English version-Annex A and Filipino version-Annex B)

accompanied by the list of TVET Qualifications available in their areas and explain to them how to accomplish the form and the process of selecting scholarship beneficiaries;

2. Using the TESDA BSNS Form (either Annex A or B), the Punong Barangay/Kagawad or the designated Focal Person shall fill-out Row 1 of this form, distribute to their interested/selected residents/members and assist them in filling-out the form;

3. The Barangay resident/member referred herein as respondent shall properly, completely and legibly fill-out the information needed in the survey such as his/her complete name, complete permanent address, cellphone/landline no., email address, TVET Qualifications preferred, date of birth, place of birth, sex, civil status, employment status, highest educational attainment and lastly the classification;

4. The respondent, after filling-out the survey shall indicate his/her preference with regards to the privacy disclaimer below the form and affix his/her signature over his/her printed name across the preference and indicate the date his/her signature was affixed;

5. The respondent, after fully accomplishing the survey shall return the same to the Punong Barangay/Kagawad or the designated Focal Person, the Punong Barangay/Kagawad shall then sign all accomplished survey forms, indicate the date the survey forms were accomplished and submit the same to the TESDA Provincial Offices;

6. The TESDA Provincial Directors shall counter-sign all the submitted survey forms. The TESDA Provincial Focal Person shall indicate the date when the survey forms were received by the PO;

7. The TESDA Provincial Focal Person shall encode in the centralized database system (T2MIS) the data/profile of all respondents;

8. The TESDA Provincial Focal Person, upon receipt of the accomplished survey forms, shall contact within 3 days the respondents to inform them that the Provincial Office has already received the accomplished survey forms; explain to them the process of selecting scholarship beneficiaries for the kind of scholarship programs and provide the contact details of the Provincial Office/Focal Person for follow-up;

9. The respondent shall follow-up the status of his/her application with the TESDA Provincial Office/Focal Person and the latter shall inform the respondent within 7 days after the date of contact of the status of his/her application and possible training schedule;

10. The scholarship grantees provided to the qualified TVIs who can no longer be located/contacted from the barangays shall be replaced by other waitlisted respondents in the database system (T2MIS). Replacement of grantee/s will require from the concerned TVIs a certification from the barangays that the grantee/s can no longer be located/contacted after exhausting all efforts. Such certification shall be submitted by the TVIs to the Provincial Offices concerned.

B. The Online Scholarship Application System

1. The online scholarship applicant herein referred to as online applicant shall access the online application site thru the url: www.tesda.gov.ph/education to start with the online application;

2. Once in the application site, the online applicant shall follow the step-by-step application procedure which has three (3) easy steps:

Step 1. Start new application

1.1. The online applicant shall click the "fill-out form" button.
1.2. Fill-out the Personal, Contact and Other Information needed in the page, click the Yes/No button indicating the applicant's preference with regards to the privacy disclaimer below the form. Then click the "Create" button at the bottom of the page to receive the Unique Learner's Identifier (ULI).

Once the online applicant received his/her Unique Learner's Identifier (ULI) in his/her email, he/shall proceed to Step 2.

Step 2. Select TESDA Training Course

2.1 The online applicant shall select his/her desired TVET Qualifications indicating his/her first choice, second choice and other preference*.

*Other preference refers to TVET Qualification not found in the list of TVET Qualifications.

2.2. The online applicant shall enter his/her last name and the Unique Learner's Identifier (ULI) provided via email; and

2.3. Finally, the online applicant shall verify his/her profile.

Step 3. Automated Feedback

3.1. The online applicant after having finished the process in Step 2 shall immediately check his/her email address for the automated feedback.

Step 4. TESDA Provincial Office (PO)'s Action

4.1. The TESDA Provincial Focal Person, upon receipt of the automated notification from the online scholarship application system, shall contact within three (3) days the online applicant to inform him/her that the Provincial Office has already received his/her application, explain to him/her the process of selecting scholarship beneficiaries for the kind of scholarship program,

and provide the contact details of the Provincial Office/Focal Person for follow-up; and

4.2. The online applicant shall follow-up the status of his/her application with the TESDA Provincial Office/Focal Person and the latter shall inform the online applicant within seven (7) days after the date of contact of the status of his/her application and possible training schedule.

C. The Walk-in Scholarship Application

1. The walk-in scholarship applicant herein referred to as walk-in applicant shall go directly to the TESDA Central, Regional or Provincial Office to start with his/her application;

2. The Provincial Focal Person shall assist the walk-in applicant in accomplishing the TESDA Walk-In Scholarship Application Form (Annex C);

3. The walk-in applicant shall properly, completely and legibly fill-up the information needed in the form such as his/her complete name, complete permanent address, cellphone/landline no., email address, TVET Qualifications preferred, date of birth, place of birth, sex, civil status, employment status, highest educational attainment and the classification. He/She shall provide a 1x1 picture taken within the last 6 months, affix his/her signature and Right Thumbmark on the designated space and indicate the date the TWSA Form was accomplished. To those walk-in applicants who failed to present a 1x1 ID picture during their application shall submit it upon enrollment;

4. The walk-in applicant after filling-out the form shall indicate his/her preference with regards to the privacy disclaimer below the form and affix his/her signature over his/her printed name below the preference and indicate the date his/her signature was affixed;

5. The walk-in applicant shall submit the accomplished form to the TESDA Provincial Office/Focal Person. The Provincial Focal Person shall check the completeness and accuracy of the details in the accomplished form, briefly explain to the walk-in applicant the process of selecting scholarship beneficiaries for the kind of scholarship programs and provide the contact details of the Provincial Office/Focal Person for follow-up;

6. The walk-in applicant shall follow-up the status of his/her application with the TESDA Provincial Office/Focal Person and the latter shall inform the walk-in applicant within seven (7) days after the date of contact of the status of his/her application and possible training schedule;

7. The TESDA Provincial Directors shall counter-sign all the accomplished TWSA Forms. The TESDA Provincial Focal Person shall indicate the date when the accomplished forms were received by the PO; and

8. The TESDA Provincial Focal Person shall encode into the centralized database system (T2MIS) the data/profile of the walk-in applicant.

VI. Duties and Responsibilities

The Office of the Deputy Director General for CLGUS is the overall in-charge at the national level on the implementation and monitoring of the three (3) modes of scholarship availment and its procedures.

A. The Scholarships Management Office (SMO)-CLGUS

The Scholarships Management Office (SMO)-CLGUS shall:

1. Designate a Focal Person to monitor the progress of the BSNS, online and walk-in applications, prepare communications and reports on the status of assistance provided to the respondents/applicants and coordinate with the Provincial/Regional Focal Persons;

2. Ensure that the BSNS respondents, online and walk-in applicants are attended to, their profile/data are encoded in the centralized database system (T2MIS) and their names are included in the pool of potential scholarship beneficiaries for scholarship programs;

3. Implement measures and necessary recommendations for the efficient and effective implementation and monitoring of the BSNS, online and walk-in applications;

4. Submit consolidated reports and updates regularly to the Office of the Director General/Secretary on the status of assistance provided for the BSNS respondents, online and walk-in applicants; and

5. Ensure that the online applicants are being contacted/attended to by the Regional/Provincial Offices;

6. Contact the online applicants regarding the status of their applications; and

7. Ensure that the procedures on the availment of skills training under various TESDA scholarship programs are strictly followed by the RO/POs.

A. The Labor Market Information Division-Planning Office (LMID-PO)

The LMID-PO, as the developer of the centralized database system (T2MIS) for BSNS, walk-in and online scholarship application system, shall:

1. Oversee the overall maintenance of the centralized database system (T2MIS);

2. Provide technical assistance to the ODDG-CLGUS and ROPO Focal Persons such as but not limited to activation of user account for encoding by the POs and monitoring by the CORO, modification of respondents'/applicants' profile and generation of reports;

3. Provide regular updates to all users on system maintenance; and

4. Enhance the system in accordance with the requirements of this Circular and all scholarship guidelines set by the Authority.

B. The Regional Office

The Regional Director, as the Area Manager, has the overall responsibility at the regional level on the implementation and monitoring of the three (3) modes of scholarship availment and its procedures. He/She shall:

1. Designate a Regional Focal Person to monitor the conduct of the BSNS, online and walk-in applications in the Provincial/District Offices and the progress of the status of applications of the respondents/applicants being updated by the PO/DOs in the centralized database system (T2MIS);

8. Ensure that the BSNS respondents, online and walk-in applicants are attended to, their profile/data are encoded in the centralized database system (T2MIS), and their names are included in the pool of potential scholarship beneficiaries for scholarship programs;

2. Submit consolidated reports and updates regularly to the ODDG-CLGUS;

3. Resolve issues and concerns and provide necessary actions for the efficient and effective implementation of the BSNS, online and walk-in applications in his/her area;

4. Assist the POs to promote and encourage barangay residents/members to participate in the BSNS, apply through the online application system or visit TESDA ROPO for them to avail of TESDA scholarship programs;

9. Ensure that the procedures on the availment of skills training under various TESDA scholarship programs are strictly followed by the POs; and

10. Ensure that the Provincial Offices are securing, protecting, properly storing (accomplished forms), and treating with confidentiality the data/profile/information of respondents/applicants in compliance with the Data Privacy Act of 2012 or the Republic Act No. 10173 and its Implementing Rules and Regulations (IRR).

C. The Provincial Office

The Provincial Director has the overall responsibility at the provincial level on the implementation and monitoring of the three (3) modes of scholarship availment and its procedures. He/She shall:

1. Designate a Provincial Focal Person who will coordinate with the Barangays in the deployment and retrieval of the survey forms, handle the walk-in and online scholarship applications and encode the profile/data of respondents in the centralized database system (T2MIS);

2. Ensure that the BSNS, online and walk-in respondents/applicants are attended to, their profile/data are encoded in the centralized database system (T2MIS), and their names are included in the pool of potential scholarship beneficiaries for scholarship programs;

3. Ensure that the BSNS respondents, walk-in and online applicants are contacted within the given period and be informed of the status of their applications and possible training schedules;

4. Ensure that the Provincial Focal Person regularly updates the data/profile of the respondents/applicants in the centralized database system (T2MIS);

5. Ensure that the list of potential scholarship beneficiaries forwarded to TVIs are equitably sourced from the three (3) modes of scholarship availment;

6. Promote and encourage barangay residents/members to participate in the BSNS, access the online application system or visit TESDA ROPO for them to avail of TESDA scholarship programs;

5. Resolve issues and concerns and provide necessary actions for the efficient and effective implementation of the BSNS, online, and walk-in applications in his/her area;

6. Analyze (pre-implementation and post-implementation analyses) the survey results, online, and walk-in applications using the attached template (Annex D);

7. Submit monthly status report on the retrieval of survey forms from the Barangays, no. of surveyed respondents, no. of online and walk-in applicants and the no. of enrolled respondents/applicants under TESDA scholarship programs

and the no. of respondents/applicants provided with other assistance other than that of the TESDA scholarship programs;

11. Ensure that the procedures on the availment of skills training under various TESDA scholarship programs are strictly followed by the POs; and

12. Ensure that the data/profile/information of respondents/applicants are secured, protected, properly stored (accomplished forms), and treated with confidentiality in compliance with the Data Privacy Act of 2012 or the Republic Act No. 10173 and its Implementing Rules and Regulations (IRR).

VII. Encoding, Monitoring and Reporting System

1. The profile/data of a respondent/applicant shall be encoded in the system (T2MIS) only once. There shall be no duplication of respondent/applicant's profile/data;

2. The POs shall regularly update the profile/data of BSNS respondents, online and walk-in applicants with regards to the status of their applications in the centralized database system (T2MIS) and timely submit accurate and consistent reports required by the Authority on every 1st Monday of the month; and

3. The ROs shall consolidate all the reports of the Provincial Offices and submit to the ODDG-CLGUS.

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

GUILING "GENE" A. MAMONDIONG
Director General/Secretary

TESDA BARANGAY SKILLS NEED SURVEY FORM

Row 1

Region: _____ City/Municipality: _____

Province: _____ Barangay: _____

District: _____

Brgy. Focal Person: _____ Contact No.: _____

Email Address: _____

No.	COMPLETE NAME				COMPLETE PERMANENT ADDRESS (House/Block/Lot Number and Street)	CELLPHONE/ LANDLINE NO.	EMAIL ADDRESS
	First Name	Middle Name	Last Name	Extension Name			
	Column 1				*Column 2*	*Column 3*	*Column 4*
Ex.	*JOHN*	*BALBIN*	*CRUZ*	*JR*	*8899 M.H. DEL PILAR ST.*	*0921-778-4438*	*johnbcruz@gmail.com*
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

NO.	TVET QUALIFICATIONS PREFERRED			DATE OF BIRTH (mm/dd/yyyy)	PLACE OF BIRTH (Province/ Municipality/ City)	SEX	CIVIL STATUS	EMPLOYMENT STATUS	HIGHEST EDUCATIONAL ATTAINMENT	CLASSIFICATION OF RESPONDENT	**Privacy Disclaimer:** *In case your application for TESDA scholarship will be approved, do you allow TESDA to share any of the relevant information which you provided in this Form with any other legitimate entities for possible employment whether prior, during or after your training? Please sign over your printed name on the column of your preference (**YES** or **NO**).*		
	1st Choice	2nd Choice	Other Preference								**YES,** I hereby authorize TESDA to share my relevant information under this Form with other legitimate entities for the purpose of possible employment with potential employers.	**NO,** I do not give my consent and I do not authorize the sharing of my personal data under this Form. Instead, I want my information to be restricted only for TESDA's use in processing my scholarship application and profiling purposes.	DATE SIGNED (mm/dd/yyyy)
	Column 5			*Column 6*	*Column 7*	*Column 8*	*Column 9*	*Column 10*	*Column 11*	*Column 12*			
Ex.	*MASONRY NC I*	*CARPENTRY NC I*		*13/09/1987*	*PARAÑAQUE CITY*	*M*	*S*	*U*	*HSG*	*IP*			
1													
2													
3													
4													
5													
6													
7													
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9													
10													

Submitted by: _____
(Signature over printed name)

Date Submitted: _____

Noted by: _____
Provincial/District Director, TESDA
(Signature over printed name)

Date Received: _____

This is a TESDA Skills Need Survey to be accomplished exclusively by the Barangay residents/members who wish to acquire training skills for self-employment or employment. We would like to know what specific skills training the barangay members/respondents would need so that TESDA may be able to plan and implement the training programs in the area given the resources.
In order to accomplish this survey, we would like to request the cooperation and assistance of the Barangay Officials. Thank you!

INSTRUCTIONS IN FILLING-UP THE SURVEY FORM

1. Refer to the other side of this form.

2. The Focal Person should accomplish the information needed in *Row 1*. The Region,Province,District, City/Municipality,Barangay and Focal Person's information - refers to the area the respondent is located and the name, contact no., and email address of the focal person.

Ex.

Region:	NCR	**City/Municipality:**	Parañaque City	**Name of Brgy. Focal Person:**	Juan Dela Cruz
Province:	N/A	**Barangay:**	La Huerta	**Brgy. Focal Contact Number:**	0936-123-4567
District:	1st District			**Email Address:**	focalperson@yahoo.com

3. Print all entries in BLOCK or CAPITAL LETTERS for Columns 1 to 8 except for Column 4 (email address).

Column 1. Name:	First Name	Middle Name	Last Name	Extention Name
	Ex. JOHN	BALBIN	CRUZ	JR.

Column 2. Address:	8899 M.H. del PILAR ST.

Column 3: Contact No/s.	
	Ex. Cellphone No.: 0921-778-4437 and/or
	Ex. Landline No.: 02-832-3783

Column 4. Email Address:	
	Ex. Yahoo email.: johnbcruz@yahoo.com
	Ex. Google email: jonhbcruz@gmail.com

Ex. Column 5. **TVET Qualifications Preferred:** These refer to the skills training or courses the barangay member desires to enroll in. Please write/print your **first choice/priority, second choice/priority** and **other preference.**

Other preference refers toTVET Qualification not found in the list provided by TESDA Provincial Office.	1st Choice:	2nd Choice:	Other Preference:
	Ex. MASONRY NC I	Ex. CARPENTRY NC I	

Column 6. **Date of Birth:** Refers to the respondent's birth (mm/dd/yyyy).	Ex. 9/13/1987
Column 7. **Place of Birth:** Refers to the place where the respondent was born.	Ex. Parañaque City

4. Write the corresponding letter/acronym for columns 8 to 13.

Column 8. **Sex:** M refers to Male and F refers to Female
Ex. M

Column 9. **Civil Status:** S refers to Single, M is married, W is Widowed, SIF for Separated-in-fact.
Ex. S

Column 10. **Employment Status:** E refers to Employed individuals either wage or self-employed. U refers to Unemployed individuals.
Ex. U

Column 11. **Highest Educational Attainment:** Refers to the highest educational attainment reached by the respondent.

Graduate refers to the educational level reached by the respondent and completed school requirements which can either be Elementary, High School, or College Graduate.	**Letter/Acronym:**	**EG** for Elementary Graduate , **HSG** for High School Graduate and **CG** for College Graduate and **ALSG** for ALS Graduate, **ALSS** for ALS Student, **MAD** for Masters/Doctoral Degree holder.
Undergraduate refers to the highest educational level reached by the respondent but did not complete school requirements which can either be Elementary, High School, or College Undergraduate	**Letter/Acronym:**	**EU** for Elementry Undergraduate, **HSU** for High School Undergraduate and **CU** for College Undergraduate and **ALSU** for currently enrolled ALS student.
Others refer to educational attaintment that do not fall in any of the above.	**Letter/Acronym:**	**O** for Others

Ex. HSG

Column 12. **Classification of Respondents: (Please select only one that is most applicable to you).** Ex. OSY

S for Student; **IPs** for Indigenous People; **OSY** for Out-of-School Youth; **RRDC** for Rebel Returnees or Decommissioned Combatants; **DW** for Disadvantaged Women; **SC** for Senior Citizen; **OFWs** for returning/repatriated Overseas Filipino Workers; **VSHT** for Victim or Survivor of Human Trafficking; **FF** for Farmers and Fishermen; **ME** for Micro Entrepreneurs; **FMME** for Family Members of Microentrepreneurs; **URP** for Urban and Rural Poor; **IW** for Informal Workers; **FE** for Family Enterprises; **CTECs** for Community Training and Employment Coordinators; **SP** for Solo Parent; **HEIs** for Discplaced HEIs teaching personnel; **SPC** for Solo Parents' children; **CACW** for Currently Employed Workers; **C** for Cooperatives; **FMKWIA** for Family Members of AFP and PNP Killed-and-Wounded in-Action; **ID** for Inmates and Detainees; **FMID** for Family Members of Inmates and Detainees; **IW** for Industry Workers; **CJO** for Employees with Contractual/Job-Order Status; **FMFF** for Family Members of Farmers and Fishermen; **VNDC** for Victim of Natural Disasters and Calamities; **DDS** for Drug Dependent Surrenderers;

OFWD for OFW Dependent; **WIAD** for Wounded-in-Action AFP & PNP Personnel; **TVETT** for TVET Trainers, **PWDs** for Persons with Disability and **VHRAB** for Victims of Human Rights or their Authorized Beneficiaries.

Note: For further clarification or inquiry, please contact TESDA Provincial Focal Person _____ thru Landline No. _____
Mobile No. _____ and email address _____.

TESDA BARANGAY SKILLS NEED SURVEY FORM

Row 1

Rehiyon: _____ Lungsod/Bayan _____

Lalawigan: _____ Barangay: _____

Distrito _____

Barangay Focal: _____ Contact No.: _____

Email Address: _____

No.	BUONG PANGALAN				Permanenteng Tirahan (House/Block/Lot Number and Street)	CELLPHONE/ LANDLINE NO.	EMAIL ADDRESS
	Bigay na Pangalan	Apelyido ng Nanay	Apelyido ng Tatay	Karagdagang Pangalan			
	Column 1				*Column 2*	*Column 3*	*Column 4*
Hal.	*JOHN*	*BALBIN*	*CRUZ*	*JR*	*8899 M.H. DEL PILAR ST.*	*0921-778-4438*	*johnbcruz@gmail.com*
1							
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10							

NO.	KASANAYANG NAIS/GUSTO			Petsa ng Kapanganakan (mm/dd/yyyy)	Lugar ng Kapanganakan (Province/ Municipality/ City)	Kasarian	Katayuang Sibil	May Trabaho o Wala	Pinakamataas na Edukasyong Narating	Klasipikasyon/Uri ng Respondent	**Pagtatatuwa (Privacy Disclaimer):** *Kung sakaling maaprubahan ang iyong aplikasyon sa TESDA scholarship, pinapayagan mo ba ang TESDA na ibahagi ang iyong impormasyong isinulat/ibinigay sa Form na ito para sa oportunidad sa trabaho bago, sa oras at pagkatapos ang iyong training? Maaari lamang pong pumirma sa ibabaw ng pangalan sa column ng iyong preperensya (* ***OO*** *o* ***HINDI****).*		
	Unang Nais (Prayoridad)	Ikalawang Nais (Prayoridad)	Huling Nais								**OO,** aking pinapahintulutan ang TESDA na ibahagi ang aking impormasyon sa Form na ito sa mga legal na kompanya para sa oportunidad sa trabaho.	**HINDI,** hindi ako pumapayag at hindi ko pinapahintulutan ang TESDA na ibahagi ang aking impormasyon sa Form na ito. Sa halip, pinahihintulutan ko lang ang TESDA na gamitin ang aking mga impormasyon sa pagproseso ng aking aplikasyon sa scholarship at para sa pagdadatos ng mga impormasyon (profiling purposes).	**PETSA NG PAGPIRMA** (mm/dd/yyyy)
	Column 5			*Column 6*	*Column 7*	*Column 8*	*Column 9*	*Column 10*	*Column 11*	*Column 12*			
Ex.	*MASONRY NC I*	*CARPENTRY NC I*		*13/09/1987*	*PARAÑAQUE CITY*	*M*	*S*	*U*	*HSG*	*IP*			
1													
2													
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6													
7													
8													
9													
10													

Submitted by: _____ **Date Submitted:** _____ **Noted by:** _____ **Date Received:** _____

(Signature over printed name)

Provincial/District Director, TESDA
(Signature over printed name)

Ito ay survey ng TESDA para sa mga miyembro or residente ng mga Barangays na gustong mag-aral ng skills-training sa TESDA upang makakuha ng trabaho or makapagtayo ng sariling hanapbuhay. Nais naming malaman kung anong skills-traing ang nais kunin ng mamayan upang ang TESDA ay makagawa ng plano at maipatupad ang pagsasagawa ng skills-training sa mga komunidad. would need so that TESDA may be able to plan and implement the training programs in the area given the resources.
Upang maisagawa ito, nais po ng TESDA na hingin ang kooperasyon at tulong ng bawat pamunuan ng barangay sa pagsasagawa ng survey. Maraming salamat po!

GABAY SA PAGSAGOT NG SURVEY FORM

1. Tingnan sa kabilang pahina ang sasagutan.

2. Ang sasagot lamang sa ROW 1 sa kabilang pahina ng papel na ito ay ang nakatalagang Focal Person. Ang Rehiyon, Lalawigan, Distrito, Lungsod/Bayan at Barangay ay tumutugon sa lugar na kinaroroonan ng mga sasagot. Samantalang ang contact no. at email address ay tungkol sa impormasyon ng Focal Person.

Ex.
Rehiyon: NCR
Lalawigan: N/A
Distrito: 1st District
Lungsod/Bayan: Parañaque City
Barangay: La Huerta
Pangalan ng Focal Person: Juan Dela Cruz
Contact Number ng Focal Person: 0936-123-4567
Email Address: focalperson@yahoo.com

3. Maari po lamang na gumamit ng malalaking Letra/Titik o Capital letters sa pagsagot ng column 1 hanggang 8 maliban sa column 4 (Email address).

Column 1. Pangalan	Bigay na Pangalan	Apelyido ng Nanay	Apelyido ng Tatay	Karagdagang Pangalan
	Hal. JOHN	BALBIN	CRUZ	JR.

Column 2. Tirahan:	8899 M.H. del PILAR ST.

Column 3: Contact No/s.	Hal. Cellphone No.: 0921-778-4437 and/or
	Hal. Landline No.: 02-832-3783

Column 4. Email Address:	Hal. Yahoo email.: johnbcruz@yahoo.com
	Hal. Google email: jonhbcruz@gmail.com

Ex. Column 5. Kasanayang Nais Matutunan: Ito ay tumutukoy sa mga kasanayan na nais matutuhan ng isang miyembro ng barangay. Unang nais/prayoridad, ikalawang nais/prayoridad at Huling Nais.

Ang Huling Nais ay tumutukoy sa gustong kasanayan na wala sa listahan ng TESDA.

Unang Nais:	Ikalawang Nais:	Huling Nais:
Hal. MASONRY NC I	Hal. CARPENTRY NC I	

Column 6. Petsa ng Kapanganakan: (mm/dd/yyyy)	Hal. 9/13/1987
Column 7. Lugar ng kapanganakan:	Hal.Parañaque City

4. Isulat ang kaukulang letra/acronym para sa column 8-13.

Column 8. Kasarian: M para sa mga Lalake at F para sa Babae
Hal. M

Column 9. Civil Status: S para sa binata/dalaga, M para sa may asawa, W para sa Balo, SIF para sa hiwalay.
Hal. S

Column 10. Employment Status: E para sa mga may trabaho o may negosyo, U para sa walang trabaho.
Hal. U

Column 11. Pinaka mataas na Edukasyong naratling: Ito ay tumutukoy sa pinakamataas na antas na nakamit sa elementarya, secondarya at kolehiyo.

Graduate tumutukoy sa natapos na pag aaral ng isang residente ng barangay sa Elementarya, Secondarya at Kolehiyo.	**Letter/Acronym:**	EG para sa tapos ng Elementarya , HSG para sa tapos ng Secondarya at CG para sa tapos ng Kolehiyo and ALSG para sa ALS Graduate, ALSS para sa ALS Student, MAD para sa Masters/Doctoral Degree holder.
Undergraduate tumutukoy sa nasimulan ngunit hindi natapos na pag aaral sa elementarya, sekondarya at kolehiyo.	**Letter/Acronym:**	EU para sa hindi nakapagtapos ng Elementarya, HSU para sa hindi nakapagtapos ng Sekondarya at CU para sa hindi nakapagtapos ng Kolehiyo and ALSU para sa enroll na ALS student.
Others tumutukoy sa iba pang edukasyong natamo na wala sa nabanggit.	**Letter/Acronym:**	O for Others

Ex. HSG

Column 12. Klasipikasyon/Uri ng mga Respondent: Ex. OSY

S for Student; **IPs** for Indigenous People; **OSY** for Out-of-School Youth; **RRDC** for Rebel Returnees or Decommissioned Combatants; **DW** for Disadvantaged Women; **SC** for Senior Citizen; **OFWs** for returning/repatriated Overseas Filipino Workers; **VSHT** for Victim or Survivor of Human Trafficking; **FF** for Farmers and Fishermen; **ME** for Micro Entrepreneurs; **FMME** for Family Members of Microentrepreneurs; **URP** for Urban and Rural Poor; **IW** for Informal Workers; **FE** for Family Enterprises; **CTECs** for Community Training and Employment Coordinators; **SP** for Solo Parent; **HEIs** for Displaced HEIs teaching personnel; **SPC** for Solo Parents' children; **CACW** for Currently Employed Workers; **C** for Cooperatives; **FMKWIA** for Family Members of AFP and PNP Killed-and-Wounded in-Action; **ID** for Inmates and Detainees; **FMID** for Family Members of Inmates and Detainees; **IW** for Industry Workers; **CJO** for Employees with Contractual/Job-Order Status; **FMFF** for Family Members of Farmers and Fishermen; **VNDC** for Victim of Natural Disasters and Calamities; **DDS** for Drug Dependent Surrenderers;

OFWD for OFW Dependent; **WIAD** for Wounded-in-Action AFP & PNP Personnel; **TVETT** for TVET Trainers, **PWDs** for Persons with Disability and **VHRAB** for Victims of Human Rights or their Authorized Beneficiaries.

Note: For further clarification or inquiry, please contact TESDA Provincial Focal Person _____ thru Landline No. _____
Mobile No. _____ and email address _____.

Technical Education and Skills Development Authority
Pangasiwaan sa Edukasyong Teknikal at Pagpapaunlad ng Kasanayan

TWSA Form 0032017

TESDA WALK-IN SCHOLARSHIP APPLICATION FORM

APPLICANT'S PROFILE

1x1 picture taken within the last 6 months

1. Web-Based Information System Auto Generated: *(To be filled-out by TESDA Personnel)*

1.1. **Unique Learner Identifier (ULI) Number:** ☐☐☐☐☐☐☐☐☐☐-☐☐☐ 1.2. **Entry Date:** mm/dd/yy

2. Applicant's Personal Information

2.1. **Name:**

Last	First	Middle

2.2. **Complete Permanent Address:**

Number, Street	*Barangay*	District
City/Municipality	Province	Region
Email Address (Gmail or yahoo mail)	Cellphone/Landline No.	

2.3. **Sex**
- ☐ Male
- ☐ Female

2.4. **Civil Status**
- ☐ Single
- ☐ Married
- ☐ Widow/Widower
- ☐ Separated-in-Fact

2.5 **Employment Status**
- ☐ Employed
- ☐ Unemployed

2.6 **Birthdate**

Month of Birth	Day of Birth	Year of Birth

2.7 **Birthplace**

City/Municipality	Province	Region

2.8 **Highest Educational Attainment**

☐ Elementary Graduate	☐ College Graduate	☐ Elementary Undergraduate	☐ Others
☐ Alternative Learning System (ALS) Graduate	☐ Masters/Doctoral Degree holder	☐ High School Undergraduate	
☐ High School Graduate	☐ ALS student (currently enrolled)	☐ College Undergraduate	

*For below 18 years old, please specify the name of your guardian with his/her contact no. and complete permanent mailing address.

2.9 **Parent/Guardian***

Name	Contact No. & Complete Permanent Mailing Address

3. Classification of Applicant: *(Please select only one that is most applicable to you).*

❑ Student	❑ Informal Workers	❑ Indigenous Peoples and Cultural Communities
❑ Out-of-School Youth	❑ Industry Workers	❑ Disadvantaged Women
❑ Solo Parent	❑ Cooperatives	❑ Victim of Natural Disasters and Calamities
❑ Solo Parent's Children	❑ Family Enterprises	❑ Victim or Survivor of Human Trafficking
❑ Senior Citizens	❑ Microentrepreneurs	❑ Drug Dependent Surrenderers
❑ TVET Trainers	❑ Family Members of Microentrepreneurs	❑ Rebel Returnees or Decommissioned Combatants
❑ Displaced HEIs Teaching Personnel	❑ Farmers and Fishermen	❑ Inmates and Detainees
❑ Persons with Disability	❑ Family Members of Farmers and Fishermen	❑ Wounded-in-Action AFP & PNP Personnel
❑ Currently Employed Workers	❑ Community Training & Employment Coordinator	❑ Family Members of AFP & PNP Wounded-in-Action
❑ Employees w/ Contractual/Job-Order Status	❑ Returning/Repatriated OFWs	❑ Family Members of Inmates and Detainees
❑ Urban and Rural Poor	❑ OFWs Dependents	❑ Victims of Human Rights or their Authorized Beneficiaries

4. Training Programs (TVET Qualifications) Preferred

4.1. First Choice: _____

4.2. Second Choice: _____

4.3. Other Preference*: _____

**Other Preference* refers to TVET Qualification not found in the attached list of TVET Qualifications.

5. Privacy Disclaimer:

In case your application for TESDA scholarship will be approved, do you allow TESDA to share any of the relevant information which you provided in this Form with any other legitimate entities for possible employment whether prior, during or after your training? Kindly check your preference and sign over your printed name below.

❑ ***Yes,** I hereby authorize TESDA to share my relevant information under this Form with other legitimate entities for the purpose of possible employment with potential employers.*

_____

Signature Over Printed Name *Date:* _____

❑ ***No,** I do not give my consent and I do not authorize the sharing of my personal data under this Form. Instead, I want my information to be restricted only for TESDA's use in processing my scholarship application and profiling purposes.*

_____

Signature Over Printed Name *Date:* _____

5. Applicant's Signature

This is to certify that the information stated above is true and correct.

Applicant's Signature Over Printed Name	*Date Accomplished*	**Right Thumbmark**

Noted by:

Provincial/District Director *(Signature Over Printed Name)*	*Date Received*

****End of Application Form****

I. PRE-IMPLEMENTATION ANALYSIS OF SCHOLARSHIP APPLICATIONS

Table 1. Supply vs Demand vs Capacity

No.	SUPPLY					DEMAND					CAPACITY		
	SECTOR	**FIRST CHOICE TVET Qualification**	No. of BSNS Qualified Respondents	No. of Online Qualified Applicants	No. of Walk-in Qualified Applicants	TOTAL	**SECTOR**	**TVET Qualification** (Local in-demand)	Skills Priorities/KEGs (Please indicate YES or NO)	No. of Demand	No. of Training Providers (TVIs/TTIs)	% of Compliant Training Providers	Absoptive Capacity of Compliant Training Providers (No. of Slots)
	Column 1	*Column 2*	*Column 3*	*Column 4*	*Column 5*	*Column 6*					*Column 8*	*Column 9*	*Column 10*
Example 1	Garments	Dressmaking NC II	1000	900	100	2000		Dressmaking NC II	YES	1000	40	100%	1500
Example 2	Metals & Engineering	SMAW NC II	100	50	100	250		SMAW NC II	YES	500	20	80%	400
Example 3	Agri-Fishery	Horticulture NC II	500	100	50	650			YES	0			
Example 4								T.E.S.O.L	NO	250	1	100%	100
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
GrandTotal	xxx	xxx						xxx	xxx				

Prepared by:

BSNS Provincial Focal Person

Recommended by:

Provincial/District Director

Approved by:

Regional Director

Table 2. What are the training qualifications preferred/identified by the respondents/applicants that cannot be covered under TESDA scholarship programs?

NO.	SECTOR	TVET Qualification/Course (Please indicate YES or NO)	Total No. of Respondents/Applicants	Reason
Example 1	Education Course	NO	100	Not a TESDA course
Example 2	Animation NC II	YES	50	Entry Requirements not satisfied (age)
Example 3	3D Animation NC III	YES	25	Entry Requirements not satisfied (educational attainment)
1				
2				
3				
4				
5				
xxx	xxx	xxx		xxx

Prepared by:

BSNS Provincial Focal Person

Recommended by:

Provincial/District Director

Approved by:

Regional Director

Table 3. What are the scenarios in Table 1 and 2 that will pose as either opportunities or constraints in the implementation of the scholarship programs? Please give your recommendations.

No.	SECTOR	TVET Qualification	Scenarios	Opportunities/ Constraints	Recommendations
Example 1	Garments	Dressmaking NC II	Demand is lower than the supply (1000 D vs 2000 S)	Demand Constraint	Implement appropriate no. of scholarship vis a vis actual demand
Example 2	Metals & Engineering	SMAW NC II	Demand is higher than supply (500 D vs 200 S) Absorptive Capacity is lower than the demand (400 AC vs 500 D)	Supply Constraint Capacity Constraint	Scout for more interested potential scholars Increase AC by encouraging non-compliant TVIs to be audited for compliance
Example 3	Agri-Fishery	Horticulture NC II	Demand is zero with 650 supply	Demand Constraint	Do not provide scholarship programs. If there is no potential employment at all after exhausting all efforts, encourage the respondents/applicants to take other courses with employment opportunities.
Example 4		Teaching English to Speakers of Other Languages (T.E.S.O.L)	There is a demand but not covered under the TESDA scholarship programs.	Opportunity	Include T.E.S.O.L in the TWSP menu. Encourage takers.
Example 5	Education Course	Non-TVET	Not a TESDA course		Inform the respondents/applicants that education courses are under CHED. Offer TVET
Example 6	ICT	3D Animation NC III	25 are high school undergraduates-not qualified		Include them in the community-based training.
1					
2					
3					
4					
5					
xxx	xxx	xxx	xxx	xxx	xxx

Prepared by:

BSNS Provincial Focal Person

Recommended by:

Provincial/District Director

Approved by:

Regional Director

II. POST-IMPLEMENTATION ANALYSIS OF SCHOLARSHIP APPLICATIONS

Table 1. No. of Respondents/Applicants Enrolled under TESDA Scholarship Programs for FY _____

No.	SECTOR	TVET QUALIFICATION	BSNS			Online Applications			Walk-in Applications			TOTAL			No. of Enrolees under					
			No. of Respondents	No. of Enrollees	%	No. of Applicants	No. of Enrollees	%	No. of Applicants	No. of Enrollees	%	No. of Respondents/ Applicants	No. of Enrollees	%	TWSP	%	STEP	%	PESFA	%
	Column 1	*Column 2*	*Column 3*			*Column 4*			*Column 5*			*Column 6*			*Column 7*					
Example 1	Garments	Dressmaking NC II	900	600		1000	500		100	50		2000	1250	62.50%	1200	100%	0	0%	0	0%
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
Grand Total	xxx	xxx																		

Table 2: What are the strategies/interventions/measures used/implemented to address the constraints identified in the pre-implementation analysis?
Table 3: What are the TVET Qualifications identified in the pre-implementation analysis but were not implemented? Please state the reasons in each qualification.
Table 4: In your area, what would you recommend as the best percentage distribution of scholarship allocation per sector considering the employment opportunity in the next quarter or year? Please explain briefly the facts.
Table 5: What are the constraints/challenges that still need to be addressed before the implementation of the scholarship programs in the next quarter/year? Please give your recommendations.

Prepared by:

BSNS Provincial Focal Person

Recommended by:

Provincial/District Director

Approved by:

Regional Director