TESDA CIRCULAR

SUBJECT: 2015 Kabalikat Awards Implementing Guidelines		Page 1 of 9 pages No. 19 series of 2015
Date Issued: June 18, 2015	**Effectivity:** Immediately	**Supercedes:**

I. RATIONALE

The Kabalikat Award is one of TESDA's reward mechanisms in giving due recognition and honor to its outstanding partners in the promotion and enhancement of Technical Education and Skills Development (TESD). The award is conferred to outstanding institutions, private firms / companies, Local Government Units (LGUs), National Government Agencies (NGAs) and Development Partners cognizant of their good practices and contribution in the promotion and development of the country's technical and vocational workers in terms of qualification and/or competencies gained. Said contributions may be in the form of training scholarships; donation of training machines and equipment; supplies and materials; recruitment and placement assistance to trainees and certified persons; TESD promotion and advocacy; and other support services in pursuit of the advancement of Technical Education and Skills Development (TESD).

II. DEFINITION OF TERMS:

1. **Institutional Partner** – includes schools, training institutions, training centers, and training providers that employ good practices in the promotion and enhancement of TESD.

2. **Industry Partner** – this may be an industry association or individual private establishment / firm / company that adhere to good practices in the promotion and enhancement of TESD. This includes companies implementing the apprenticeship program, learnership program, DTS / DTP, OJT, and other enterprise-based training programs.

3. **Local Government Unit** – refers to a municipality/city or provincial unit and its government offices which provide exemplary support and cooperation in the promotion and enhancement of TESD.

4. **Legislative Partner** – this category includes the Office of a Congressman or Senator which provide exemplary support and cooperation in the promotion and enhancement of TESD.

5. **Development Partner** - refers to international or local organizations, non-government organizations, civil society organizations, people's organizations, government-owned or controlled corporations which provide funds or contributions to TESDA for the promotion and enhancement of TESD.

6. **National Government Agencies** – refers to government agencies at the national level which provide exemplary support and cooperation in the promotion and enhancement of TESD.

7. **Investment to TESD** – refers to the amount invested by the partner to TESD programs such as but not limited to: skills training, scholarships, assessment and certification, standards development, research, etc.

   The amount may be spent directly by the partner or transferred/contributed to TESDA to fund the TESD programs. It covers expenses for MOOE, training fee, assessment fee, supplies and materials, etc.

   This can also be in the form of **donations** given to TESDA for buildings, equipment, lot, facilities and other infrastructure supported by a duly notarized Deed of Donation and Acceptance.

8. **Promotion and Advocacy Activities and Expenses** – refers to the development and/or actual implementation of TESD promotion and advocacy activities through print, broadcast, social media and interpersonal communication and the amount spent for such. These include flyers, brochures, tarpaulins, radio/TV pluggings, paid advertisements, holding of caravans, etc.

9. **Employment Facilitation Assistance** – refers to the assistance provided to clients in their search for employment opportunities through career guidance, job immersion, OJT, job referral, among others and the number of TESD graduates assisted.

10. **Employment Opportunities Provided** – refers to the company's absorption of the graduates in their workforce and the number of TESD graduates absorbed. This also includes apprentices and learners taken in by the company.

11. **Employment Rate** – refers to the ratio of employed TESD graduates to the total number of graduates.

12. **Compliance with TESDA Requirements** – refers to the TVI's compliance with the audit findings, i.e., all audit findings should have been closed at the time of the nomination.

13. **Continuous Support** – refers to the number of years the partner is implementing or supporting TESD and the number of programs / projects they are supporting.

III. OBJECTIVES

1. Promote technical education and skills development;
2. Encourage the active participation of institutions, industry associations, companies, Local Government Units, Legislative Units, National Government Agencies and Development Partners in technical education and skills development;
3. Recognize and honor outstanding TESDA partners from institutions, industry associations, companies, Local Government Units, Legislative Units, National Government Agencies and Development Partners for their unselfish contributions to TESD; and
4. Recognize the good practices of the partners in manifesting their deep sense of corporate social responsibility and support to TESD.

IV. CATEGORIES

The categories for the search for Kabalikat Award are as follows:

1. Institutional Partner

This category includes schools, training institutions, training centers, and training providers and other organization that employ good practices in the promotion and enhancement of TESD.

*The juridical personality of the awardees shall be considered in the selection. For instance, franchises will be treated as separate entities. However, departments / units / project areas shall be treated under its mother organization.

2. Industry Partner

This may be an industry association or individual private establishment / firm / company that adhere to good practices in the promotion and enhancement of TESD. This includes companies implementing the apprenticeship program, learnership program, DTS / DTP, OJT, and other enterprise-based training programs.

*The juridical personality of the awardees shall be considered in the selection. For instance, franchises will be treated as separate entities. However, departments / units / project areas shall be treated under its mother organization.

3. Local Government Unit (LGU) Partner

This refers to a municipality, city or provincial unit and other local government offices which provide exemplary support and cooperation in the promotion and enhancement of TESD.

4. Legislative Partner

This category includes the Office of a Congressman or Senator which provide exemplary support to and cooperation in the promotion and enhancement of TESD.

5. Development Partner

This refers to international or local organizations, non-government organizations, civil society organizations, people's organizations, government-owned or controlled corporations which provide funds or contributions in the promotion and enhancement of TESD.

6. National Government Agencies

This refers to government agencies at national level which provide exemplary support and cooperation in the promotion and enhancement of TESD.

V. SELECTION PROCESS AND GUIDELINES

1. Each Regional/Executive Office shall assess and submit one Kabalikat Awardee for each of the following categories:

   a. Institutional Partner;
   b. Industry Partner;
   c. LGU Partner;
   d. Legislative Partners;
   e. Development Partners; and
   f. National Government Agencies.

2. The Regional and Executive Offices shall create their respective Screening Committees who shall be responsible in the screening / assessment and selection of their Kabalikat Awardee(s).

3. Selection of awardee(s) shall be based on set criteria specified in the guidelines.

4. The Regional / Executive Office Awardee(s) must meet the minimum required score of at least **75** points to qualify for screening at the National Kabalikat Level.

5. Eight (8) National Kabalikat Awardees shall be chosen from among the Regional and Executive Office Awardees to wit:

   - 1 from Institutional Partner;
   - 1 from Industry Partner;
   - 3 from LGU Partner – 1 each coming from municipality, city and province;
   - 1 from the Legislative;
   - 1 from any Development Partner; and
   - 1 from any National Government Agencies.

6. A National Steering Committee (NStC) composed of representatives from the Executive Offices from the Central Office shall be created to oversee the validation of Regional / Executive Kabalikat Awardees before endorsing to the Board of Judges (BOJ). When deemed necessary, they may verify documentary evidence submitted by EO / RO.

7. A Board of Judges (BOJ) shall be created to select the National Kabalikat Awardees. The BOJ shall be composed of the following members:

   4 from the TESDA Board Members;
   1 from workers organization;
   1 from industry association; and
   1 from the association of TVET institutions.

   The BOJ shall be responsible for the assessment and selection of national winners. They shall have the option to revalidate documents submitted prior the final selection of National Kabalikat winners.

8. The Partnerships and Linkages Office (PLO) shall serve as the National Secretariat for the Kabalikat Awards. The PLO shall manage, coordinate and collaborate with appropriate offices on the implementation of the Award including the holding of the awarding ceremony.

9. All documentary evidence of the respective Regional / Executive Office's awardees shall be submitted to the PLO in soft and hard copies. All documents must be properly packaged and endorsed by the Chairman of the Screening Committee and

the Regional / Executive Director.

All documents / records / evidence shall be placed in a 2-hole 11 X 12 ½" document file, properly labeled and arranged according to the criteria listed in the assessment forms.

10. Failure to submit the required documents on the set deadline specified through a memorandum or submission of incomplete documents shall mean disqualification of the concerned Regional / Executive Office Awardees from the national screening and selection process for the National Kabalikat Award.

11. The Regional / Executive Office Awardees shall receive the awards during the awarding ceremony to be set in August 2015 as part of the yearly celebration of TESDA anniversary.

12. The travelling expenses of the Regional Awardees shall be charged to the respective funds of the Regional Offices.

VI. MATRIX OF CRITERIA PER CATEGORY

CRITERIA / CATEGORY	Institutional Partner	Industry Partner	LGU Partner (Municipality, Provincial and City)	Legislative	Development Partner	NGAs
A. NUMBER OF PERSONS BENEFITED	**30**	**20**	**30**	**40**	**30**	**30**
• Training	15	10	15			
• Assessment	15	10	15			
B. INVESTMENT TO TESD	**20**	**30**	**30**	**25**	**40**	**40**
• Scholarship	10	15	15			
• Support to Maintenance and other Operating Expenses related to TVET	-					
• Promotion and Advocacy Activities and Expenses	10	5	5	-	-	-
• Donation	-	10	10			
C. NO. OF TESD GRADUATES PROVIDED EMPLOYMENT FACILITATION SERVICES	**15**	**20**	**25**	**20**	-	-
D. CONTINUOUS SUPPORT TO TVET	**10**	**10**	**15**	**15**	**15**	**15**
• **No. of Years**	-	5	7.5	7.5	7.5	7.5
• **No. of Programs/Projects**	10	5	7.5	7.5	7.5	7.5
E. PERFORMANCE BASED ON EMPLOYMENT RATE	**15**	-	-	-		
F. PROVISION OF EMPLOYMENT OPPORTUNITIES IN THE LOCALITY/AREA	-	**20**	-	-		
G. COMPLIANCE WITH TESDA REQUIREMENTS	**10**	-	-	-	-	-
H. SCOPE/COVERAGE OF FUNDING SUPPORT (National, Regional/Provincial)	-	-	-	-	**15**	**15**
TOTAL	**100**	**100**	**100**	**100**	**100**	**100**

VII. DOCUMENTARY REQUIREMENTS AND FORMS

1. The following forms shall be used in the selection of awardees at the Regional and Executive Office levels.

FORM	TITLE OF FORM	DESCRIPTION
Form 1	Nomination Form for Institutional, Industry, LGU, Legislative, Development Partners and NGAs	Shall be used to nominate the Institutional / Industry / Legislative / LGU / Development Partners / NGAs
Form 2	Assessment Form for Institutional Partner	Shall be used to assess nominees for the Institutional Category
Form 3	Assessment Form for Industry Partner	Shall be used to assess nominees for the Industry Category
Form 4	Assessment Form for Local Government Unit (LGU) Partner	Shall be used to assess nominees for the municipality/ city/ province
Form 5	Assessment Form for Legislative Partner	Shall be used to assess nominees for the Legislative Category
Form 6	Assessment Form for Development Partner	Shall be used to assess nominees for the Development Partner
Form 7	Assessment Form for National Government Agencies	Shall be used to assess nominees for the National Government Agencies
Form A-1	Total Number of Persons Benefited (Training)	Shall be used to present the total number of persons trained for the period 2012 – 2014
Form A-2	Total Number of Persons Benefited (Assessment)	Shall be used to present the total number of persons assessed for the period 2012 – 2014
Form A-3	Total Number of Persons Benefited (Employment Facilitation Services)	Shall be used to present the total number of persons provided with employment facilitation services for the period 2012 – 2014

Form B	Total Investments to TESD	Shall be used to present the total investments to TESD
Form C	Total Number of TESD Graduates / Beneficiaries Provided Employment Facilitation Services	Shall be used to present the total number of TESD graduates / beneficiaries provided employment facilitation services
Form D	Total Number of Employment Opportunities Provided in the Locality	Shall be used to present the total number of employment opportunities provided in the locality

2. The Regional / Executive Offices shall submit to the PLO the names of their respective Regional / Executive Office Awardees together with the following documents:

2.1. Form 1 - Nomination Form;
2.2. Form 2, 3, 4, 5, 6 and 7 (as the case may be) - Assessment Forms;
2.3. Forms A – D (as the case may be) – Summary Forms;
2.4. 5" x 5" logo of the Awardees in hard and soft copy (high resolution);
2.4. Short write-up / citation (maximum of 50 words) highlighting the awardee's contributions based on the given criteria in hard and soft copy; and
2.5. Two-minute video footage or power point presentation on the awardee's major accomplishments based on the given criteria.

This Circular amends any other issuances inconsistent thereof.

SEC. EMMANUEL JOEL J. VILLANUEVA
Director General

ANNEX A

Form 1

LOGO

NOMINATION FORM
For Institutional, Industry, LGU, Legislative, Development Partner and NGAs

Search for 2015 Kabalikat Award
Region/EO _____

I. PROFILE

Name of Organization

_____

_____

Category: ☐ Institutional ☐ Industry ☐ LGU ☐ Legislative
☐ Development Partner ☐ NGA

Main Office or Business Address:

_____

Tel. / Fax No/s: _____
Date Established: _____
Name of Representative and Designation: _____
(Recipient of the Award during the Ceremony)

II. MISSION / VISION / GOALS (continue on separate sheet if necessary)

_____

_____

_____

_____

III. HIGHLIGHTS OF THE AWARDEE'S CONTRIBUTIONS

(Short write-up and maximum of 50 words)

_____

_____

_____

Certified by :

_____

Chairman, Regional / Executive Screening Committee

Approved by :

_____

Regional Director / Executive Director

Date : _____

Form 2
(As of Jun 9, 2015)

ASSESSMENT FORM FOR INSTITUTIONAL PARTNER
Search for 2015 Kabalikat Awards
Region/EO: _____

Name of Institution: _____

Instruction: Compute points based on the formula defined per criteria/indicator. When applicable, encircle the corresponding number of points which most represent the level of accomplishment of the institution. Computation/allocation of points should be based on documentary evidences submitted. To get total score, simply add all the corresponding points per indicator/criteria. Period covered shall be from years 2012 to 2014 (3 Years).

CRITERIA / INDICATORS	No. of Points	Total Points	REMARKS
A. NUMBER OF PERSONS BENEFITED		**30**	
Training / Assessment **Benchmark:** Equal to or higher than 600 people trained/assessed automatically gets the maximum points of 15 points. Computation of points below 600 is as follows : a. $\frac{\text{Total number of people trained}}{600}$ X 15 b. $\frac{\text{Total number of people assessed}}{600}$ X 15 *(Evidence: For training: signed MIS 03-02 certified by the TESDA Provincial Director* *For assessment: Registry of Workers, Assessed and Certified (RWAC) signed by the Provincial Director)*	15 15		
B. INVESTMENTS TO TESD		**20**	
Refers to the amount invested by the partner to TESD programs such as but not limited to skills training, scholarships, assessment and certification, standards development, research, etc. **1. Scholarship** – refers to the amount spent / invested for free training and assessment Amount allocated / spent by the partner to training and	10		

CRITERIA / INDICATORS	No. of Points	Total Points	REMARKS
assessment *(Evidence: Certification of the partner's accountant, or Board / Sanggunian Resolutions)* ***Below P500,000 – 2 pts.*** ***P500,000 to P1,000,000 – 4 pts.*** ***P1,000,001 to P1,500,000 – 6 pts.*** ***P1,500,001 to P2,000,000 – 8 pts.*** ***Above P2,000,000 – 10 pts.***			
2. Promotion and Advocacy Activities and Expenses – refers to the development and/or actual implementation of TESD promotion and advocacy activities through print, broadcast, social media and interpersonal communication. This includes flyers, brochures, tarpaulins, radio / TV pluggings, paid advertisements, holding of caravans, etc. **Benchmark:** Equal to or higher than P200,000.00 automatically gets the maximum points of 10 points. Computation of points below P200,000.00 is as follows : Total amount invested to TESD promotion and advocacy / P 200,000 X 10 *Supporting evidence/document(any or a combination of the following)* *a. Financial report indicating particulars of promotion and advocacy activities conducted and the amount provided/expenses incurred.* *b. Sample copy of the promotional materials/activities* *c. MOA/contract of service with media groups*	10		
C. NUMBER OF TESD GRADUATES PROVIDED EMPLOYMENT FACILITATION SERVICES		**15**	
Refers to the number of TESD graduates provided assistance in their search for employment opportunities through career guidance, job immersion, OJT, job referral, among others. **Benchmark:** Equal to or higher than 50% of the total graduates trained and assessed TESD graduates provided with job opportunities automatically gets the maximum points of 15 points. Computation of points below 50% is as follows :	**15**		

CRITERIA / INDICATORS	No. of Points	Total Points	REMARKS
Total number of TESD graduates provided with employment facilitation services X 15 50% of the total graduates *Supporting evidence (any of the following)* *1. List of TESD graduates who received guidance counselling duly certified by the designated school placement coordinator* *2. List of TESD graduates referred to companies / industries for job immersion, internship, duly certified by the authorized personnel of the company/industry;* *3. List of TESD graduates assisted for self-employment showing the kind of assistance provided duly certified by the designated school placement coordinator*			
E. CONTINOUS SUPPORT TO TVET		**10**	
Refers to the number of programs / projects the partner is implementing or supporting TESD. **Number of Programs / Projects** 1 to 2 programs = 4 pts. 3 to 4 programs = 6 pts. 5 or more = 10 pts.	10		
F. PERFORMANCE BASED ON EMPLOYMENT RATE		**15**	
This refers to the performance of the institution with reference to the employment rate of TESD graduates during the period covered. Only TESD beneficiaries who graduated between January 2012 – June 2014 are covered. Employment rate is computed as the total employed over total TESD graduates. ▪ 30%-40% ▪ 41%-50% ▪ 51% and above *Supporting evidence/document* *a. List of TESD graduates employed duly certified by the company* *b. Terminal Report for 2012-2014 duly certified by the Regional Director*	 5 10 15		

CRITERIA / INDICATORS	No. of Points	Total Points	REMARKS
F. COMPLIANCE TO TESDA REQUIREMENTS		**10**	
Refers to the TVI's compliance with the audit findings, i.e. all audit findings should have been closed at the time of the nomination. *Supporting evidence: recent closure audit report*			
TOTAL		**100**	

Pre-assessed by : _____

Assessor/Signature

Date : _____

Form 3
(As of Jun 9, 2015)

ASSESSMENT FORM FOR INDUSTRY PARTNER
Search for 2015 Kabalikat Awards
Region/EO: _____

Name of Industry: _____

Instruction: Compute points based on the formula defined per criteria/indicator. When applicable, encircle the corresponding number of points which most represent the level of accomplishment of the industry. Computation/allocation of points should be based on documentary evidences submitted. To get total score, simply add all the corresponding points per indicator/criteria. Period covered shall be from years 2012 to 2014 (3 Years).

CRITERIA / INDICATORS	No. of Points	Total Points	REMARKS
A. NUMBER OF PERSONS BENEFITED		**20**	
Training / Assessment **Benchmark:** Equal to or higher than 600 people trained/assessed automatically gets the maximum points of 15 points. Computation of points below 600 is as follows : a. $\frac{\text{Total number of people trained}}{600} \times 10$ b. $\frac{\text{Total number of people assessed}}{600} \times 10$ *(Evidence: For training: signed MIS 03-02 certified by the TESDA Provincial Director* *For assessment: Registry of Workers, Assessed and Certified (RWAC) signed by the Provincial Director)*	10 10		
B. INVESTMENTS TO TESD		**30**	
Refers to the amount invested by the partner to TESD programs such as but not limited to skills training, scholarships, assessment and certification, standards development, research, etc. **1. Scholarship** – refers to the amount spent / invested for free training and assessment A. Amount allocated / spent by the partner to training and	15		

CRITERIA / INDICATORS	No. of Points	Total Points	REMARKS
assessment *Evidence: Certification of the partner's accountant* B. Amount transferred to TESDA for training and assessment and other TVET-related activities (e.g. skills competition, etc.) *Evidence: Certification from the TESDA Regional Director / Provincial Director* **2. Support to Maintenance and other Operating Expenses (MOOE) related to TVET** (fixed costs e.g. payment to utilities, rental of building, etc.) *The total amount of items 1 and 2 shall be given points as follows:* *Below P1,000,000 – 5 pts.* *P1,000,001 to P2,000,000 – 10 pts.* *Above P 2,000,000 - 15 pts.* *Evidences: Proof of Payment (Photocopy of official receipt, etc.)*			
3. Promotion and Advocacy - refers to the development and/or actual implementation of TESD promotion and advocacy activities through print, broadcast, social media and interpersonal communication. This includes flyers, brochures, tarpaulins, radio / TV pluggings, paid advertisements, holding of caravans, etc. **Benchmark:** Equal to or higher than P100,000 automatically gets the maximum points of 5 points. Computation of points below P100,000 is as follows : $\frac{\text{Total amount invested to TESD promotion and advocacy}}{\text{P 100,000}} \times 5$ *Supporting evidence/document(any or a combination of the following)* *a. Financial report indicating particulars of promotion and advocacy activities conducted and the amount provided/expenses incurred.* *b. Sample copy of the promotional materials/activities* *c. MOA/contract of service with media groups*	5		
4. Donations – Amount given to TESDA / partner for buildings, equipment, land, facilities, etc. *Below P1, 000, 000.00 - 5 pts* *P1, 000, 000.00 and above - 10 pts.*	10		

CRITERIA / INDICATORS	No. of Points	Total Points	REMARKS
Evidences: *Memorandum of Agreement or Deed of Donation and Acceptance duly notarized*			
C. NUMBER OF TESD BENEFICIARIES PROVIDED EMPLOYMENT FACILITATION SERVICES		**20**	
Refers to the number of TESD graduates provided employment facilitation services through career guidance, job immersion, OJT, job referral, among others. **Benchmark:** TESD graduates provided employment facilitation services equal to or higher than 10% of total workforce automatically gets the maximum points of 20 points. Computation of points below 10% is as follows : Total number of TESD Trainees provided assistance / 10% of the total workforce X 20 *Supporting evidence (any of the following)* *1. List of TESD beneficiaries who received guidance counselling duly certified by the HR officer* *2. List of TESD beneficiaries accepted for companies / industries for job immersion, internship, duly certified by the HR officer* *3. List of TESD beneficiaries assisted for self-employment showing the kind of assistance provided duly certified by HR officer*	20		
D. CONTINOUS SUPPORT TO TVET		**10**	
Refers to the number of years (2012 – 2014) the partner is implementing or supporting TESD and the number of programs / projects they are supporting. **1. Number of Years** 1 to 2 years = 2 pts. 3 to 4 years = 3 pts. 5 or more = 5 pts. **2. Number of Programs**	**5** **5**		

CRITERIA / INDICATORS	No. of Points	Total Points	REMARKS
1 to 2 programs = 2 pts. 3 to 4 programs = 3 pts. 5 or more = 5 pts.			
E. PROVISION OF EMPLOYMENT OPPORTUNITIES IN THE LOCALITY		**20**	
This refers to the number of TESD graduates / absorbed / employed by the company. No. of TESD graduates absorbed / employed by the company / Total no. of regular employees 5 to 10% = 5 pts 11 to 15% = 10 pts. 16 to 20% = 15 pts More than 20% = 20 pts *Supporting evidence:* *Certification indicating the number and list of TESD graduates absorbed / employed and total number of regular employees duly signed by the HR officer*	20		
TOTAL		**100**	

Pre-assessed by : _____

Assessor/Signature

Date : _____

Form 4
(As of Jun 9, 2015)

ASSESSMENT FORM FOR LGU PARTNER
Search for 2015 Kabalikat Awards
Region/EO: _____

Name of LGU: _____

Instruction: Compute points based on the formula defined per criteria/indicator. When applicable, encircle the corresponding number of points which most represent the level of accomplishment of the LGU. Computation/allocation of points should be based on documentary evidences submitted. To get total score, simply add all the corresponding points per indicator/criteria. Period covered shall be from years 2012 to 2014 (3 Years).

CRITERIA / INDICATORS	No. of Points	Total Points	REMARKS
A. NUMBER OF PERSONS BENEFITED		**30**	
For City/Province **Benchmark:** For city/province, equal to or higher than 600 people trained/assessed automatically gets the maximum points of 15 points. Computation of points below 600 is as follows : **Training / Assessment** a. $\frac{\text{Total number of people trained}}{600} \times 15$	15		
b. $\frac{\text{Total number of people assessed}}{600} \times 15$	15		
For Municipality **Benchmark:** For municipality, equal to or higher than 300 people trained/assessed automatically gets the maximum points of 15 points. Computation of points below 300 is as follows : **Training / Assessment** a. $\frac{\text{Total number of people trained}}{300} \times 15$	15		
b. $\frac{\text{Total number of people assessed}}{300} \times 15$	15		
(Evidence: For training: signed MIS 03-02. For monitored programs i.e. training conducted by DSWD, LGU, and other partners, list of graduates certified by the TESDA Provincial Director;			

CRITERIA / INDICATORS	No. of Points	Total Points	REMARKS
For assessment: Registry of Workers, Assessed and Certified (RWAC) signed by the Provincial Director)			
B. INVESTMENT TO TESD		**30**	
Refers to the amount invested by the partner to TESD programs such as but not limited to skills training, scholarships, assessment and certification, standards development, etc. **1. Scholarship** – refers to the amount spent / invested for free training and assessment A. Amount allocated / spent by the partner to training and assessment *Evidence: Certification of the Board / Sanggunian Resolutions* B. Amount transferred to TESDA for training and assessment and other TVET-related activities (e.g. skills competition, etc.) *Evidence: Certification from the TESDA Regional Director / Provincial Director* *Evidences:* *Memorandum of Agreement or Deed of Donation* **2.** Support to Maintenance and other Operating Expenses (MOOE) related to TVET (fixed costs e.g. payment to utilities, rental of building, etc.) *Evidences: Proof of Payment (Photocopy of official receipt, etc.)* *The total amount of items 1 and 2 shall be given points as follows:* *Below P1,000,000 of the total amount – 5 pts.* *P1,000,001 to P2,000,000 – 10 pts.* *Above P 2,000,000 – 15 pts.*	15		
3. Promotion and Advocacy - refers to the amount expended in the development and/ or actual implementation of TESD promotion and advocacy activities such as flyers, brochures, tarpaulins, social media/media blitz etc. **<u>For City / Province</u>** **Benchmark:** For city / province, equal to or higher than P50,000.00 automatically gets the maximum points of 5 points. Computation of points below P50,000.00 is as follows: $\frac{\text{Total amount invested to TESD promotion and advocacy}}{\text{P 50,000}} \times 5$	5		

CRITERIA / INDICATORS	No. of Points	Total Points	REMARKS
For Municipality **Benchmark:** For municipality, equal to or higher than P30,000.00 automatically gets the maximum points of 10 points. Computation of points below P50,000.00 is as follows: Total amount invested to TESD promotion and advocacy / P 30,000 X 5 *Supporting evidence/document(any or a combination of the following)* *a. Financial report indicating particulars of promotion and advocacy activities conducted and the amount provided/expenses incurred.* *b. Sample copy of the promotional materials/activities* *c. MOA/contract of service with media groups*			
4. Donations – Amount given to TESDA for buildings, equipment, land, facilities, etc. *Below P1,000,000 - 5 pts.* *P1,000,000 and above - 10 pts.* *Evidences:* *Memorandum of Agreement or Deed of Donation*	10		
C. NUMBER OF TESD BENEFICIARIES PROVIDED EMPLOYMENT FACILITATION SERVICES		**25**	
Refers to the number of TESD graduates provided employment facilitation services through career guidance, job immersion, OJT, job referral, among others. **Benchmark:** Total Number of persons assisted (guidance counselling, placement, etc.) / Total Number of registered voters (whether province, city,municipality) X 25 Note : Please refer to ------ www.nscb.gov.ph/activestats/psgc/listprov.asp for the number of registered voters as of 2013 *Supporting evidence (any of the following)* *1. List of TESD beneficiaries who received guidance counselling duly certified by the PESO manager / designated officer* *2. List of TESD beneficiaries referred to companies / industries for job immersion, internship, duly certified by the authorized personnel of the company / industry* *3. List of TESD beneficiaries assisted for self-employment showing the kind of assistance provided duly certified by PESO manager / designated officer*	25		

CRITERIA / INDICATORS	No. of Points	Total Points	REMARKS
D. CONTINOUS SUPPORT TO TVET		**15**	
Refers to the number of years the partner is implementing or supporting TESD. **1. Number of Years** 1 to 2 years = 2.5 pts. 3 to 4 years = 5 pts. 5 or more = 7.5 pts. **2. Number of Programs** 1 to 2 programs = 2.5 pts. 3 to 4 programs = 5 pts. 5 or more = 7.5 pts.	**7.5** **7.5**		
TOTAL		**100**	

Pre-assessed by :_____

Assessor/Signature

Date : _____

Form 5
(As of Jun 9, 2015)

ASSESSMENT FORM FOR LEGISLATIVE PARTNER
Search for 2015 Kabalikat Awards
Region/EO: _____

Name of Legislative Partner: _____

Instruction: Compute points based on the formula defined per criteria/indicator. When applicable, encircle the corresponding number of points which most represent the level of accomplishment of the Legislative Partner. Computation/allocation of points should be based on documentary evidences submitted. To get total score, simply add all the corresponding points per indicator/criteria. Period covered shall be from years 2012 to 2014 (3 Years).

CRITERIA / INDICATORS	No. of Points	Total Points	REMARKS
A. NUMBER OF PERSONS BENEFITED		**40**	
Below 100 = 10 pts. 101 – 200 = 16 pts. 201 – 300 = 22 pts. 301 – 400 = 28 pts. 401 – 500 = 34 pts. 501 and above = 40 pts. *Evidence (any of the following): 1. Signed MIS 03-02 certified by the TESDA Provincial* *2. Registry of Workers, Assessed and Certified (RWAC) signed by the Provincial Director* *3. List of TESD beneficiaries who received guidance counselling duly certified by the HR officer* *4. List of TESD beneficiaries accepted for companies / industries for job immersion, internship, duly certified by the HR officer* *5. List of TESD beneficiaries assisted for self-employment showing the kind of assistance provided duly certified by HR officer*			
B. INVESTMENT TO TESD		**25**	
Refers to the amount invested by the partner to TESD programs such as but not limited to skills training, scholarships, assessment and certification, standards development, research, etc. **1. Scholarship** – refers to the amount spent / invested for free training and assessment A. Amount allocated / spent by the partner to training and assessment	25		

CRITERIA / INDICATORS	No. of Points	Total Points	REMARKS
Evidence: Certification of the partner's Accountant B. Amount transferred to TESDA for training and assessment and other TVET-related activities (e.g. skills competition, etc.) *Evidence: Certification from the TESDA Provincial Director* **2. Support to Maintenance and other Operating Expenses (MOOE) related to TVET** (fixed costs e.g. payment to utilities, rental of building, etc.) *Evidences: Proof of Payment (Photocopy of official receipt, etc.)* **3. Donations** – Amount given to TESDA for buildings, equipment, land, facilities, etc. *The total amount of items 1, 2 and 3 shall be given points as follows:* *Below P5,000,000 of the total amount – 5 pts.* *P5,000,001 to P10,000,000 – 10 pts.* *P10,000,001 to P15,000,000 – 15 pts.* *P15,000,001 to P20,000,000 – 20 pts.* *Above P20,000,000 – 25 pts.* *Evidences:* *Memorandum of Agreement or Deed of Donation and Acceptance duly notarized*			
C. NUMBER OF TESD GRADUATES PROVIDED EMPLOYMENT FACILITATION SERVICES		**20**	
Refers to the number of TESD graduates provided employment facilitation services through career guidance, job immersion, OJT, job referral, among others. Total Number of persons assisted (guidance, counseling,placement etc) x 20 ——————————— Total Number of registered voters (whether province, city,municipality) *Supporting evidence (any of the following)* *1. List of TESD graduates who received guidance counselling duly certified by the HR officer* *2. List of TESD graduates accepted for companies / industries for job immersion, internship, duly certified by the HR officer* *3. List of TESD graduates assisted for self-employment showing the kind of assistance provided duly certified by HR officer* Note : Please refer to ------	**20**		

CRITERIA / INDICATORS	No. of Points	Total Points	REMARKS
www.nscb.gov.ph/activestats/psgc/listprov.asp for the number of registered voters as of ***2013***			
D. CONTINOUS SUPPORT TO TVET		**15**	
Refers to the number of years (2012 – 2014) the partner is implementing or supporting TESD and the number of programs / projects they are supporting. **1. Number of Years** 1 to 2 years = 2.5 pts. 3 to 4 years = 5 pts. 5 or more = 7.5 pts. **2. Number of Programs** 1 to 2 programs = 2.5 pts. 3 to 4 programs = 5 pts. 5 or more = 7.5 pts.	**7.5** **7.5**		
TOTAL		**100**	

Pre-assessed by : _____

Assessor/Signature

Date : _____

Form 6
(As of Jun 9, 2015)

ASSESSMENT FORM FOR DEVELOPMENT PARTNER
Search for 2015 Kabalikat Awards
Region/EO: _____

Name of Development Partner: _____

Instruction: Compute points based on the formula defined per criteria/indicator. When applicable, encircle the corresponding number of points which most represent the level of accomplishment of the industry. Computation/allocation of points should be based on documentary evidences submitted. To get total score, simply add all the corresponding points per indicator/criteria. Period covered shall be from years 2012 to 2014 (3 Years).

CRITERIA / INDICATORS	No. of Points	Total Points	REMARKS
A. NUMBER OF PERSONS BENEFITED		**30**	
Below 100 = 5 pts. 101 – 200 = 10 pts. 201 – 300 = 15 pts. 301 – 400 = 20 pts. 401 – 500 = 25 pts. 501 and above = 30 pts. *Evidence (any of the following): 1. Signed MIS 03-02 certified by the TESDA Provincial* *2. Registry of Workers, Assessed and Certified (RWAC) signed by the Provincial Director* *3. List of TESD beneficiaries who received guidance counselling duly certified by the HR officer* *4. List of TESD beneficiaries accepted for companies / industries for job immersion, internship, duly certified by the HR officer* *5. List of TESD beneficiaries assisted for self-employment showing the kind of assistance provided duly certified by HR officer*	30		
B. INVESTMENTS TO TESD		**40**	
Refers to the amount invested by the partner to TESD programs such as but not limited to skills training, scholarships, assessment and certification, standards development, research, etc. 1. **Scholarship** – refers to the amount spent / invested for free training and assessment *Evidence: Copy of the MOA/MOU specifying the amount duly notarized*	40		

CRITERIA / INDICATORS	No. of Points	Total Points	REMARKS
2. Support to Maintenance and other Operating Expenses (MOOE) related to TVET (fixed costs e.g. payment to utilities, rental of building, etc.) *Evidence: Proof of Payment (Photocopy of official receipt, etc.)* **3. Donations** – Amount given to TESDA for buildings, equipment, land, facilities, etc. *Evidences:* *Memorandum of Agreement or Deed of Donation and Acceptance duly notarized* *The total amount of items 1, 2 and 3 shall be given points as follows:* Below P5,000,000 of the total amount – 10 pts. P5,000,001 to P10,000,000 – 20 pts. P10,000,001 to P15,000,000 – 30 pts. P15,000,001 and above – 40 pts.			
C. CONTINOUS SUPPORT TO TVET		**15**	
Refers to the number of years (2012 – 2014) the partner is implementing or supporting TESD and the number of programs / projects they are supporting. **1. Number of Years** 1 to 2 years = 2 pts. 3 to 4 years = 3 pts. 5 or more = 7.5 pts. **2. Number of Programs** 1 to 2 programs = 2 pts. 3 to 4 programs = 3 pts. 5 or more = 7.5 pts.	**7.5** **7.5**		
D. SCOPE / COVERAGE OF FUNDING SUPPORT		**15**	

CRITERIA / INDICATORS	No. of Points	Total Points	REMARKS
Provincial Coverage – 5 pts. *Regional Coverage – 10 pts.* *National Coverage – 15 pts.*			
TOTAL		**100**	

Pre-assessed by : _____

Assessor/Signature

Date : _____

Form 7
(As of Jun 9, 2015)

ASSESSMENT FORM FOR NATIONAL GOVERNMENT AGENCY
Search for 2015 Kabalikat Awards
Region/EO: _____

Name of National Government Agency: _____

Instruction: Compute points based on the formula defined per criteria/indicator. When applicable, encircle the corresponding number of points which most represent the level of accomplishment of the industry. Computation/allocation of points should be based on documentary evidences submitted. To get total score, simply add all the corresponding points per indicator/criteria. Period covered shall be from years 2012 to 2014 (3 Years).

CRITERIA / INDICATORS	No. of Points	Total Points	REMARKS
A. NUMBER OF PERSONS BENEFITED		**30**	
Below 100 = 5 pts. 101 – 200 = 10 pts. 201 – 300 = 15 pts. 301 – 400 = 20 pts. 401 – 500 = 25 pts. 501 and above = 30 pts. *Evidence (any of the following): 1. Signed MIS 03-02 certified by the TESDA Provincial* *2. Registry of Workers, Assessed and Certified (RWAC) signed by the Provincial Director* *3. List of TESD beneficiaries who received guidance counselling duly certified by the HR officer* *4. List of TESD beneficiaries accepted for companies / industries for job immersion, internship, duly certified by the HR officer* *5. List of TESD beneficiaries assisted for self-employment showing the kind of assistance provided duly certified by HR officer*	30		
B. INVESTMENTS TO TESD		**40**	
Refers to the amount invested by the partner to TESD programs such as but not limited to skills training, scholarships, assessment and certification, standards development, research, etc. 1. **Scholarship** – refers to the amount spent / invested for free training and assessment	40		

CRITERIA / INDICATORS	No. of Points	Total Points	REMARKS
Evidence: Copy of the MOA/MOU specifying the amount duly notarized **2. Support to Maintenance and other Operating Expenses (MOOE) related to TVET** (fixed costs e.g. payment to utilities, rental of building, etc.) *Evidence: Proof of Payment (Photocopy of official receipt, etc.)* **3. Donations** – Amount given to TESDA for buildings, equipment, land, facilities, etc. *Evidences:* *Memorandum of Agreement or Deed of Donation and Acceptance duly notarized* *The total amount of items 1, 2 and 3 shall be given points as follows:* Below P5,000,000 of the total amount – 10 pts. P5,000,001 to P10,000,000 - 20 pts. P10,000,001 to P15,000,000 - 30 pts. P15,000,001 and above - 40 pts.			
C. CONTINOUS SUPPORT TO TVET		**15**	
Refers to the number of years (2012 – 2014) the partner is implementing or supporting TESD and the number of programs / projects they are supporting. **1. Number of Years** 1 to 2 years = 2 pts. 3 to 4 years = 3 pts. 5 or more = 7.5 pts. **2. Number of Programs** 1 to 2 programs = 2 pts. 3 to 4 programs = 3 pts. 5 or more = 7.5 pts.	**7.5** **7.5**		

CRITERIA / INDICATORS	No. of Points	Total Points	REMARKS
D. SCOPE / COVERAGE OF FUNDING SUPPORT		**15**	
Provincial Coverage – 5 pts. *Regional Coverage – 10 pts.* *National Coverage – 15 pts.*	15		
TOTAL		**100**	

Pre-assessed by : _____

Assessor/Signature

Date : _____

Form A-1

Search for 2015 Kabalikat Awards

Region/EO: _____

Name of Nominee: _____

TOTAL NUMBER OF PERSONS BENEFITED

1. Training

Course/Qualification	2012	2013	2014	TOTAL
TOTAL				

Prepared by:

_____

Kabalikat Focal Person
Date: _____

Certified True and Correct:

_____

Provincial Director
Date: _____

Form A-2

Search for 2015 Kabalikat Awards

Region/EO: _____

Name of Nominee: _____

TOTAL NUMBER OF PERSONS BENEFITED

2. Assessment

Course/Qualifications	2012	2013	2014	TOTAL
TOTAL				

Prepared by:

_____

Kabalikat Focal Person
Date: _____

Certified True and Correct:

_____

Provincial Director
Date: _____

Form A-3

Search for 2015 Kabalikat Awards

Region/EO: _____

Name of Nominee: _____

TOTAL NUMBER OF PERSONS BENEFITED

3. Employment Facilitation Services

Course/Qualifications	2012	2013	2014	TOTAL
TOTAL				

Prepared by:

_____

Kabalikat Focal Person
Date: _____

Certified True and Correct:

_____

Provincial Director
Date: _____

Form B

Search for 2015 Kabalikat Awards

Region/EO: _____

Name of Nominee: _____

TOTAL INVESTMENTS TO TESD

Investment to TESD	2012	2013	2014	TOTAL
1. Scholarship				
2. Amount transferred to TESDA				
3. Donations				
4. Support to Maintenance and Other Operating Expenses				
5. Promotion and Advocacy				
TOTAL				

Prepared by:

_____

Kabalikat Focal Person
Date:

Certified True and Correct:

_____

Provincial Director
Date:

Form C

Search for 2015 Kabalikat Awards

Region/EO: _____

Name of Nominee: _____

TOTAL TESD GRADUATES / BENEFICIARIES PROVIDED EMPLOYMENT FACILITATION SERVICES

Type of Assistance Provided	2012	2013	2014	TOTAL
e.g. Career Guidance				
OJT,				
Job Immersion, , etc.				
TOTAL				

Prepared by:

_____

Kabalikat Focal Person
Date: _____

Certified True and Correct:

_____

Provincial Director
Date: _____

Form D

Search for 2015 Kabalikat Awards

Region/EO: _____

Name of Nominee: _____

TOTAL NUMBER OF EMPLOYMENT OPPORTUNITIES PROVIDED IN THE LOCALITY

Indicator	2012	2013	2014	TOTAL
1. No. of TESD Graduates Absorbed / Employed				
2. Total Number of Regular Employees				

Prepared by:

_____

Kabalikat Focal Person
Date: _____

Certified True and Correct:

_____

Provincial Director
Date: _____