TESDA CIRCULAR

Subject: 2024 Omnibus Guidelines for the Implementation of TESDA Scholarship Programs		Page 1 of 37 page/s Number 004, series of 2024
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In the interest of the service and in line with the 8-point Socioeconomic Agenda, Philippine Development Plan 2023-2028, Ambisyon Natin 2040 and the National Technical Education and Skills Development Plan (NTESDP) 2023-2028, the following implementing guidelines are hereby adopted and shall be observed in the implementation of the TESDA Scholarship Programs.

I. RATIONALE

SEC. 32. of Republic Act (R.A.) No. 7796 or the "TESDA Act of 1994" provides that the TESDA shall adopt a system of allocation and funding of scholarship grants which shall be responsive to the technical education and skills development needs of the different regions in the country.

In accordance with the Authority's mandate to provide quality technical education and skills development programs and in support of the national government's thrusts of creating quality jobs, upskilling/retooling the workforce, and providing opportunities for lifelong learning, the TESDA Scholarship Programs are hereby institutionalized to provide free access to quality Technical Vocational Education and Training (TVET) to produce the needed workers in key employment generating industries and to improve the lives of the Filipino people.

II. SCOPE AND COVERAGE

These guidelines shall cover the implementation of the following 2024 TESDA scholarship programs, and all other scholarship programs which shall come into existence regardless of the source of funds:

1. **Training for Work Scholarship Program (TWSP) -** is a scholarship program which provides immediate interventions to produce the needed skilled and certified workers and fill-up the job vacancies in key industry sectors in the country. The **TWSP** seeks to support rapid, inclusive and sustained economic growth through course offerings in priority industries and key employment generators (KEGs).

2. **Private Education Student Financial Assistance (PESFA) –** one form of assistance to students in private education under R.A. No. 8545, otherwise known as "Expanded Government Assistance to Students and Teachers in Private Education Act ". The program seeks to extend financial assistance to marginalized but deserving students in post secondary, non-degree courses, promote TVET, contribute to the development of a competent skilled workforce and assist private institutions in their development efforts by assuring a steady supply of enrollees to their training programs.

3. **Universal Access to Quality Tertiary Education (UAQTEA) -** a program established through R.A. No. 10931 providing free tuition and other school fees in State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs) and state-run Technical Vocational Institutions (STVIs); establishing the Tertiary Education Subsidy and Student Loan Program (SLP), and strengthening the Unified Student Financial Assistance System for Tertiary Education (UniFAST).

   3.1. Free TVET in Post-Secondary State-Run TVIs (STVI)

   All Filipino learners who shall enroll in any TESDA-registered TVET program leading to a non-degree certificate or diploma (including bundled programs) offered by STVIs shall be eligible for the free TVET provision, provided that they comply with the admission and retention policies and existing residency rules of the STVIs.

   3.2. Tertiary Education and Subsidy (TES)

   The TES program is established to benefit all Filipino learners who shall enroll in post-secondary TVET programs registered under TESDA and offered in all TESDA-recognized privately-run institutions, subject to

prioritization and availability of funds, provided that they comply with the admission and retention policies and existing residency rules of the institutions.

4. **Tulong Trabaho Scholarship Program (TTSP)** – a scholarship program established through R.A. No. 11230 which mainly aims to provide more innovative approaches to TVET linked to the requirements of industry to primarily address unemployment and job-skill mismatch through the delivery of Selected Training Programs (STPs) to qualified recipients.

5. **Special Training for Employment Program (STEP)** - a community-based training program that seeks to address the specific skills needs of the communities and promote employment, through entrepreneurial, self-employment, and service-oriented activities. Under STEP, the training programs are generally short-term and shall use the cluster of units of competencies prescribed in the Training Regulations (TRs) promulgated by TESDA, wherever applicable.

6. **Tsuper Iskolar** - Implementation of the Stakeholder Support Mechanism Component under the Public Utility Vehicle Modernization Program (PUVMP) of the Department of Transportation (DOTr) to capacitate the stakeholders of the program through skills training and assessment.

7. **Rice Extension Services Program (RESP)** – a program under the Rice Competitiveness Enhancement Fund (RCEF) for teaching skills on rice crop production, modern rice farming techniques, seed production, farm mechanization, and knowledge/technology transfer through farm schools nationwide.

8. **Coconut Farmers Scholarship Program (CFSP)** - implementation of the Coconut Farmers and Industry Development Plan (CFIDP) under R.A. No. 11524 or the Coconut Farmers and Industry Trust Fund Act to provide the capacity building and learning needs of the coconut farmers to increase their income and improve the productivity of the coconut industry.

9. **Other Programs**

   9.1. **Trainers Development Programs,** such as, but not limited to, Trainers Methodology (TM) Level I & II or higher including COCs, TM I for in-company trainers, and the Trainers Skills Upgrading Program shall be covered with scholarship under the TWSP & TTSP;
   9.2. **Language Programs** offered by TESDA Language Skills Institutes (LSIs) and TTIs shall be covered by scholarship under the TWSP and TTSP;
   9.3. **Enterprise-Based Training programs (**i.e. in-company training and Dual Training System (DTS) in-school component) shall be covered by scholarship under the TWSP and the TTSP;
   9.4. **Implementation of R.A. No. 9509 or the Barangay Livelihood and Skills Training Act -** community-based livelihood programs in 4th, 5th, and 6th class municipalities shall be covered under STEP; and
   9.5. **Program Accelerating Farm School Establishment (PAFSE) -** shall be covered by scholarship primarily through TWSP, RCEF-RESP, and CFSP.

10. Separate guidelines shall be issued by the Certification Office for the implementation of the TESDA Overseas Scholarship Program which aims to further support the OFWs in enhancing their skills and find better, more decent jobs through the provision of quality training programs as well as assessment and certification.

III. DEFINITION OF TERMS

In order to provide a common frame of reference in understanding the key terminologies used in this circular, the following terms are hereby operationally defined:

1. **Absorptive Capacity -** refers to the number of trainees that a TVI can accommodate in a whole year based on the training schedules prepared by the TVI depending on the available physical facilities, workshops, including the tools and equipment, and the number of qualified trainers. The submitted absorptive capacity of a TVI should be verified by the MJ respective PO/DO that the use of facilities, tools, equipment, and trainers are not in conflict with the indicated training schedules.

2. **APACC or ISO 9001:2015 Certified TVIs** – are institutions with an internationally recognized seal of quality assurance.

3. **Biometric-Enabled Scholarship Registration System (BSRS)** - an online registration system that incorporates facial recognition biometric technology in the implementation of the TESDA Scholarship Programs involving the processes of learner registration, attendance monitoring, administration of training/assessment, and reporting.

4. **Competency Assessment Tools (CATs)** – refers to materials containing both the instrument and the instructions for gathering and interpreting evidence which are needed in determining whether the competency has been achieved.

5. **Disaster Response** - the provision of emergency services and public assistance during or immediately after a disaster to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected. Disaster response is predominantly focused on immediate and short-term needs and is sometimes called "disaster relief".

6. **Displaced workers -** refer to workers in the formal and informal sectors who became unemployed, or have lost their livelihood as a result of the closure of the establishment, economic crisis, retrenchment, termination, or natural disasters/calamities. This also refers to workers who are temporarily laid-off, in floating status, or whose employment is permanently terminated due to authorized and/or other causes that are related to COVID-19 as assessed by the DOLE.

7. **Due Diligence** - is a process that involves risk and compliance check, concluding an investigation/review/audit to verify facts and information about a particular subject to ensure that all requirements are compiled with.

8. **Enterprise-Based Training** – refers to TVET programs delivered by the enterprise which may be in-plant or stand alone or maybe linked with a training provider. These programs are offered to industry groups or to enterprise employees and individuals.

9. **Exaction of any unauthorized fees -** refers to the solicitation, in any manner, to students for payment of anything not included in the training costs reported to the Regional/Provincial Offices (RO/PO).

10. **Face-to-Face Learning (F2F)** - an instructor-led training in a traditional classroom setting.

11. **Flexible Learning** - the provision of a range of learning modes or methods giving learners greater choice of when, where and how they learn.

12. **Ghost Candidates for Assessment -** refers to persons who are listed/reported in the MIS-03-02 and in the Registry of Workers Assessed and Certified (RWAC) but did not attend the assessment as verified by TESDA.

13. **Ghost Trainees -** refer to persons reported to have attended the training for the purpose of obtaining payment of the corresponding scholarship allocation, but upon verification by TESDA are found to be fictitious.

14. **Ghost Training** - refers to training reported as held for the purpose of obtaining payment of the corresponding scholarship allocation, but upon verification by TESDA was not actually conducted.

15. **Green Jobs** – refer to decent jobs that contribute to preserving or restoring the environment, be they in traditional sectors such as manufacturing and construction, or in new, emerging green sectors such as renewable energy and energy efficiency.

16. **Health/Personal Protective Equipment -** equipment worn to minimize exposure to a variety of health hazards which may include, but not limited to, hand gloves, face mask, hand shields, etc.

17. **Learner's Portfolio** - a completion of academic works and other forms of educational evidence assembled for the purpose of (1) evaluating coursework quality, learning progress, academic achievement; (2) determining whether learners have met learning standards or other academic requirements for courses and graduation; (3) helping students reflect on their academic goals and progress as learners; and (4) creating a lasting archive of academic work products, accomplishments, and other documentation.

18. **Industry Groups -** refer to any industry associations, industry boards, industry councils including those founded and funded by businesses that operate in a specific industry and recognized by TESDA in the national, regional, and provincial levels according to set guidelines, including industry-based aggrupations, and those that are duly authorized to receive scholarship funding from TESDA.

19. **Institutional Assessment** - an assessment conducted by the institution for its learners to determine their achievement of the learning outcomes in the module/s of instruction in a given unit of competency.

20. **Major Findings** – refer to adverse findings on a TVI, involving the commission of any act of fraud, falsification, dishonesty or gross negligence which results in, but not limited to, the following: 1.) Ghost Training; 2.) Ghost Trainees; 3.) Ghost Candidate for Assessment; 4.) Shortened Training; 5.) Falsification on Training and Assessment Results and Documents; 6.) Exaction of Unauthorized Fees; 7.) Offering Unregistered Programs; 8.) Incomplete tools and equipment as required in the Training Regulations; 9.) Under-sized training facilities/workshop areas; and 10.) Unqualified trainers and/or unauthorized trainers.

21. **Micro-Credential -** Micro-Credential certifies achievement of learning outcomes which are based on a coherent set of skills and knowledge and have distinct value in the workforce or professional needs. The set of skills and knowledge are specified in unit/s or cluster/s of competency in TRs/CS converted into learning outcome/s in the curriculum, and assessed through institutional and/or national assessment (as COCs or NC).

22. **Multiple Availment** - refers to availing of two or more scholarship programs by a beneficiary.

23. **New and Emerging Competencies** – refer to knowledge, skills, and attitudes required by new and emerging technologies or enterprises in the industry without TESDA-promulgated Training Regulations (TRs) as determined and recommended by local and international industry bodies/associations resulting from local and international researches/studies, authenticated labor market information/publications, among others, that have current or forecasted employment opportunities. These include local in-demand competencies in the local industry that are not identified in key employment generators but have existing employment opportunities evidenced by job orders or authenticated job vacancies or assurance of employment from the industries.

24. **Non-Traditional Trades** – pertains to wo/men's participation in TVET qualifications and jobs where wo/men are under-represented.

25. **Online Learning** – a learning delivery mode where learning generally takes place outside the classroom using primarily or entirely the internet-connected computer or mobile device to deliver the TVET program.

26. **Operations Audit -** The separate evaluation of the outcome, output, process and input to determine whether government operations, including management and personnel structure in programs/projects are effective, efficient, ethical and economical. Operations audit of organizations, programs, and projects involves an evaluation of whether or not expected results were achieved and targets were attained.

27. **Qualification Map (QM)** – a document prepared based on the Scholarship Allocation Plan (SAP) or the skills training needs of a community or special clients which provides the details of the scholarship program/s to be funded for implementation.

28. **Recognition of Prior Learning (RPL) -** refers to the acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience, which may be used to grant status, credit, or qualification. It is also defined as a process of identifying, documenting, assessing, and certifying formal, non-formal and informal learning outcomes against standards used in formal education and training. Thus, RPL provides an opportunity for people to acquire qualifications or credits towards a qualification or exemptions (from all or part of the curriculum, or even exemption from an academic prerequisite for entering a formal study program) without going through a formal education or training program.

29. **Regional Targets and Distribution of Scholarship Budget Allocation (RTDSBA)**– the distribution matrix which shows the recommended budget allocation by Region per scholarship program based on the scholarship parameters.

30. **Registrar** – refers to non-teaching personnel who are responsible for registering/enrolling students/learners and keeping student records/learner's profiles.

31. **Scholarship Allocation Plan (SAP) – the document that describes the distribution of scholarship allocation in the National/Regional/Provincial level** based on the absorptive capacity of registered TVET providers, the in-demand qualifications/critical skills requirements, and key employment generators that identify/capture the target number of scholarship training seats per industry/sector needed in an area (Region/Province) which are within the corresponding scholarship budget allocation for the Region/Province.

32. **Scholarship Information System (SIS) -** a sub-module of the TESDA Training Management Information System (T2MIS) designed to efficiently process, evaluate and monitor the scholarship programs being implemented by TESDA. This is to fast-track the preparation and approval of the pertinent documents needed prior to the implementation of the program and automatically evaluate the TVET institutions if it is within the eligibility requirements to conduct scholarship training.

33. **Scholarships Management Division (ROMO-SMD)** – is a unit under the Regional Operations Management Office (ROMO) that takes the lead role in the planning, monitoring and evaluation of the TESDA Scholarship Programs, in close collaboration with the Executive, Regional, and Provincial Offices.

34. **Special Clients** – refer to special target beneficiaries to include: (1) farmers and fishermen, (2) workers in the informal sectors, (3) migrant workers, (4) indigenous people (IP) and cultural communities, (5) women, (6) persons with disability, (7) senior citizens, (8) victims of calamities and disasters, (9) out-of-school youths, (10) urban poor. Furthermore, special beneficiaries also cover solo parents and their children, OFWs and their dependents, drug surrenderees and their dependents, victims of human trafficking, wounded-in-action or killed-in-action AFP and PNP personnel and their dependents, returnees, decommissioned combatants, inmates and detainees and their dependents, micro entrepreneurs and their dependents, members of cooperatives, internally displaced population, Not in Employment, Education, or Training (NEET), underemployed, and **other related or similarly situated clients.**

35. **STAR-rated Programs** – programs with recognized accomplishments, innovations and improvements that TVIs have instituted beyond the minimum requirements set in the Unified TVET Program Registration and Accreditation System (UTPRAS).

36. **Starter Toolkits –** set of tools and equipment related to the completed training program by a beneficiary which can be used for self-employment or entrepreneurial activities.

37. **Supervised Industry Learning (SIL) -** refers to an approach in learning designed to complement the training gained in the institution with the intention of enhancing the knowledge and skills of a learner through the actual application of critical competencies in the workplace as identified in the Training Regulations.

38. **TESDA Online Program (TOP) -** an open educational resource that aims to make technical education more accessible to Filipino citizens through the use of information and communication technologies. TOP provides an effective and efficient way to deliver technical education and skills development services to a broader audience/wide range of users/all learners at a lesser cost.

39. **TESDA Scholar** - refers to any qualified individual who has availed of the TESDA Scholarship Programs.

40. **TESDA Technology Institutions (TTIs) –** refer to schools/institutions, regional and provincial training centers that are under the management of TESDA. These include TESDA Regional Training Centers, TESDA Provincial Training Centers, TESDA Administered Schools (TAS), and TESDA-specialized centers (e.g., TESDA Women's Center, National Language Skills Center (LSC), etc.).

41. **TESDA Training Management Information System (T2MIS) –** a web-enabled platform to facilitate an organized collection, storage, processing, analysis and reporting on any TVET data analytics related to training, assessment and certification, and employment of graduates.

42. **Technical Vocational Institution (TVI)** – refers to an institution, whether public or private, offering TVET program/s. This shall include TESDA Technology Institutions, Public and Private TVIs, Higher Education Institutions (HEIs), State Universities and Colleges (SUCs), Local Colleges and Universities (LCUs), Training Centers, and enterprises offering registered or recognized TVET programs.

43. **Training Plan -** a document which details the program/course outline through which a TVET program will be implemented including the training delivery modality, the learning outcomes, contents, and learning resources, among others. This shall serve as reference in implementing, monitoring, and evaluating the delivery of the TVET program.

44. **Training schedule** - a plan of training program implementation which shows the name of trainer, indicative date of start and end of training, indicative assessment date, number of training seats per batch, learning delivery mode and time of training whether morning, afternoon or evening session.

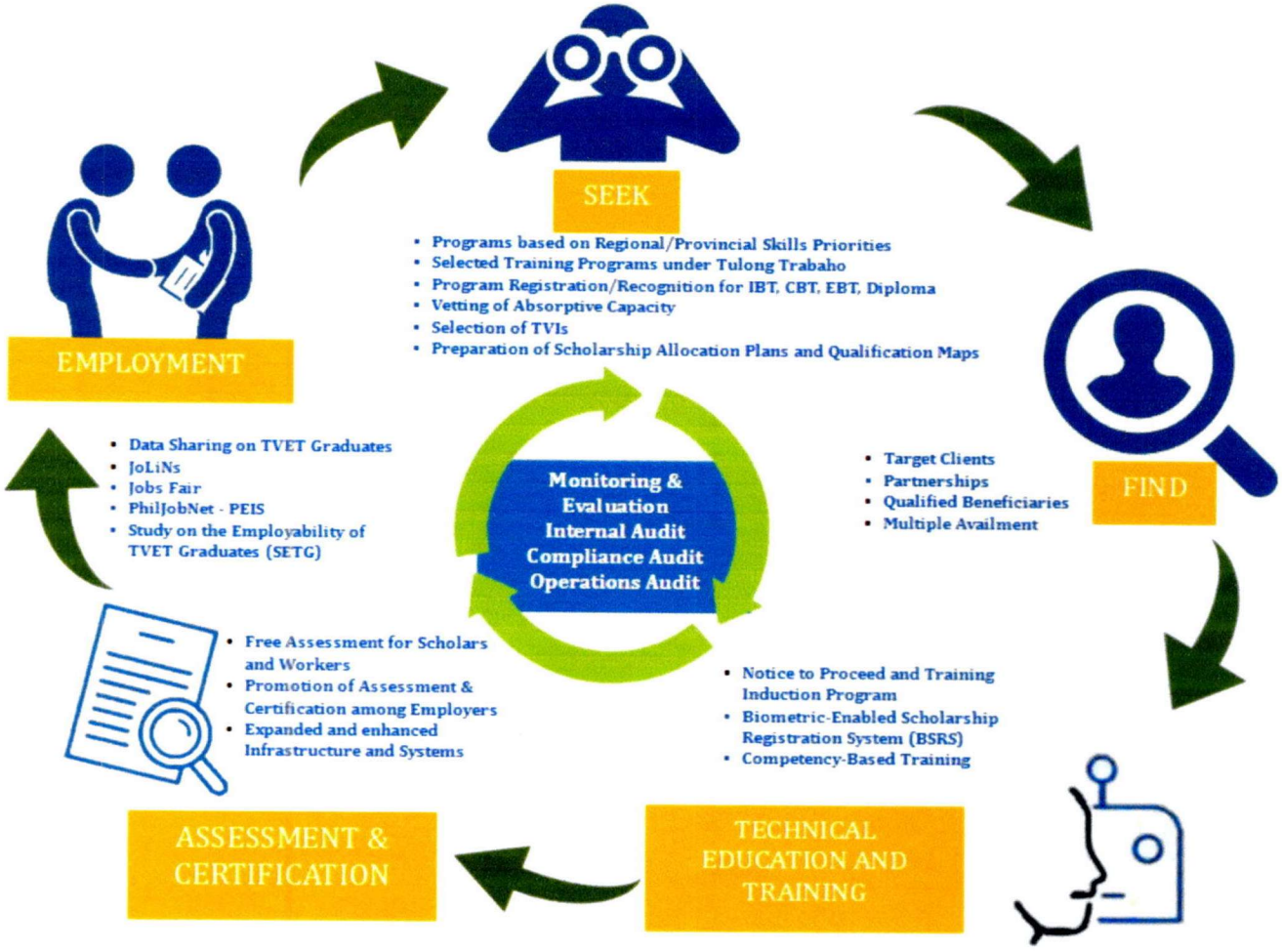
45. **TVET for Global Competitiveness and Workforce Readiness** – one of the strategic thrusts of the National TESD Plan to prepare the TVET graduates and certified workers for higher qualifications and emerging skills that are matched with the requirements of the industry, hence enhancing their job-readiness and productivity. The target clients under this strategy are the industry workers obtaining skills upgrading, new entrants to the labor force, TVET trainers and currently employed workers, among others.

46. **TVET for Social Equity and Poverty Reduction** – aims to resonate the TESDA's commitment in supporting the basic and marginalized sectors and special clients in order to enable them to engage in gainful and productive economic activity.

IV. SCHOLARSHIP FRAMEWORK

In order to provide a common frame of reference on the key concepts surrounding TESDA Scholarship Programs and the various interrelated systems governing its operation and management, the following framework is established to facilitate a shared understanding between the scholarship program implementers, partners, and stakeholders:

TESDA Seek-Find-Train-Assess-Certify-Employ Framework



The TESDA Seek-Find-Train-Assess-Certify-Employ Framework describes the processes and strategies which are observed during the course of planning, implementing, monitoring, and evaluating TESDA Scholarship Programs. This extends TESDA's time-honored paradigm of "Quality TVET for All" to further highlight the principal reason of the agency in awarding TESDA scholarship grants to beneficiaries which is to equip them with the necessary skills for employment or livelihood after the training.

V. SCHOLARSHIP BENEFITS

1. Each scholar shall be entitled to the benefits prescribed by law and the entitlement must be strictly made in accordance with government accounting and auditing rules and regulations.

2. The coverage of the scholarship benefits are as follows:

	TWSP	STEP	PESFA	UAQTEA	TTSP	Tsuper Iskolar	RCEF RESP	CFSP
Free Skills Training	✓	✓	✓	✓	✓	✓	✓	✓
Free National Competency Assessment	✓	✓	✓	✓	✓	✓	✓	✓
Training Support Fund	₱160/day	₱160/day	₱160/day	₱9000/sem	₱160/day	₱350/day*	₱160/day	₱160/day
Free Entrepreneurship Training	PAFSE	✓	-	-	-	-	✓	✓
Starter Toolkits	-	✓	-	-	-	-	-	-
New Normal Assistance	-	-	-	-	-	-	-	₱1,000
Workshop Uniform Allowance	-	-	-	₱500	-	-	-	-
Accident Insurance Coverage	-	-	-	✓	-	-	-	✓
Book/Learning Materials Allowance	-	-	₱500	₱5,000	-	-	-	-

**For Tsuper Iskolar - TSF coverage is maximum of 35 days.*

3. The approved standard fees based on the latest Schedule of Cost for TESDA Scholarship Programs[1] shall strictly be applied. The TVI shall not exact any additional fees from the beneficiaries (e.g. ID, uniform, laboratory fees, etc.), and shall not require the scholars to provide supplies and materials during the duration of the training.

4. For Qualifications, micro-credentials, and New/Emerging programs not covered by the approved Schedule of Cost:

   4.1. A project proposal that includes the proposed costing shall be prepared and used as basis in determining the approved program costing to be indicated in the Qualification Map.

   4.2. Allowable funding for each training proposal under TWSP, TTSP, CFSP shall not exceed Php50,000.00 per capita cost. The coverage shall be the following:
   - 4.2.1. Training Cost
     - 4.2.1.1. Trainer's Honoraria;
     - 4.2.1.2. Utilities;
     - 4.2.1.3. Training Supplies/Materials; and
     - 4.2.1.4. Maintenance of Facilities/Tools/Equipment
   - 4.2.2. Training Support Fund

   4.3. In case the per capita cost exceeds Php50,000.00, the TVI or training provider shall cover the additional expenses.

   4.4. The **Comprehensive Guide in Computing for the Training/Program Costs** (**Annex A**) shall be used as the basis for the evaluation of project proposals. The final cost of the proposed training program shall be approved by the Director General, based on the review and recommendation of the ROMO-SMD that will evaluate this proposal.

[1] TESDA Circular No.001, s. 2024 - 2024 Schedule of Costs of TESDA Scholarship Programs

5. The prescribed specifications for the workshop uniforms for UAQTEA shall be provided by the ROMO. The allowance for the workshop uniforms shall be provided by the PO directly to the scholars. The allowance shall be used to acquire the prescribed set of workshop uniforms.

6. Uniformed Personnel and those employed in the public sector shall only be entitled to the free training and free assessment. They shall not be entitled to TSF and all other benefits [2].

   However, the scholars who are employed as Contract of Services and Job Orders shall be entitled to Training Support Fund (TSF) and other benefits provided that the training is outside of work hours[3].

7. For scholarship programs that need Entrepreneurship Training such as STEP, RESP, CFSP, and PAFSE:

   7.1. The entrepreneurship training shall be conducted per batch consisting of twenty-five (25) learners only. This is to ensure effective training facilitation of the trainers;
   7.2. The profile of the trainers who will handle the entrepreneurship module shall be encoded in the T2MIS under CBT status;
   7.3. The entrepreneurship modules of the TESDA Online Program (TOP) or Department of Trade and Industry (DTI) may be adopted, provided that the duration is consistent with the prescribed period of three (3) days; and
   7.4. Scholars who already completed the related Entrepreneurship Training are no longer required to take this training program. Verification shall be made through the T2MIS/BSRS database.

VI. IMPLEMENTATION MECHANICS

1. SEEK

1.1. Programs Covered

All Regional and Provincial/District Offices shall continue to proactively identify the skills that are currently in demand through the Area-Based Demand-Driven TVET process. All programs identified in the Regional and Provincial Skills Priorities Report shall be the basis in the development of a purposive Regional and Provincial/District Sectoral Target and Scholarship Allocation Plan. This is to support the priority sectors identified in the 8-point Socio-Economic Agenda of the National Government, including the supply chain, value chain, and emerging industries in the area. Giving priority to the following sectors:

- Agriculture
- Construction
- Health
- Education
- Tourism
- Manufacturing
- Transportation & Logistics
- IT-BPM
- Creative Industries
- Energy

[2] Section 119, Rule XII of the 2017 Omnibus Rules on Appointments, and other Human Resource Actions. Revised 2018.
[3] Section 1 of Resolution 020790 on Policy Guidelines for Contract of Services

The following programs shall be covered by scholarship:

1.1.1. **Programs/qualifications in Priority Sectors covered by existing Training Regulations, including Cluster of Competencies, Unit of Competency, Modules;**

This shall cover full qualification or bundled qualifications in sectors considered as Key Employment Generators or priority sectors/industries identified in the National Technical Education and Skills Development Plan that are in high priority to critical skills shortages.

Programs can be offered in specific module/s or unit/s of competencies and packaged as modularized programs from the supermarket of competencies adapted to the needs and circumstances of the existing workers/learners.

1.1.2. **Programs with No Training Regulations/New and Emerging Skills/Micro-credentials;**

New and Emerging Competencies shall be defined by the industry bodies/associations from the result of international and local researches, studies/labor market information/publications, among others, and recommended by the ROs concerned. This may include development for Green Jobs, or industry-specific and area-based skills requirements. Likewise, local in-demand qualifications include the regional and provincial priorities with existing employment opportunities as evidenced by job orders or authenticated job vacancies or assurance of employment as indicated in the R/PTESD Plan. Project proposals are needed to be given scholarship funding.

1.1.3. **Competency Assessment and Certification for Workers** (CACW) shall be covered by scholarship under the TWSP allocation subject to the availability of funds.

1.1.4. **Selected Training Programs under the TTSP**

1.1.4.1. The Planning Office, in consultation with the concerned TESDA Executive Offices, industry groups, and other stakeholders, shall review, consolidate and recommend the list of STPs for the approval of the TESDA Board based on the following considerations:

1.1.4.1.1. Latest issuances of Labor Market Intelligence Reports;
1.1.4.1.2. Quantitative and qualitative data on employment opportunities to be provided by the Department of Labor and Employment (DOLE);
1.1.4.1.3. Quantitative and qualitative data on jobs and skills matching, as determined by TESDA; and
1.1.4.1.4. The Human Resource Development Roadmaps; National Technical Education and Skills Development Plan (NTESDP); Joint Industry Roadmaps of the DTI, Board of Investments (BOI), and the private sector; changes in technologies and emergence of new business models;

1.1.4.2. The list shall be updated as necessary or if there are new developments based on the industry roadmaps, results of studies, directives, issuances, area-based skills maps, R/PTESDC Resolutions on Priority Skills Requirements, and other relevant documents. The Director General shall have the discretionary authority to recognize emerging and future STPs subject to periodical report to the TESDA Board[4].

[4] TESDA Board Resolution No. 2022-08 - Approving the Updated Selected Training Programs (STPs) of Republic Act No. 11230 "Tulong Trabaho Act"

1.1.4.3. The approved List of STPs shall be uploaded to the TESDA Website.

1.1.5. Program Registration/Recognition

As a general principle and as a matter of policy, all programs/qualifications which will be funded through the TESDA Scholarship Programs will have to be registered with, recognized by, or accredited by TESDA.

1.1.5.1. Institution-based Training Program

1.1.5.1.1. TVIs implementing institution-based/school-based/center-based programs shall follow the program registration requirements and procedures in accordance with the Operating Procedure on Program Registration and the Omnibus Guidelines on TVET Program Registration under the Unified TVET Program Registration and Accreditation System (UTPRAS)[5].

1.1.5.2. Community-based Training Program

1.1.5.2.1. All LGU-run TVIs, NGAs, NGOs and other government agencies offering CBT programs which shall be funded under the TESDA Scholarship Programs shall apply for a Certificate of Recognition for its Community-Based Training program in accordance with the Implementing Guidelines for Agile, Flexible, and Quality-Assured Community-Based Training Program[6].

1.1.5.2.2. Mobile Training Programs (MTP) of public and private TVIs shall also be covered by scholarship subject to compliance with the relevant implementing guidelines and other issuances on MTP;

1.1.5.3. Enterprise-based Training Program (In-Company Training)

1.1.5.3.1. In order to promote enterprise-based training and to provide easier access to scholarship programs, industry groups and enterprises may submit the following Program Recognition requirements to the PO/DO for review and evaluation:

1.1.5.3.1.1. Letter of Application/Intent;
1.1.5.3.1.2. Government License or Permit to Operate the Business;
1.1.5.3.1.3. Competency-Based Curriculum or Training Plan; and
1.1.5.3.1.4. List and Profile of Trainers/Supervisors with any relevant trainer's certification;

1.1.5.3.2. Upon recommendation by the Provincial/District Director, the Regional Director shall issue the Certificate of Program Recognition **(Annex B)** for the program being applied for.

1.1.5.3.3. The Certificate of Program Recognition shall only be valid for one (1) year. Participating industries/enterprises are encouraged to register their program under the UTPRAS following the latest Operating Procedures on Program Registration.

[5] TESDA Circular No. 107, s. 2021 - Omnibus Guidelines on TVET Program Registration
[6] TESDA Circular No. 018, s. 2021 - Implementing Guidelines for Agile, Flexible, and Quality Assured Community-Based Training Program

1.1.6. Diploma Programs

The recognition of all PQF Level 5 (Diploma) Programs shall follow the registration procedures prescribed in the Omnibus Guidelines on TVET Program Registration[7]. All approved PQF Level 5 (Diploma Programs) shall be issued with a Certificate of Recognition for Diploma Program.

1.1.7. Flexible Learning Delivery Modes

All TVIs which intend to deliver the scholarship program with any of the Flexible Learning Delivery (FLD) Mode shall ensure that the adopted flexible learning delivery mode is indicated in its Curriculum and its compliance with the FLD requirements is approved by the Provincial/District Office as part of the program registration requirements. For TVIs with existing registered programs prior to the issuance of the Implementing Guidelines on Flexible Learning in TVET[8], the TVI shall apply for a Certificate of Recognition on FLD following the aforementioned guidelines.

1.2. **Consolidation of Absorptive Capacity**

1.2.1. The PO/DO shall inform all interested TVIs to submit and encode its absorptive capacity through the Scholarship Information System (SIS).

1.2.2. The POs/DOs shall verify the encoded Absorptive Capacity of a TVI and vetted training seats by:

1.2.2.1. checking whether the vetted training program is registered or recognized by TESDA;
1.2.2.2. checking whether the vetted training program is cleared with any compliance/operations audit reports;
1.2.2.3. conducting ocular inspection to check whether the encoded Training Schedules are valid and implementable, including the training schedules funded under continuing appropriations; and
1.2.2.4. checking pertinent documents to verify the listed trainers whether they are qualified to handle the training program with related NTTC or applicable trainer's certification;

1.2.3. The POs/DOs shall update/consolidate the **TVI's Absorptive Capacity Inventory (Annex C)** through the SIS based on the verified/vetted Absorptive Capacity of the TVIs.

1.2.4. The Provincial/District Directors shall certify the vetted TVIs Absorptive Capacity Inventory and shall also execute an Affidavit of Undertaking **(Annex C-1).**

1.3. **Scholarship Allocation Plan (SAP)**

To rationalize the allocation of the scholarship slots for TESDA Scholarship Programs, the SAP shall be prepared and used by the Regions/Provinces to distribute the training seats for scholarship among the TVET providers based on the following: a) absorptive capacity; b) available funds; and c) percentage share allocation is 30% for TTIs and 70% for both public/private institutions. Likewise, the SAP shall consolidate efforts to address priority skills covered in the Regional/Provincial TESD Plans and align it with the Regional Sectoral Targets. The ROs/POs shall only consider TVIs who are eligible and whose programs passed the Criteria for inclusion in the SAP.

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[7] TESDA Circular No. 107, s. 2021 - Omnibus Guidelines on Technical Vocational Education and Training (TVET) Program Registration
[8] TESDA Circular No. 062, s. 2020 - Guidelines in Implementing Flexible Learning in TVET

The ROMO shall prepare the Regional Targets and Distribution of Scholarship Budget Allocation (RTDSBA) based on the scholarship programming parameters. This shall be the basis in the distribution of the centrally-managed funds to the ROs in addition to their respective Regional Office Allocation.

1.3.1. **Selection of TVIs**

The RDs and PDs/DDs shall exercise due diligence in pre-qualifying and evaluating all participating TVIs following the eligibility requirements, alignment to identified skills priorities, and performance evaluation criteria.

1.3.1.1. **For TVIs without Previous Allocation**

1.3.1.1.1. Program/s must be registered with, accredited, or recognized by TESDA;
1.3.1.1.2. TVI is compliant based on the latest applicable inspection and/or audits (e.g. ocular inspection, compliance/internal/on-the-spot/ operations audit);
1.3.1.1.3. Must have the absorptive capacity encoded in the Scholarship Information System (SIS); and
1.3.1.1.4. The TVI has programs/qualifications which are aligned with the Regional/Provincial Skills Priorities.

1.3.1.2. **For TVIs with Previous Allocation**

1.3.1.2.1. Program/s must be registered with, accredited, or recognized by TESDA;
1.3.1.2.2. TVI is compliant based on the latest applicable inspection and/or audits (e.g. ocular inspection, compliance/internal/on-the-spot/ operations audit);
1.3.1.2.3. Must have the absorptive capacity encoded in the Scholarship Information System (SIS); and
1.3.1.2.4. The TVI has programs/qualifications which are aligned with the Regional/Provincial Skills Priorities.
1.3.1.2.5. The TVI has not been found guilty of any adverse findings, after due process, by the Regional Director as the Disciplining Authority.

A participating TVI with a pending appeal arising from a Regional Office decision which finds such TVI violating any provision of the Omnibus Guidelines on TVET Program Registration under the UTPRAS[5] with an imposable penalty of "REVOCATION OF CTPR"; "DELISTING OF PROGRAMS CONCERNED AND/OR SUCH TVI IN THE COMPENDIUM OF REGISTERED PROGRAMS AND TESDA WEBSITE"; AND "PROHIBITION ON THE DELISTED TVI FROM APPLYING FOR ANY PROGRAM REGISTRATION" - shall be DISQUALIFIED from participating or availing of any TESDA scholarship program or grant; Provided that if the Office of the Director General reverses the adverse decision of the Regional Office on appeal, such TVI shall be restored of its privilege to apply again for scholarship grant and avail of all other TESDA programs subject to relevant laws, rules, regulations and TESDA issuances on the matter.

1.3.1.2.6. The TVI must not be a subject of any unsettled Notice of Disallowance (ND).

1.3.1.2.7. Performance evaluation result of TVIs using the **Rubrics for TVI Evaluation (Annex D)** containing the following Criteria for additional scholarship allocation:

1.3.1.2.7.1. Vetted Absorptive Capacity (30 pts);

1.3.1.2.7.2. Scholarship Slots Utilization Rate (15 pts) - based on the slots utilization rate of the previously granted scholarship allocation to the TVI/TTI;

1.3.1.2.7.3. Billing Submission Compliance Rate (15 pts) – based on the compliance in the submission of billing statements with complete and proper documentation for the qualifications previously granted to the TVI/TTI within seven (7) working days once the services had been rendered;

1.3.1.2.7.4. Assessment Rate (15 pts) - based on the % of TVET graduates who have undergone assessment for certification for the qualifications previously granted to TVI/TTI within six (6) months after finishing a program, if applicable;

1.3.1.2.7.5. Employment Rate (15 pts) – based on the % of graduates who are employed within six (6) months to one (1) year after finishing a program for the qualifications previously granted to the TVI/TTI. The report on employment rate shall be only for programs that have been completed within one (1) year prior to the new application;

1.3.1.2.7.6. TVI's Awards, Recognition, and Participation (5 pts) - TVIs with ISO Certification, Philippine Quality Awards (PQA) recipients, with Tagsanay awardees, active participation in the Skills Competitions; and

1.3.1.2.7.7. TVIs with registered programs which are PQF Levels III and higher (5 pts).

TVIs which garnered at least sixty (60) points shall be eligible to receive additional scholarship allocation. Additional batches shall be given subject to prioritization based on the Criteria and availability of funds.

1.3.2. The POs/DOs shall first prioritize TVIs with STAR-rated programs and/or accredited under the Asia Pacific Accreditation and Certification Commission (APACC) for provision of additional batches which correspond to their STAR Rating or APACC Rating, which are as follows:

APACC	Additional Batches per TVI
Bronze	1 batch for all qualifications
Silver	2 batches for all qualifications
Gold	3 batches for all qualifications

Rating	Additional Batches per program
1-STAR	1 batch per STAR-rated program
2-STAR	2 batches per STAR-rated program
3-STAR	3 batches per STAR-rated program

The provision of additional batches shall be subject to absorptive capacity.

1.3.3. In preparation for the pre-qualification process, the ROs/POs/DOs may conduct orientation activities for all TVIs which intend to participate and be a partner of TESDA in implementing its scholarship programs. The orientation shall include the latest guidelines and all related policies in the implementation of the TESDA Scholarship Programs such as, but not limited to, the following:

1.3.3.1. Priority/in-demand qualifications;
1.3.3.2. Scholarship procedures; and
1.3.3.3. Accountabilities/Responsibilities of the TVI.

The ROs/POs/DOs shall document the conduct of orientation to the TVIs, particularly the issues and concerns raised by the TVIs and the response of the ROs/POs/DOs to the queries of the TVIs.

1.3.4. Approval of Scholarship Allocation Plan (SAP) and Qualification Maps (QMs)

1.3.4.1. For Regional Office Funds (TWSP-RO, TTSP-RO, and PESFA)

Office of Primary Responsibility	Procedures		Process Cycle Time
Provincial/District Office	1.3.4.1	Prepare the Provincial/District Scholarship Plan (PSAP) **(Annex E)** based on the following: • Alignment of programs/qualifications to the Provincial Skills Priorities; • Budget allocation for the province and equitable distribution of allocation; • Vetted absorptive capacity of TVIs/TTIs; • Compliant programs of TVIs/TTIs based on pre-qualification and performance evaluation criteria; and • Percentage share allocation is 30% for TTIs and 70% for both public/private institutions. *Note: Project proposals **(Annex F)** should first be approved by the Director General prior to inclusion in the PSAP.*	2 working days
	1.3.4.2	Submit approved PSAP to the Regional Office.	
Regional Office	1.3.4.3	Consolidate all compliant programs of the TTIs/TVIs from the submitted PSAP and prepare the Regional Scholarship Allocation Plan (RSAP) **(Annex G)**.	1 working day
Regional Office	1.3.4.4	Submit approved RSAP to the SMD-ROMO.	
Regional Office and ROMO-SMD	1.3.4.5	Evaluate and validate if the programs and TVIs/TTIs in the submitted RSAP are compliant based on the following: • Alignment of programs/qualifications to the Provincial/Regional Skills Priorities; • Budget allocation for the province and equitable distribution of allocation;	3 working days

		• Vetted absorptive capacity of TVIs/TTIs; and • Compliant programs of the TVIs/TTIs based on pre-qualification and performance evaluation criteria • Percentage share allocation is 30% for TTIs and 70% for both public/private institutions.	
ROMO-SMD	1.3.4.6	SMD to update the TVIs' status of compliance per training schedule in the SIS.	
Regional Office	1.3.4.7	Prepare and generate the Regional Qualification Map **(Annex I)** through SIS for the approval of the Regional Director.	1 day
	1.3.4.8	Upload the approved RQM in the SIS within one (1) day upon approval of the Regional Director	
	1.3.4.9	After uploading the approved RQM, the RO scholarship focal shall click the "Approve RQM" button on the SIS.	
TOTAL NO. OF DAYS			**7 working days**

1.3.4.2. For Centrally-Managed Funds (TWSP-CO, STEP, TTSP-CO, UAQTEA, RCEF-RESP, and CFSP)

Office of Primary Responsibility	Procedures		Process Cycle Time
Provincial/District Office	1.3.4.2.1	Prepare the Provincial/District Scholarship Allocation Plan (PSAP) based on the following: • Alignment of programs/qualifications to the Provincial Skills Priorities; • Budget allocation for the province and equitable distribution of allocation; • Vetted absorptive capacity of TVIs/TTIs; • Compliant programs and TVIs/TTIs based on pre-qualification and performance evaluation criteria; and • Percentage share allocation is 30% for TTIs and 70% for both public/private institutions. *Note: Project proposals **(Annex F)** should first be approved by the Director General prior to inclusion in the PSAP.*	2 working days
	1.3.4.1.2	Submit approved PSAP to the Regional Office.	
Regional Office	1.3.4.1.3	Consolidate all compliant programs of the TTIs/TVIs from the submitted PSAP and prepare the Regional Scholarship Allocation Plan (RSAP) **(Annex G)**.	1 working day
Regional Office	1.3.4.1.4	Submit approved RSAP to the SMD-ROMO.	

Regional Office and ROMO-SMD	1.3.4.1.5	Evaluate and validate the submitted PSAP based on the following: • Alignment of programs/qualifications to the Provincial Skills Priorities; • Budget allocation for the province and equitable distribution of allocation; • Vetted absorptive capacity of TVIs/TTIs; • Compliant programs of the TVIs/TTIs based on pre-qualification and performance evaluation criteria; and • Percentage share allocation is 30% for TTIs and 70% for both public/private institutions.	5 working days
ROMO-SMD	1.3.4.1.6	SMD to update the TVIs' status of compliance per training schedule in the SIS.	
ROMO-SMD	1.3.4.1.7	Consolidate all compliant programs from the submitted RSAP and prepare the National Qualification Map (NQM) **(Annex H)** for the approval of the Secretary/Director General.	
ROMO/TESDO/ ODG	1.3.4.1.8	Endorse the NQM for approval of the Secretary/Director General, through ODDG-TESDO.	1 working day
ROMO-SMD	1.3.4.1.9	Upload the approved NQM in the SIS (except for UAQTEA which is sent to ROs through email)	1 working day
Regional Office	1.3.4.1.10	Generate the RQM from the SIS based on the approved NQM. Ensure and verify the correctness of the generated RQM.	1 working day
	1.3.4.1.11	Finalize the RQM for the approval of the Regional Director.	
	1.3.4.1.12	Upload the approved RQM in the SIS.	
	1.3.4.1.13	After uploading the approved RQM, the RO scholarship focal shall click the "Approved RQM" button on the SIS.	
TOTAL NO. OF DAYS			**11 working days**

For the Specialized Training Centers (STCs), namely the Human Resource Development Center (HRDC), National Language Skills Center (NLSC), TESDA Women's Center (TWC), and National TVET Trainers Academy (NTTA), the NQM for the STCs shall be submitted for approval of the Director General through their respective Deputy Director General (DDG). The scholarship program of the STCs shall be excluded in the Regional Sectoral Target. For project proposals of the STCs, the project proposal shall be submitted by the STCs to their respective DDG which will be evaluated by ROMO-SMD prior to the approval of the DG. Upon approval by the DG, the project proposals shall be then encoded in the SIS as part of the PSAP. Additionally, the implementation of the STCs' scholarship training delivery shall not be limited in the NCR and shall cover training program implementation in other regions.

1.3.5. The COROPODO and TVIs shall immediately be notified of the status of the QMs through the SIS and their registered email.

1.3.6. The Operating Procedure on Control of Records (TESDA-QP-02) shall be used to properly annotate omissions or corrections in the approved RQM. The corrected data bears the signature/initials of the authorized personnel and the date it was corrected.

1.3.7. Syncing of Programs in the BSRS

1.3.7.1. The programs offered by the institution are based on the approved Qualification Maps in the SIS module of the T2MIS. The list of programs offered per institution and the list of qualified trainers for the various programs are synchronized from the SIS module of the T2MIS.

1.3.7.2. The syncing of the approved QMs from the T2MIS to the BSRS shall be scheduled every 1:00 am. Therefore, new qualifications of trainers, or approved QMs within the day will only appear after 2:00 am the following day.

1.3.8. In order to ensure that the scholarship funds shall be effectively utilized, scholarship allocation may be realigned by the RO/PO/DOs through the resubmission of another RQM due to certain conditions such as, but not limited to, the following:
1.3.8.1. Adverse findings;
1.3.8.2. Closure of the TVI;
1.3.8.3. Lack of available trainers;
1.3.8.4. Insufficient number of interested applicants;
1.3.8.5. Time constraints in completing the training program within the year;
1.3.8.6. Postponement due to force majeure (e.g. natural calamities, lockdown/community quarantine); or
1.3.8.7. Accumulation of unutilized allocation (e.g. dropouts, unclaimed allowances, assessment fee).

The approval of the RQMs for all realignments are delegated to the Regional Offices. The ROs must ensure that the following have been considered in the realignment:

- The realigned RQM is within the RO's original allotment based on the previously approved RQM;
- For STEP, the qualification/program and slots of the realigned RQM must be similar with the previously approved RQM;
- For RCEF-RESP, the qualification/program will be implemented in the priority provinces identified by the DA;
- For CFSP, the qualification/program is aligned with the approved CFIDP targets;
- For the accumulated funds from the unutilized allocation, the qualification is within the RSAP and RST; and
- For **FY 2023 Continuing Appropriations**, the costing and coverage of benefits shall follow the latest schedule of costs.

2. FIND

2.1. Target Beneficiaries

TESDA Scholarship Programs seek to address the needs of prospective beneficiaries from industries, communities, and the Special Clients. Under the new normal, priority shall be given to special clients such as, but not limited to, the following:
2.1.1. Not in Employment, Education, or Training (NEET);

2.1.2. Workers, especially in MSMEs, in need of Upskilling and Retooling;
2.1.3. Returning/Repatriated Overseas Filipino Workers (OFWs);
2.1.4. Overseas Filipino Workers (OFWs)
2.1.5. Marginalized individuals; and
2.1.6. Displaced workers/affected individuals due to calamities/disasters.

2.2. **Eligibility of Beneficiaries**

2.2.1. Must be a Filipino Citizen;

2.2.2. The eligibility requirements for scholarship applicants are as follows:

	TWSP	STEP	PESFA	UAQTEA	TTSP	Tsuper Iskolar	RCEF-RESP	CFSP
Target Clients	Unemployed, underemployed	Indigent families under the National Household Targeting System for Poverty Reduction (NHTS-PR); informal sector families; under the next lower poverty level as determined by the DSWD	K-12/ high school graduates from poor households enrolling in private TVIs	Learners included in the Listahanan Learners ranked according to estimated per capita household income (eg. Income Tax Return, DSWD Certificate of Indigency)	NEET, existing workers	Displaced persons affected by the PUVMP; Stakeholders who opt to voluntarily exit from the transport industry; Stakeholders who opt to continue in the transport industry; New stakeholders in the transport industry; and Family members/dependents of the affected stakeholders up to the third degree of consanguinity or affinity.	Rice farmers & farm workers	Coconut farmers and their dependents
Age Requirement	At least 18 yrs of age at the end of the training	At least 15 years of age	At least 15 years of age		At least 15 years of age	At least 18 yrs of age at the end of the training		At least 18 yrs of age at the end of the training
Eligibility			High school graduate/ completer w/annual family income not exceeding P300,000.00	K-12 graduates/ high school graduates	List of Qualified recipients as approved by the Director General		Listed in the Registry System for Basic Sector in Agriculture (RSBSA) from the DA	Registered in the National Coconut Farmers Registry System (NCFRS) of the PCA

In case there are inconsistencies in the trainee entry requirement and the eligibility criteria for the scholars, the trainee entry requirement in the promulgated training requirement shall prevail.

2.2.3. For UAQTEA, the entry requirements for learners of Diploma Programs shall be in accordance with TESDA Circular No. 119, s. 2020[9] , which are as follows:

2.2.3.1. Graduates of K to 12 and those who belong to any of the Senior High School track; and

2.2.3.2. Graduates under the old basic education curriculum (2017 and below) who have demonstrated prior learning under TESDA's policy on recognition of prior learning (RPL) or they have acquired a Senior High School Track Equivalent under the Alternative Learning System (ALS). In the absence of any of these requirements, they will only be allowed to enroll in the Diploma program through a bridging program that the TVIs/HEIs shall require within the duration of the program.

2.2.3.3. For TES under the UAQTEA, priority shall be given to:

2.2.3.3.1. Learners included in the most recently updated DSWD Listahanan, if available.

2.2.3.3.2. Learners not included in the updated DSWD Listahanan ranked according to their estimated per capita household income based on the submitted document/s of proof of income (e.g., Income Tax Return or DSWD Certificate of Indigency)

The prioritization shall not apply to learners in the cities and municipalities with no existing SUCs, LUCs, and LGU run institutions.

2.2.3.4. The following learners are not eligible to avail of Free TVET and TES benefits:

2.2.3.4.1. For Free TVET:

2.2.3.4.1.1. Learners who have obtained a bachelor's degree;

2.2.3.4.1.2. Learners who are already holders of a certificate or diploma for a technical-vocational course equivalent to National Certificate Level III or higher, except if the learner intends to enroll in programs in Level IV or Diploma;

2.2.3.4.1.3. Learners who fail in any public TVET course;

2.2.3.4.1.4. Learners enrolled in TVET programs not registered/recognized under TESDA; or

2.2.3.4.1.5. Learners who voluntarily opt out of the free TVET provision.

2.2.3.4.2. For TES:

2.2.3.4.2.1. Learners enrolled in TESDA-registered/ recognized programs in any TVI who availed of government-funded Student Financial Assistance Programs (StuFAPs) other than Free TVET provision;

2.2.3.4.2.2. Learners who did not undertake and/or qualify under the TVIs' screening/assessment procedure, or skills competency evaluation; or

2.2.3.4.2.3. Learners enrolled in TVET programs not included in the UniFAST Registry of Programs and Institutions or UTPRAS, subject to the transitory provisions in Section 57 of the IRR.

[9] TESDA Circular No. 119, s. 2020 - Omnibus Guidelines on Packaging Rules of PQF Level 5 (Diploma) Programs for the TVET Sector

Learners who are NOT ELIGIBLE to avail of the Free TVET and TES benefits shall be charged the corresponding training cost and other training-related costs determined by the TESDA Board subject to the transitory provisions in Section 54 of the IRR.

2.2.4. For Tulong Trabaho Scholarship Program:

2.2.4.1. **Qualifications for Walk-in/Online Applicants**

2.2.4.1.1. Filipino citizens who are at least fifteen (15) years of age who are not employed, not in education, and not in training (NEET), to include displaced workers, and long-term unemployed; or

2.2.4.1.2. Employed workers who intend to develop and expand their current skills and training, except existing workers in enterprise-based companies or industries currently trained by their employers.

2.2.4.2. **Qualifications for Existing Workers endorsed by Industry Groups**

2.2.4.2.1. Industry groups recognized by TESDA under the Recognition of Industry Bodies (RIBs) and Establishment of Industry Boards;

2.2.4.2.2. Those industry groups with existing partnership or collaboration with TESDA through a Memorandum of Understanding/Agreement or any related engagement at the national or local levels;

2.2.4.2.3. Other industry groups and enterprises which shall be subject to review and approval of the Director General.

2.2.4.3. **Approval of List of Qualified Recipients**

2.2.4.3.1. Interested individuals seeking assistance from the Tulong Trabaho Fund can apply through the nearest TESDA Provincial/District Office (PO/DO) or online through the TESDA Website. Meanwhile, qualified Industry Groups and Companies/MSMEs shall submit their list of their nominees to the nearest PO/DO.

2.2.4.3.2. The PO/DO shall review the List of Applicants to determine qualified recipients and submit them to the Regional Office.

2.2.4.3.3. The RO shall consolidate and submit the regional listing of applicants to the Director General through the ROMO-SMD for approval. **(Annex U)**

2.2.5. Other specific requirements as specified in the Training Regulation (TR)/Competency Standard (CS), if any.

2.3. **Multiple Availment**

2.3.1. Multiple Availment of Scholarship shall be allowed as follows:

2.3.1.1. The training shall be availed one at a time and not simultaneously; and

2.3.1.2. Any qualification is allowed except for those already completed by the scholar;

2.3.2. Beneficiaries of scholarship and subsidy programs of other government agencies shall be allowed to avail of TESDA Scholarship Programs, provided that these government agencies allow their recipients to avail of other scholarship and subsidy programs in addition to what they are already receiving.

However, for purposes of ensuring the attendance of the scholar and no conflict in schedule will arise, the training under the TESDA Scholarship Program to be availed of must not coincide with the training/class under a scholarship/subsidy program of other government agencies.

3. TRAIN

3.1. Notice to Proceed

In view of the approval of the National/Regional Qualification Map, the issuance of the Notice to Proceed shall be based on the indicative training schedule of each qualification/program encoded in the SIS.

Office of Primary Responsibility	Procedures		Process Cycle Time
Regional Office	3.1.1.	Notify the Provincial Office regarding the approved RQM uploaded in the SIS	within the day of RQM uploading
Provincial Office	3.1.2.	Request the concerned TVIs to submit a valid Notarized Affidavit of Understanding (AOU) **(Annex J)** *For succeeding implementation, if the TVI has already submitted a Notarized AOU to the PO/DO for the current fiscal year, the TVI can immediately proceed with the implementation of the program upon receipt of the Notice to Proceed*	within five (5) working days upon RQM approval
Provincial Office	3.1.3.	Notify the Regional Office regarding the submission of valid AOU of concerned TVIs.	1 working day
Regional Office	3.1.4.	Issue Notice to Proceed **(Annex K)** to the concerned TVIs, through their registered email address.	1 working day
	3.1.5.	Notify the Provincial Office regarding the issued Notice to Proceed to the TVIs	
TOTAL NO. OF DAYS			**7 working days**

If the TVI failed to submit the Notarized Affidavit of Undertaking within five (5) calendar days upon notification of the approved RQM, the corresponding scholarship allocation of the TVI shall be realigned/reallocated upon recommendation of the Provincial/District Director.

3.2. For RCEF-RESP, the issuance of the NTP shall be based on the planting season specific to every province.

3.3. The TVI shall start the training programs within **ten (10) calendar days from the indicative start of training**, except for force majeure or for reasons beyond the control of the TVI.

3.4. To ensure the wide dissemination of the available scholarship allocation, the following activities shall be carried out:

3.4.1.1. The ROs/POs shall post the available scholarship slots in the TESDA official website/s and social media page/s, or in conspicuous areas in each concerned TESDA Regional and Provincial Offices, where applicable; and

3.4.1.2. Participating TVIs must publicly post the scholarship slots granted to them in conspicuous areas and in the TVET implementor's website or social media pages. Participating TVIs shall also post a **TESDA-prescribed signage (Annex L)** informing the public that the TVI is a partner of TESDA in implementing TESDA Scholarship Programs;

3.4.2. The PO/DO and the TVI shall schedule the conduct of the **Training Induction Program (TIP)** as follows:

3.4.2.1. The TIP may coincide with the first day of training;

3.4.2.2. The conduct of TIP shall be widely disseminated through the following media: tv, print, radio, social media;

3.4.2.3. The TIP shall be conducted using a standard format. The RD/PD/DD or their authorized representative shall facilitate the program, which will include the following topics:

3.4.2.3.1. TESDA Director General's Message to the Scholars;

3.4.2.3.2. Message from the TESDA Deputy Director General for TESD Operations;

3.4.2.3.2.1. Benefits from the scholarship programs of TESDA and modes of release of scholarship benefits;

3.4.2.3.3. Message from the Regional Director;

3.4.2.3.3.1. Responsibilities of a TESDA scholar as stipulated in the Commitment of Undertaking **(Annex M)**; and

3.4.2.3.4. Other requirements of the institution.

3.4.2.4. Conduct of TIP through Video or Online Conferencing may be adopted.

3.4.3. The implementing TVI shall report the actual conduct of training within five (5) working days upon the start of the training programs in the official monitoring and reporting systems of TESDA. The conduct of the actual training shall be published on the official TESDA Facebook pages of the Regional Offices.

3.5. **Scholarship Implementation through the BSRS**

The BSRS shall be adopted in the implementation of the TESDA Scholarship Programs. The TVIs shall designate a Registrar who shall administer and manage the implementation of the TVI's scholarship-funded programs, including the registration/creation of the account for trainers and scholars following the existing rules and protocols in accordance with the latest BSRS guidelines.

3.5.1. **Registrar**

3.5.1.1. The TVI's Registrar will start the training program upon issuance of the NTP and will end the training program upon its completion;

3.5.2. **Trainers**

3.5.2.1. A Trainer shall be notified through his/her registered email account in the BSRS after s/he has been assigned a training schedule by a TVI in the BSRS. Trainers may accept or decline the proposed training schedule within twenty-four (24) hours in the BSRS. If no response from the trainer was received within the given period, the schedule being assigned to the trainer will automatically be rejected by the BSRS.

3.5.2.2. If the training program will be conducted by a trainer who is different from the trainer indicated in the QM:

3.5.2.2.1. Before the start of the training, the Registrar may update the name of the assigned trainer as Chief Trainer/Instructor through the BSRS;

3.5.2.2.2. For programs which are already on-going, the Registrar may add the name of the substitute trainer through the BSRS;

3.5.2.2.3. The TVIs shall notify the Provincial Office of the change in trainer including the reason for the change; and

3.5.2.2.4. The Registrar shall be accountable to the changes and shall ensure that the substitute trainer is qualified and included in the Registry of Trainers in the T2MIS;

3.5.2.3. Trainers can be assigned to multiple institutions provided that there is no overlap in schedules. The approved training schedule in the BSRS shall be used by the system as reference in determining conflicts in the training schedule. The Registrar shall be allowed to adjust the Training Schedules in the BSRS.

3.5.2.4. The total number of hours of trainer's contact time shall not exceed twelve (12) hours per day, excluding one-hour break between sessions.

3.5.2.5. The confirmed Training Schedule containing the name of the actual trainer and the actual date of start of training may be printed/generated from the BSRS as official reference.

3.5.2.6. The assigned trainer to the confirmed Training Schedule shall start and end the training session through the BSRS only once for every training day.

3.5.3. **Scholars**

3.5.3.1. Risk Management Policy

3.5.3.1.1. Profile of the students are validated by the system using the following Risk Criteria:

3.5.3.1.1.1. Matching name (within certain number of characters);

3.5.3.1.1.2. Biometric system detected a low probability (below 50%) of matching gender/sex;

3.5.3.1.1.3. Biometric system detected a low probability of matching age range (+/-10 years);

3.5.3.1.1.4. Age cannot be evaluated by the biometric system;

3.5.3.1.1.5. Liveness detection during image capture failed;

3.5.3.1.1.6. Image cannot be verified;

3.5.3.1.1.7. There is a matching image captured from another student's profile; or

3.5.3.1.1.8. Matching address found;

3.5.3.1.2. Student profiles are checked against the entire database of approved, disapproved, and pending student profiles. Once a risk criterion is tagged against the student profile, the profile will be tagged "For Approval" or "Risk Evaluation". If the student profile has no matching risk based on the criteria listed in table 3.2.3.1, it will be automatically approved.

3.5.3.1.3. If a student profile was tagged for "Risk Evaluation", it shall be the responsibility of the PO/DO to approve or disapprove each student profile under "Risk Profiles". To search for all Risk Profiles that need to be evaluated by the PO/DO, use the filters available at the top of the Risk Profile field. A video tutorial can be found in this link: https://knowledgebase-bsrs.tesda.gov.ph/video/risk-management.

3.5.3.1.4. The students under Risk Profiles cannot be viewed in the Registered Scholars' list for enrollment.

3.5.3.1.5. The Provincial Offices shall refer to the BSRS Risk Evaluation Guide Table on Risk Criteria, Risk Score and Guided Action in approving/disapproving student profiles tagged for risks.

3.5.3.2. Upon registration and acceptance in the BSRS, the scholar agrees to comply with the duties and responsibilities indicated in the Commitment of Undertaking **(Annex M)** through the BSRS.

3.5.3.3. The Unique Learner Identifier (ULI) number which has been generated through the T2MIS shall be used as reference in all succeeding activities related to scholarship implementation and in monitoring the profile of the learner.

3.5.3.4. For changes in the personal data of the scholar in the BSRS:

3.5.3.4.1. The scholar shall submit their request for change in personal data through the BSRS;

3.5.3.4.2. For enrolled scholars, the requests shall immediately be reviewed and approved by the Registrar; and

3.5.3.4.3. For prospective scholars who are not yet enrolled or for those individuals whose profile is for risk evaluation in the BSRS Risk Management module, the request for change of personal data shall be reviewed and approved by the PO/DO within three (3) working days.

3.5.3.5. For dropouts, the Trainer shall tag the enrolled scholar who dropped out as "dropped" in the BSRS. Reason/s for dropping out should also be provided in the BSRS. The Registrar shall report all confirmed drop-outs through the BSRS.

3.5.3.6. Enrollment of scholars after the start of the training program is allowed if there are available slots, provided that it is within the 20% of the training duration. Scholars must have at least 80% attendance of the total training duration AND must have passed the institutional assessment for ALL the required units of competencies to qualify for completion of the training program.

3.5.3.7. The total number of training hours shall not exceed eight (8) hours per day.

3.5.3.8. Scholars shall register their attendance daily through the BSRS at only one time each at the start and every end of the training session.

3.5.4. **Processing of Exemptions**

3.5.4.1. In consideration of the challenges in internet connectivity in the far-flung areas, and the limited access to digital technology for special clients, such as farmers/fisherfolk, indigenous people (IP), and urban poor, exemptions may be applied to the following:
3.5.4.1.1. farm schools offering scholarship programs;
3.5.4.1.2. training programs conducted in remote areas;
3.5.4.1.3. Power Failure;
3.5.4.1.4. Religious and Cultural Reasons; and
3.5.4.1.5. Output-based modular classes conducted for short periods (less than 15 days).

3.5.4.2. **Types of Exemption**

3.5.4.2.1. Exemption from BSRS utilization

3.5.4.2.1.1. This exemption shall cover the following:
- Registration of Scholars
- Daily Attendance Taking
- Class Scheduling
- Assignment of Trainers

3.5.4.2.1.2. The request for exemption must be filed prior to the conduct of the training program.

3.5.4.2.1.3. The scholar shall still be registered by the Registrar in T2MIS and using MIS Form 0301. The scholar shall also execute his/her Commitment of Undertaking **(Annex M)** through pen and paper for submission to the Provincial Office through the TVI. Both the Registrar and the Trainer shall manually process the attendance using the prescribed Daily Attendance Sheets (**Annex N**).

3.5.4.2.2. Exemption from BSRS attendance

3.5.4.2.2.1. This shall only cover the exemption from the Daily Attendance Taking module of the BSRS.

3.5.4.2.2.2. The request for exemption may be filed prior to or during the conduct of the training program.

3.5.4.2.2.3. Both the Registrar and the Trainer shall manually process the attendance using the prescribed Daily Attendance Sheets (**Annex N**).

3.5.4.3. The request for exemption shall be endorsed by the Provincial/District Director to the Regional Director for approval and issuance of the Certificate of Exemption (**Annex O**). The RO shall submit a monthly summary report to the ICTO and the ROMO on the approved requests for exemption.

3.5.4.4. Upon availability, the BSRS Offline Module shall be utilized by all TVIs which have been issued with a Certificate of Exemption.

3.6. **Policies on Attendance/Completion/Dropouts**

3.6.1. To qualify for completion of the training program, scholars must have accomplished the following:
- 3.6.1.1. At least 80% attendance;
- 3.6.1.2. Passed the institutional assessment for ALL the required units of competencies; and
- 3.6.1.3. Completed the required Supervised Industry Learning (SIL), if applicable.

Otherwise, the trainee/learner shall be reported as dropout. Reasons for dropping-out should be provided in the T2MIS/BSRS and/or other reporting systems of TESDA.

3.6.2. For learners in flexible delivery modes[10], project-based learning[11], or for learners applying for Recognition of Prior Learning (RPL)[12], the following documents shall form part of the Learner's Portfolio:
- 3.6.2.1. Certificate of Achievement – issued to a learner for every module or unit of competency completed;
- 3.6.2.2. Certificate of Training – issued to a learner after completing all modules or units of competencies of the qualification-based TVET, including other institutional requirements;
- 3.6.2.3. Certificate of Recognition - issued to learners for the satisfactory completion of the project duly signed by the trainer and vocational instruction supervisor; and
- 3.6.2.4. Certificate of Completion (if applicable) – issued to learners for completing a TOP/Multi-Regional TOP course and shall be recognized and given equivalent credit by the TVI;

4. ASSESS & CERTIFY

4.1. The Regional and Provincial/District Directors shall ensure that the qualifications identified in the approved Regional/Provincial Scholarship Allocation Plan shall have the necessary accredited assessment centers and competency assessors, preferably within the Region;

4.2. Preparation and Submission of Regional Qualification Map on Assessment

Office of Primary Responsibility	Procedures		Process Cycle Time
Provincial Office	7.2.1	Prepare the corresponding Provincial Qualification Map (PQM) **(Annex P)** on Assessment, ensuring that all accredited Competency Assessors are equitably distributed.	within 5 working days upon approval of RQM for training
	7.2.2	Submit approved PQM to the Regional Office.	
Regional Office	7.2.3	Consolidate all submitted PQMs for Assessment and prepare the RQM for Assessment **(Annex Q)** for the	2 working days

[10] TESDA Circular No. 062, s. 2020 - Guidelines in Implementing Flexible Learning in TVET
[11] TESDA Circular No. 102, s. 2021 - Guidelines on the Implementation of Project-Based Learning and Assessment in the Delivery of Competency-Based Training for TVET Programs
[12] TESDA Circular No. 090, s. 2021 - Implementing Guidelines on the Recognition of Prior Learning in TVET (RPL-TVET)

		approval of the Regional Director.	
	7.2.4	Submit approved RQM to ROMO-SMD	
TOTAL NO. OF DAYS			**7 working days**

The conduct of assessment and issuance of National Certificates shall follow the existing guidelines and operating procedures on Competency Assessment.

In case the training duration is inclusive of the Supervised Industry Learning (SIL) component, the conduct of assessment may be scheduled after the institution-based training, before the learners undergo SIL.

4.3. In line with the TESDA policy on assessment and certification program, competency assessment shall be mandatory for qualifications with Training Regulations (TRs) with CATs; and

4.4. Virtual Assessment and Portfolio Assessment may also be adopted under the New Normal for the qualifications covered under these modes of assessment. All TESDA field units shall promote these modes of assessment. All TESDA field units shall promote these modes of assessment to qualified individuals, Overseas Filipino Workers, industry associations and companies in their respective areas. Applications for portfolio assessment can be submitted directly to the Certification Office or the nearest TESDA field offices, who will then forward to the Certification Office.

5. EMPLOY

As part of the enabling role of TESDA and to enhance employment of TVET graduates whether it is through wage-employment or self-employment, the ROs/POs/DOs shall pursue the following:

5.1. Partner with enterprises, industry chambers and associations;
5.2. Encourage TVIs to be a member of the industry chambers and associations;
5.3. Encourage TVIs to adopt enterprise-based training delivery modes;
5.4. Encourage TVIs to register as school-based PESOs;
5.5. Converge and partner with government agencies, particularly on entrepreneurship and other non-wage employment programs (i.e. DTI's Go Negosyo, P3, DOLE's Livelihood Programs, etc.);
5.6. Intensify Job Linkaging and Networking Services (JoLiNS); and
5.7. Adopt a project-based approach in community-based training.

The CO/RO/PO/DO shall also endeavor to publish/post the number of the TVET Graduates with specific qualifications/competencies and/or essential skills in the official websites, social media pages, or newspaper of local circulation (where applicable). Employers may submit requests relative to their need and/or demand for skilled workers to the TESDA ROs. For the sharing of TVET Graduates' Personal Information, the ROs in coordination with interested employers shall prepare and execute a Data Sharing Agreement in accordance with TESDA Circular No. 093, s. 2021[13].

VII. ADMINISTRATIVE AND FINANCIAL GUIDELINES

1. **Distribution of Scholarship Allocation**

[13] TESDA Circular No. 093, s. 2021 - Guidelines on the Sharing of TESDA TVET Graduates' Personal Information with Employers

1.1. The ROMO shall prepare the Regional Targets and Distribution of Scholarship Budget Allocation (RTDSBA) based on the scholarship programming parameters. This shall be the basis in the distribution of the centrally-managed funds to the ROs in addition to their respective Regional Office Allocation;

1.2. Applying the Principle of Area-Management, the RDs shall consider the following in allocating the regional scholarship budget provided in the RTDSBA to the corresponding POs/DOs:

1.2.1. Two-Pronged Directions for Philippine TVET;

1.2.2. Regional Sectoral Target based on Area-Based Demand-Driven TVET and New & Emerging Skills;

1.2.3. Absorptive Capacity;

1.2.4. Training Delivery Modes;

1.2.5. Target Clients/Beneficiaries; and

1.2.6. Equitable Distribution of Allocations to all qualified TVET providers;

2. For the centrally-managed funds, the FMS-BD shall issue Sub-ARO to the ROs within five (5) working days from the receipt of the following:

2.1. Memorandum Request;

2.2. ORS/DV; and

2.3. Approved National Qualification Map (NQM);

3. The corresponding Notice of Transfer of Allocation (NTA) shall be processed and released to the ROs within seven (7) working days from receipt of the approved Sub-ARO, subject to availability of funds.

4. The budget allocation for scholarship programs with regionally-managed funds are incorporated in the regional budget as provided in the General Appropriations Act (GAA).

5. **Payment of Training Costs, Miscellaneous Fees, and/or Entrepreneurship Costs:**

5.1. The total training costs, miscellaneous fees, and/or entrepreneurship costs shall be paid upon completion of the training programs of the required nominal duration, excluding the training duration for the SIL component. Payment shall be made subject to the submission of the following verified documents:

5.1.1. Billing Statements;

5.1.2. Duly approved MIS-03-02/Terminal Report generated from Trainees' Profiles encoded in the T2MIS or BSRS;

5.1.3. Daily Attendance Sheet for the duration of the training. (generated from the T2MIS or BSRS, if applicable); and

5.1.4. For training programs conducted through flexible learning, project-based learning, or RPL, the following shall be submitted, in lieu of the daily attendance sheet:

5.1.4.1. Learner's Achievement Monitoring Report **(Annex R)** duly signed by the Trainer, Training Supervisor, and School Administrator of the TTI/TVI or Certificate/s of Achievement given when the scholar completed and passed the institutional/modular assessment (generated from the T2MIS or BSRS, if applicable); and

5.1.4.2. Other supporting documentary evidence, as applicable, demonstrating that the TVIs actually conducted the training and the actual number of scholars who attended the program, such as, but not limited to attendance sheets with the electronic signature of the scholars, and screenshots, gallery photos of learners or other relevant images related to the training conducted or actual training outputs produced during the performance of tasks/institutional assessment.

5.2. Submission of the Billing Statement and the above-mentioned documents must be done within seven (7) working days from the completion of the program. TVIs who are compliant to the submission of billing

requirements in terms of completeness, accuracy and timeliness will be prioritized in the provision of additional scholarship allocation, subject to availability of funds.

5.3. Rated reimbursement of training cost and other costs incurred by the TVET providers shall be based on the attendance of the trainees/learners clearly showing that the actual training was conducted by the TVI concerned and that the beneficiaries named in the attendance sheet actually attended the said training subject to the verification process of the RO/PO/DOs. The payment of the training cost per trainee/ learner shall be done as follows:

Total attendance per scholar	Rate per scholar
Less than fifty percent (< 50%)	The TVI shall not be entitled to any payment for that particular trainee/learner
Equal to or greater than fifty percent (≥50%) but less than eighty percent (<80%)	The TVI shall be paid 50% of the training costs for that particular trainee/learner
Equal to or greater than eighty percent (≥80%)	The TVI shall be paid one hundred percent (100%) of the training costs for that particular trainee/learner

5.4. To synchronize fund release with the implementation of the overall physical and financial plans, targets and schedules, a progressive payment is allowed provided that before any payments shall be made, it should comply with the enumerated requirement on item number 5.3

5.5. The unutilized funds based on dropouts and unutilized scholarship slots may be accumulated as an available fund and can be utilized for the preparation of another Qualification Map, as follows:
- 5.5.1. The PO/DO shall determine the amount of the unutilized funds;
- 5.5.2. The PO/DO shall negate the obligated allotment for the concerned RQM with the unutilized funds;
- 5.5.3. The RO shall issue a negative Local Advice of Allotment (LAA)/Sub-ARO, whichever is applicable;

5.6. For programs that were halted/stopped and can no longer resume classes due to force majeure (e.g. natural calamities, pandemic), TVIs may be provided with reimbursement under the principle of quantum meruit by providing equitable compensation to TVIs which have already mobilized resources to implement our scholarship programs. The payment of the total training cost per batch in the approved QM shall be as follows:

Status of Training	Rate of Payment
The TTI/TVI has conducted the TIP.	The TTI/TVI may submit billing for payment of up to fifteen percent (15%) of the total training cost based on the number of enrolled scholars, as the same represents expenses incurred in the preparation of the training to be conducted. Proof that the Training Induction Program (TIP) has been conducted and the List of Enrollees shall be the supporting documents for payment.
The TTI/TVI has implemented the training program for less than (80%) of the total training duration.	The TVI may submit billing for payment on a pro-rated basis based on the actual number of hours rendered against the total nominal duration in the approved QM.

The TTI/TVI has implemented the training program for at least eighty percent (80%) of the total training duration.	The TTI/TVI may submit billing for payment of up to one hundred percent (100%) of the total training cost (and all other applicable costs).

6. **Payment of Assessment Costs:**

6.1. The **Assessment Centers** shall submit the corresponding Billing Statements within seven (7) working days after the conduct of the assessment. The Assessment Cost shall be paid upon submission of the following verified supporting documents:

6.1.1. Billing statement; and
6.1.2. Certified true copy of the RWAC stamped "received" by the POs/DOs.

7. **Payment of Training Support Fund/Living Allowance, Book Allowance, Instructional Materials Allowance, Cost of Workshop Uniform, and other Allowances**

7.1. For TWSP-RO, TTSP-RO and PESFA, one hundred percent of the fund for the allowances shall be downloaded by the TESDA ROs to the POs/DOs within five (5) working days upon approval of the Regional QMs. For centrally-managed funds, one hundred percent of the fund for the allowances shall be downloaded by the TESDA ROs to the POs within five (5) working days from receipt of the Sub-ARO and NTA.

7.2. The PO/DOs or the TTIs shall release the allowance directly to the scholars/learners (or their authorized representative/s through an authorization letter executed by the scholars)

7.2.1. New Normal Assistance (CFSP) and workshop uniform allowance (UAQTEA) shall be released directly to the scholars in payroll form, banks, or through mobile wallet within ten (10) working days from the conduct of the TIP;

7.2.2. The allowance for books/learning materials (if applicable) shall be released directly to the scholars in payroll form, banks, or through mobile wallet within ten (10) working days after the submission of the TVI of the Enrollment Report encoded in the T2MIS or BSRS;

7.2.3. **For training programs that will run for not more than two (2) months**, 50% of the total Training Support Fund shall be given to the scholars at the start of training. Thereafter, the remaining TSF shall be released, less absences, if the scholar has attended at least 50% of the nominal duration of the training;

7.2.4. For training programs that will run for more than two (2) months, the TSF shall be paid as follows:

1st tranche	30% of the TSF	at the start of training
2nd tranche	40% of the TSF	within one (1) month from the start of the training
3rd tranche	30% of the TSF, less absences	if the scholar has attended at least 50% of the nominal duration of the training

7.2.5. Payment of TSF shall be supported with a list of scholars who actually engaged in the training and are eligible to receive the same as evidenced by the daily attendance reported in the BSRS, or the manual daily attendance sheets, whichever is applicable.

7.2.6. For Online Learning Delivery Modes, the monitoring of attendance shall be guided by the procedures of the BSRS and the following:

- The TVIs shall have a Learning Management System (LMS) such as Moodle, Chamilo, Blackboard, A-tutor, and others.
- The TVIs shall also allow communication between trainers and peers synchronously (i.e., google hangout, zoom, facebook live, podcast, facebook messenger, and others) and asynchronously (i.e., facebook page, online forum, streaming video comment sections, and others).
- The scholars shall check in with their Trainer through the agreed mode of communication to record their actual time log (in and out); and reflect the same in the Learners' Achievement Monitoring Report.
- No record of time log and accomplishment shall mean that the scholar did not attend the class. Thus, the scholar shall be recorded as absent on the said day.
- The Learner's Achievement Monitoring Report, certified and approved by the Trainer and School Administrator, shall be submitted as a basis for payment of training cost and allowances.

7.2.7. The TSF, New Normal Assistance, Workshop Uniform Allowance, and Learning Materials Allowances which will be released directly to the scholars may be issued through any of the following modes of payment, as applicable:

- Cash payment in Payroll Form through the Designated Disbursing Officer;
- Issuance of checks directly to the scholars;
- Advice to Debit Account (ADA); or
- Government banks or mobile wallets, upon availability;

The peculiarities of the area must be taken into consideration in choosing the mode and the schedule of payment of the allowances.

Allowances which will be released through e-Payment shall follow the procedures and requirements prescribed under COA Circular No. 2021-014, s. 2021[14].

7.2.8. Acceptance/Receipt of the TSF and all other allowances directly released to the scholars shall be supported by the documentary evidence as proof of receipt of the allowances by the scholars such as:

- Duly signed payroll form;
- List of successful transactions generated from the system of mobile wallet (GCash and Landbank); and
- Other supporting documentary evidence (e.g., pictures of the scholars receiving the TSF) depending on the mode of payment.

8. **Payment of Learners' Accident Insurance (for UAQTEA and CFSP)**

8.1. TESDA, through its Regional and Provincial/District Offices, shall process and remit payment of the insurance premium on the GPAI coverage of the scholars in accordance with the Guidelines in the Availment of GSIS Group Personal Accident Insurance (GPAI) for TESDA Scholarship Programs under TESDA Circular No. 010, Series of 2021. Processing of the scholars' Accident Insurance must be prioritized.

[14] COA Circular No. 2021-014, s. 2021 – Guidelines on the use of e-Collection and e-Payment for Government Transactions

8.2. Scholars must be registered for Accident Insurance at least five (5) days prior to the commencement of training as per MOA with GSIS.

8.3. For the additional costs involving the GPAI, the following shall be observed:

8.3.1. The cost for Documentary Stamp Tax (DST) per transaction and notary shall be charged against the administrative cost, while for scholarship programs without administrative cost may be charged to scholarship fund savings or the regular MOOE of RO/PO/DO

8.3.2. The Documentary Stamp Tax (DST) rate shall be subject to the following schedule[15]:

*Total Amount of Insurance	DST rate
Does not exceed Php100,000.00	Exempt
Exceeds Php100,000.00 but does not exceed Php300,000.00	Php20.00
Exceeds Php300,000.00 but does not exceed Php500,000.00	Php50.00
Exceeds Php500,000.00 but does not exceed Php750,000.00	Php100.00
Exceeds Php750,000.00 but does not exceed Php1,000,000.00	Php150.00
Exceeds Php1,000,000.00	Php200.00

*The DST computation is based on the total sum insured regardless of the number of scholars.

9. Starter Toolkits

9.1. The technical specifications of starter toolkits shall be standardized at the National Level;
9.2. The POs/DOs shall release the starter toolkits to the scholars. Acceptance/Receipt by the trainee or their representative/s shall be supported by an **Acknowledgment Receipt (Annex S)** duly noted by the concerned Provincial Director; and

10. Administrative Cost

10.1. The Administrative Cost shall be used for the mobilization and other administrative expenses in the implementation of the scholarship programs, such as:
- 10.1.1. Salary for Job Orders (for the following offices in the Central Office: ROMO, ODDG-TESDO, FMS, AS-Procurement Division, QSO, Office of the Secretary (IAD and ODG Proper), and ICTO;
- 10.1.2. Transportation/Storage Costs for Starter Toolkits;
- 10.1.3. Supplies and Materials;
- 10.1.4. Software Purchase/Subscription;
- 10.1.5. Research/Study related to the implementation of scholarship programs; and
- 10.1.6. Monitoring and Evaluation;

10.2. The distribution of the Administrative Cost for centrally managed-funds shall be as follows:

[15] Section 183 of the Tax Code as amended and R.A. No. 10963 - Tax Reform for Acceleration and Inclusion (TRAIN) Law

10.2.1. Of the total administrative costs under the Centrally-managed funds, only 80% of the Administrative Cost shall be downloaded to the Regional Offices while 20% shall remain with the Central Office to cover expenses to be incurred as enumerated in items 10.1.1 to 10.1.6;

10.2.2. The approved NQM shall be the basis of the administrative cost which shall be downloaded to the Regional Offices concerned.

10.2.3. Of the total administrative costs downloaded to the Region, 90% of which shall be downloaded to the Provincial/District Offices and remaining 10% shall be retained by the Regional Office to cover expenses to be incurred as enumerated to Items 10.1.1 to 10.1.6.

10.3. For centrally-managed scholarship programs with administrative cost, the corresponding amount for the POs shall be downloaded by the TESDA ROs within five (5) working days from receipt of the Sub-ARO and NTA.

10.4. For regionally-managed scholarship programs with administrative cost, the corresponding amount for the POs/DOs shall be downloaded by the TESDA ROs within five (5) working days upon approval of the Regional QMs.

11. Report Preparation and Submission

In the preparation of Financial Accountability Reports (FARs) 1 and 1A, the following should be followed:

11.1. On the reporting of scholarship fund utilization, the Provincial/District Level utilization shall be used (validated and tallied with the data from the SPMOR);

11.2. The PO/TTI/School's Financial Analyst/Budget Officer shall submit their scholarship report to the RO; and

11.3. The RO Budget Officer shall consolidate the reports and reflect the same in the FARs.

VIII. SUPPORT MECHANISMS

1. Standard Operating Procedures

To institutionalize the quality management system and to ensure utmost customer satisfaction for all project stakeholders in the implementation of all TESDA scholarship programs, core processes of its implementation shall be documented to become Standard Operating Procedures. These processes are:

1.1. Preparation and Approval of SAP & QM;
1.2. Implementation Proper including Monitoring, Reporting, and Evaluation;
1.3. Review of Costing/Scholarship Benefits; and
1.4. Procurement and Management of Starter Toolkits.

2. Schedule of Costs and Review of Costing

To meet the objectives of the scholarship programs of TESDA, a schedule of costs per qualification shall be adopted. Per capita cost are based on the following cost factors: Variable Costs (consumables; utilities, facilities, equipment and tools maintenance; honoraria of trainers; and living allowance); and Fixed Costs (miscellaneous fees, national assessment fees, instructional materials, starter toolkits).

Considering the changing times and for proper delivery of services to the beneficiaries, the schedule of cost for qualifications covered shall be made flexible according to the existing conditions. The review must consider the adjustments arising from changes in macro-economic parameters particularly on the prevailing

inflation rate as adopted by the Department of Budget and Management or the National Economic and Development Authority.

3. Gender Equity and Social Inclusion (GESI)

To promote and support the TESDA's initiatives on Gender Equity and Social Inclusion, all TESDA Scholarship Programs shall adopt the following GESI indicators:

3.1. Sex-disaggregated data in the reporting and monitoring system;
3.2. Number of wo/men in non-traditional trades/sectors will be monitored and reported;
3.3. Increase of wo/men in non-traditional trades/sectors will be monitored and reported; and
3.4. Number of special clients will be monitored and reported;

IX. MONITORING AND EVALUATION

1. The ROMO and FMS shall jointly monitor and evaluate the physical and financial status of scholarship programs in the ROs/POs/DOs;

2. To ensure compliance of all operating units to policies and procedures in the implementation of scholarship programs, the ROMO in coordination with the Internal Audit Division (IAD) shall conduct regular inspection and operations audit;

3. The ROs/POs/DOs shall exercise due diligence in monitoring the training programs through the following:

   3.1. Photo or video documentation of actual trainings;
   3.2. On-the-spot inspection of ongoing trainings;
   3.3. Attendance to graduation ceremonies;
   3.4. Random compliance audit; and
   3.5. Random calls to the trainees or graduates;

   The POs/DOs are required to conduct a monthly visit (on the spot inspection) to ensure the enrollees are attending and the required training durations are complied with;

4. The ROs/POs/DOs shall encode/update the data on the Physical (e.g. EGACE) and Financial (e.g. Obligation, Disbursement) Accomplishment Report of all TESDA Scholarship Programs in the official monitoring and reporting systems of TESDA (e.g. Scholarship Program Monitoring and Online Reporting (SPMOR)) every Friday, or as required by the Central Office.

5. The ROs/POs shall ensure to reach the targets of one hundred percent (100%) scholarship budget utilization rate based on enrollment and GAA output indicators;

6. BSRS Support

6.1. Support requests shall be tracked by ICTO. In case of inquiries, requests for assistance, account creation, or any other service requests, the same may be raised to ICTO Service Desk through email at support@tesda.gov.ph. For this purpose, a dedicated contact center shall be established.

6.2. The use of descriptive subject lines is highly encouraged when emailing support which shall assist the ICTO support in triaging the requests.

6.3. Examples of descriptive subject lines when emailing the ICTO Service Desk shall include, but not limited to the following: *"BSRS – account creation for PO Isabela"; "BSRS – request for change of email of student Juan Dela Cruz".*

6.4. Vague subject description must be avoided, for instance: *"BSRS Support", "Request Help", "Need Assistance".*

6.5. BSRS Support Ticketing System

6.5.1. All requests sent through the support email shall be automatically responded to with a **Ticket Number** to the requestor's email.

6.5.2. All updates and responses concerning the requester's Support Ticket shall be sent to the requestors' email;

6.5.3. To follow-up on a request, the requester shall only reply to the Ticket Number email from the ICTO Service Desk; and

6.5.4. The sending of another email to follow-up on an already existing request is discouraged.

6.6. In case of any amendments/updates to the BSRS are made, the policy promulgated by ICTO shall apply.

7. Distribution and Monitoring of Starter Toolkits

7.1. Upon receipt by the PO/DOs of the starter toolkits from the suppliers, the PO/DOs shall conduct inspection of the delivered toolkits.

7.2. The POs/DOs shall record/update/maintain the stock cards of the Starter Toolkits received from the suppliers;

7.3. The PO/DO Supply Officer shall coordinate with the PO/DO Scholarship Focal for the schedule of the immediate distribution of toolkits to the beneficiaries;

7.4. The PO/DO Supply Officer shall release the toolkits to the identified graduates and have the Acknowledgement Receipt signed by the latter;

7.5. The PO/DO Supply Officer shall prepare an inventory of the unutilized/undistributed toolkits and submit the inventory report to the RO on or before January 15 of the succeeding year;

7.6. The RO Supply Officer with the RO Scholarship Focal shall conduct a year-end physical count of the unutilized/undistributed toolkits based on the submitted inventory report of the PO/DO Supply Officer on or before January 31 of the succeeding year;

7.7. The ROs shall submit the inventory report of the unutilized/undistributed toolkits to the ROMO-SMD every 1st quarter and 3rd quarter of the succeeding year for consolidation and reporting to TESDA Management;

7.8. The ROMO-SMD in coordination with PD-AS and FMS shall reconcile and validate the inventory report submitted by the ROs within the first quarter of the succeeding year;

7.9. Unutilized/unclaimed starter toolkits due to reasons such as inability to locate the graduates after the training; trainees dropping out; and scholarship slots without enrollees shall be distributed as provided in the existing guidelines[16]; and

7.10. The ROMO-SMD shall be responsible for the overall monitoring/distribution of the starter toolkits;

8. Recording of Toolkits Procured

[16] TESDA Circular No. 064, s. 2021 - Guidelines on the Distribution of Unclaimed/Undistributed Starter Toolkits Under STEP
TESDA Circular No. 031, s. 2022 - Amendment on TESDA Circular No. 064, series of 2021 on Guidelines on the Distribution of Unclaimed/Undistributed Starter Toolkits

8.1. In compliance with the existing accounting and auditing rules and regulations in relation to the procured toolkits and its prescribed recording thereto to the books of accounts of the operating unit, please refer to **Annex T**[17] for the appropriate and proper accounting of toolkits delivered.

X. VIOLATIONS AND SANCTIONS

1. Sanctions shall be imposed for violation of these guidelines in accordance with the provision of the UTPRAS and PTCACS as amended, including future amendments thereto.

2. Subject to due process of law, UTPRAS and PTCACS violations shall also be a ground for the filing of appropriate charges such as, but not limited to, Falsification and Swindling (*Estafa*) under the Revised Penal Code or from any other relevant laws by the proper aggrieved party. A Committee shall be created for this purpose.

3. TESDA personnel who will be proven to have taken part in violating these guidelines shall be subject to proper disciplinary action in accordance with the 2017 Rules on Administrative Cases in the Civil Service (RACCs) and TESDA Circular No. 055, s. 2022 - Rules and Procedures on the Disposition of Administrative and Sexual Harassment Complaints and Cases in TESDA including future amendments thereto.

XI. COMPLIANCE WITH THE DATA PRIVACY ACT

TESDA adheres to the requirements of the Data Privacy Act of 2012 and its related rules and regulations in the processing and security of personal information. Subject to the provisions in the Data Privacy Act and the TESDA Data Privacy Manual, each TESDA Personal Information Controller/Processor shall be responsible for personal information under its control or custody, including information that has been transferred to a third party for processing.

XII. SEPARABILITY CLAUSE

If, for any reason, any part or provision of these guidelines is declared invalid or unconstitutional, any part or provision not affected thereby shall remain in full force and effect.

XIII. REPEALING CLAUSE

All related issuances inconsistent herewith are declared superseded or modified accordingly.

XIV. EFFECTIVITY

This Circular shall take effect after fifteen (15) days upon publication and/or posting in the TESDA website. This shall also be published in the Office of the National Administrative Register (ONAR).

SUHARTO T. MANGUDADATU, Ph. D.
Secretary/Director General, TESDA

[17] Memorandum No. 251, s. 2022 - Amendment to Memo No. 035 series of 2022 regarding the prescribed Journal Entry Voucher (JEV) for Procured Toolkits

ANNEX A
Rev. 00 s.2024

Guide in Computing for the Training/Program Costs

Cost Centers of Training Costs	Formula
Utilities	= Electricity + Water
• **Electricity**	= (length of use x estimated power rating per unit x number of tools/equipment used) x cost of electricity per KWh[1]
• **Water**	= volume of water needed x cost of water per cubic meter[2]
Supplies and Materials	= (cost of item per unit ÷ number of times the item can be used or re-used) x number of supplies and materials to be used
Equipment and Tools	= (acquisition cost ÷ (estimated useful life x hours per year)) x number of hours used x numbers of tools and equipment to be used
Facilities	= estimated value of the facility ÷ (gap between renovations x hours per year) x length of use
Honoraria of Trainers	= (rate of honorarium per month[3] ÷ hours per month) x nominal training hours of the module

[1]*Cost of Electricity per KWh (As of October 2022) = Php 13.12*
[2]*Cost of Water per Cubic Meter (As of October 2022) = Php 22.66*
[3]*Rate of Honorarium per Month = Salary Grade16*

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Region ___

ANNEX B
Rev. 00 s. 2024

Certificate of Program Recognition

No. _____

This Certificate of Program Recognition is hereby granted to

(Name of Training Provider)

(Address)

to offer the Program/Qualification in

(Qualification Title)

under the Sector

(Sector)

with the duration of
_____ (_____) **hours**

Issued this ___ day of _____, 20 ___, in _____.

_____
Regional Director

Annex C
Rev. 00 s.2024

TESDA (Provincial Office)

TVI's ABSORPTIVE CAPACITY INVENTORY

Name of TVI:

Sector	Qualification Title	CTPR/ CoR No.	Date Registered	Name of Trainer in the Program Registration Application	Name/s of Existing Trainers	NTTC for WTR Programs/TMC Number for NTR Programs	Validity of Trainer's Certificate	Annual Program Absorptive Capacity						Actual Absorptive Capacity for FY 2024 Scholarship Programs				
								No. of Training Seats based on Facilities and Trainers			No. of Training Hours	No. of Batches per Year [1600/(l)]	Maximum Number of Training Seats [(k)*(m)]	No. of Batch in FY 2024	Total Number of Vetted Training Seats	Indicative Schedule of Training and Assessment		
								No. of Full Time Trainers	No. of Workshop/s	No. of Training Seats						Start	End	Assessment
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(r)	(o)	(p)	(q)	(r)

Submitted by:

_____
TVI Administrator/President

Date: _____

*System-generated through the Scholarship Information System (SIS).

ANNEX C-1
Rev. 00 s.2024

REPUBLIC OF THE PHILIPPINES
_____ S.S.

AFFIDAVIT

I, (**name of PD/DD**) , of legal age and with office address at _____, in accordance with TESDA Circular No. __, Series of 2023, on the 2023 Omnibus Guidelines for TESDA Scholarship Programs, do hereby certify that:

a. The Absorptive Capacity of the TVIs encoded in the Scholarship Information System (SIS) have been verified and vetted in accordance with paragraph 1.4.2 of Section VI under TESDA Circular No. ____, s. 2024;

b. The TVIs included in our Provincial Scholarship Allocation Plan (PSAP) have been pre-qualified in accordance with paragraph 1.6.1 of Section VI under TESDA Circular No. ____, s. 2024;

c. Additional Scholarship allocations have been prioritized pursuant to the prescribed Criteria for Provision of Additional Scholarship Allocation to Eligible TVIs in paragraph 1.5.2, Section VI of TESDA Circular No. ____, s. 2024;

I fully understand that any violation on my part of the foregoing undertaking shall result in the imposition of corresponding sanctions based on relevant laws, and issuances of TESDA.

I am executing this Affidavit to attest to the truth of the foregoing and for whatever other legal purposes it may serve.

IN WITNESS WHEREOF, I have hereunto affixed my signature this ___ day of _____ in _____, Philippines.

_____
(Name of Provincial Director)
Affiant

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

_____
(Name of Regional Director)
Administering Officer

Annex D-1
Rev. 01 s. 2024

Rubrics for TVI Evaluation

Criteria	Weighted Score	Indicators
Vetted Absorptive Capacity of the previous year (30 points)	30	7 or more batches of qualifications aligned to the sectoral target of the province/region; 175 or more training seats
	24	5-6 batches of qualifications aligned to the sectoral target of the province/region; 125 to 150 training seats
	18	3-4 batches of qualifications aligned to the sectoral target of the province/region; 75 to 100 training seats
	12	1-2 batches and below of qualifications aligned to the sectoral target of the province/region; 50 and below training seats
Scholarship Utilization Rate (15 points) (at least 75% utilization rate of the previously granted scholarship allocation under the qualification being applied for)	15	75% and above
	12	67% - 74%
	9	59% - 66%
	6	51% - 58%
	0	50% and below
Billing Submission Compliance Rate (Within 7 working days) **(15 points)** (at least 95% billing submission compliance rate in a particular qualification previously granted and being applied for)	15	Within 7 working days upon completion of the program
	12	8-14 working days upon completion of the program
	9	15-21 working days upon completion of the program
	6	22-30 working days upon completion of the program
	0	More than 30 working days upon completion of the program
Assessment Rate (15 points) (At least 50% of TVET graduates have undergone assessment for certification within 6 months after finishing a program, if applicable)	15	50% and above
	12	40%-49%
	9	30%-39%
	6	20% - 29%
	0	19% and below
Employment Rate (15 points)	15	65% and above
	12	57% - 64%

Criteria	Weighted Score	Indicators
(At least 65% employment of graduates within 1 year after finishing a program in a particular qualification previously granted and being applied for)	9	49% - 56%
	6	41% - 48%
	0	40% and below
TVI Awards, Recognition, Participation (5 points)	5	With ISO Certification or PQA **and** have participated in Tagsanay or Skills Competition (for the past 2 years)
	3	With ISO/PQA **or** have participated in Tagsanay/Skills Competition (for the past two years)
	0	**No** ISO/PQA and have not participated in Tagsanay or Skills Competition (for the past 2 years)
TVIs with PQF Level III and Higher (5 points)	5	With at least **2** PQF Level III or Higher programs actively implemented for the past 2 years
	3	With at least **1** PQF Level III or Higher program actively implemented for the past 2 years
	0	**No** PQF Level III or Higher program implemented for the past two years
Perfect Score - 100 points		

Rubrics for TVI Evaluation
(Employment Rate - not a Criterion)

Criteria	Weighted Score	Indicators
Vetted Absorptive Capacity of the previous year (30 points)	30	7 or more batches of qualifications aligned to the sectoral target of the province/region; 175 or more training seats
	24	5-6 batches of qualifications aligned to the sectoral target of the province/region; 125 to 150 training seats
	18	3-4 batches of qualifications aligned to the sectoral target of the province/region; 75 to 100 training seats
	12	1-2 batches and below of qualifications aligned to the sectoral target of the province/region; 50 and below training seats
Scholarship Utilization Rate (20 points) (at least 75% utilization rate of the previously granted scholarship allocation under the qualification being applied for)	20	75% and above
	15	67% - 74%
	10	59% - 66%
	5	51% - 58%
	0	50% and below
Billing Submission Compliance Rate (Within 7 working days) **(20 points)** (at least 95% billing submission compliance rate in a particular qualification previously granted and being applied for)	20	Within 7 working days upon completion of the program
	15	8-14 working days upon completion of the program
	10	15-21 working days upon completion of the program
	5	22-30 working days upon completion of the program
	0	More than 30 working days upon completion of the program
Assessment Rate (20 points) (At least 50% of TVET graduates have undergone assessment for certification within 6 months after finishing a program, if applicable)	20	50% and above
	15	40%-49%
	10	30%-39%
	5	20% - 29%
	0	19% and below

Criteria	Weighted Score	Indicators
Employment Rate	NA	NA
TVI Awards, Recognition, Participation (5 points)	5	With ISO Certification or PQA **and** have participated in Tagsanay or Skills Competition (for the past 2 years)
	3	With ISO/PQA **or** have participated in Tagsanay/Skills Competition (for the past two years)
	0	**No** ISO/PQA and have not participated in Tagsanay or Skills Competition (for the past 2 years)
TVIs with PQF Level III and Higher (5 points)	5	With at least **2** PQF Level III or Higher programs actively implemented for the past 2 years
	3	With at least **1** PQF Level III or Higher program actively implemented for the past 2 years
	0	**No** PQF Level III or Higher program implemented for the past two years
Perfect Score - 100 points		

Rubrics for TVI Evaluation
(Assessment Rate - not a Criterion)

Criteria	Weighted Score	Indicators
Vetted Absorptive Capacity of the previous year (30 points)	30	7 or more batches of qualifications aligned to the sectoral target of the province/region; 175 or more training seats
	24	5-6 batches of qualifications aligned to the sectoral target of the province/region; 125 to 150 training seats
	18	3-4 batches of qualifications aligned to the sectoral target of the province/region; 75 to 100 training seats
	12	1-2 batches and below of qualifications aligned to the sectoral target of the province/region; 50 and below training seats
Scholarship Utilization Rate (20 points) (at least 75% utilization rate of the previously granted scholarship allocation under the qualification being applied for)	20	75% and above
	15	67% - 74%
	10	59% - 66%
	5	51% - 58%
	0	50% and below
Billing Submission Compliance Rate (Within 7 working days) **(20 points)** (at least 95% billing submission compliance rate in a particular qualification previously granted and being applied for)	20	Within 7 working days upon completion of the program
	15	8-14 working days upon completion of the program
	10	15-21 working days upon completion of the program
	5	22-30 working days upon completion of the program
	0	More than 30 working days upon completion of the program
Assessment Rate	NA	NA
Employment Rate (20 points) (At least 65% employment of graduates within 1 year after finishing a program in a particular qualification	20	65% and above
	15	57% - 64%
	10	49% - 56%
	5	41% - 48%
	0	40% and below

Criteria	Weighted Score	Indicators
previously granted and being applied for)		
TVI Awards, Recognition, Participation (5 points)	5	With ISO Certification or PQA **and** have participated in Tagsanay or Skills Competition (for the past 2 years)
	3	With ISO/PQA **or** have participated in Tagsanay/Skills Competition (for the past two years)
	0	**No** ISO/PQA and have not participated in Tagsanay or Skills Competition (for the past 2 years)
TVIs with PQF Level III and Higher (5 points)	5	With at least **2** PQF Level III or Higher programs actively implemented for the past 2 years
	3	With at least **1** PQF Level III or Higher program actively implemented for the past 2 years
	0	**No** PQF Level III or Higher program implemented for the past two years
Perfect Score - 100 points		

Rubrics for TVI Evaluation
(Assessment and Employment Rates - not Criteria)

Criteria	Weighted Score	Indicators
Vetted Absorptive Capacity of the previous year (30 points)	30	7 or more batches of qualifications aligned to the sectoral target of the province/region; 175 or more training seats
	24	5-6 batches of qualifications aligned to the sectoral target of the province/region; 125 to 150 training seats
	18	3-4 batches of qualifications aligned to the sectoral target of the province/region; 75 to 100 training seats
	12	1-2 batches and below of qualifications aligned to the sectoral target of the province/region; 50 and below training seats
Scholarship Utilization Rate (30 points) (at least 75% utilization rate of the previously granted scholarship allocation under the qualification being applied for)	30	75% and above
	23	67% - 74%
	16	59% - 66%
	9	51% - 58%
	0	50% and below
Billing Submission Compliance Rate (Within 7 working days) **(30 points)** (at least 95% billing submission compliance rate in a particular qualification previously granted and being applied for)	30	Within 7 working days upon completion of the program
	23	8-14 working days upon completion of the program
	16	15-21 working days upon completion of the program
	9	22-30 working days upon completion of the program
	0	More than 30 working days upon completion of the program
Assessment Rate	NA	NA
Employment Rate	NA	NA
TVI Awards, Recognition, Participation	5	With ISO Certification or PQA **and** have participated in Tagsanay or Skills Competition (for the past 2 years)

Criteria	Weighted Score	Indicators
(5 points)	3	With ISO/PQA **or** have participated in Tagsanay/Skills Competition (for the past two years)
	0	**No** ISO/PQA and have not participated in Tagsanay or Skills Competition (for the past 2 years)
TVIs with PQF Level III and Higher (5 points)	5	With at least **2** PQF Level III or Higher programs actively implemented for the past 2 years
	3	With at least **1** PQF Level III or Higher program actively implemented for the past 2 years
	0	**No** PQF Level III or Higher program implemented for the past two years
Perfect Score - 100 points		

Annex D
Rev. 00 s. 2024

Technical Education and Skills Development Authority
TESDA SCHOLARSHIP PROGRAMS
TVI PRE-QUALIFICATION CHECKLIST

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

I. TVI without/with Previous Scholarship Allocation

PARTICULARS	RESULT	
	Pass (✓)	Fail (✓)
1. Program/s must be registered with, accredited, or recognized by TESDA.		
2. TVI is compliant based on the latest applicable inspection and/or audits (e.g. ocular inspection, compliance/internal/on-the-spot/operations audit);		
3. Must have the absorptive capacity encoded in Scholarship Information System (SIS).		
4. The TVI has program/qualifications which are aligned with the Regional/Provincial Skills Priorities.		
EVALUATION RESULT:		

B. TVI with Previous Scholarship Allocation

PARTICULARS	RESULT	
	Pass (✓)	Fail (✓)
5. The TVI has not been found guilty of any adverse findings, after due process, by the Regional Director as the Disciplining Authority		
6. The TVI has not been a subject of any unsettled Notice of Disallowance (ND).		

EVALUATION RESULT:

Prepared by:

_____
PO Scholarship Focal

Noted by:

_____
Provincial Director

Technical Education and Skills Development Authority
TESDA (Provincial Office)

PROVINCIAL SCHOLARSHIP ALLOCATION PLAN (PSAP)

Annex E
Rev. 00 s. 2024

Province	Classification of Institution	Name of TVI	Sector	Qualification Title/ Diploma Program	No. of Scholarship Slots	Training Cost	National Assessment Fee	Training Support Fund	Entrepreneurship Fee	Annual Accident Insurance	Instructional Materials	Workshop Uniform Allowance	Miscellaneous and Other School Fees	Book Allowance	New Normal Assistance	Per Capita Cost (PCC)	Total Scholarship Cost	% Proportional Weight per Quafication	No. of Qualified TVET Providers	
																			WTR	NTR
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)
																-	-			
																-	-			
			Subtotal (Agriculture):		-	-	-	-	-	-	-	-	-	-	-	-	-			
																-	-			
																-	-			
			Subtotal (Construction):		-	-	-	-	-	-	-	-	-	-	-	-	-			
																-	-			
																-	-			
			Subtotal (Creative Industries):		-	-	-		-	-	-	-	-	-	-	-	-			
																-	-			
																-	-			
			Subtotal (Education):		-	-	-	-	-	-	-	-	-	-	-	-	-			
																-	-			
																-	-			
			Subtotal (Energy):		-	-	-	-	-	-	-	-	-	-	-	-	-			
																-	-			
																-	-			
			Subtotal (Health):		-	-	-	-	-	-	-	-	-	-	-	-	-			
																-	-			
																-	-			
			Subtotal (IT-BPM):		-	-	-	-	-	-	-	-	-	-	-	-	-			
																-	-			
																-	-			
			Subtotal (Manufacturing):		-	-	-	-	-	-	-	-	-	-	-	-	-			
																-	-			
																-	-			
			Subtotal (Tourism):		-	-	-	-	-	-	-	-	-	-	-	-	-			
																-	-			
																-	-			
			Subtotal (Transportation & Logistics):		-	-	-	-	-	-	-	-	-	-	-	-	-			
TOTAL:					-	-	-	-	-	-	-	-	-	-	-	-	-			

Prepared by:

PO Scholarship Focal

Date: _____

Recommended by:

Provincial Director

Date: _____

Approved by:

Regional Director

Date: _____

**System-generated through the Scholarship Information System (SIS).*

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
REPUBLIC OF THE PHILIPPINES
ISO 9001: 2015 Certified

Region:
Province:
Program:

Date: _____
Project Proposal No. : _____

PROJECT PROPOSAL

I. Name of the Project/Qualification Title:

State the Name of the Project/Qualification Title, Sector

II. Proponent's Name: *Name of the Project Proponent*

Address:

Contact Person:

Contact Details:

Training Provider's Name: *Name of the Training Provider if different from above*

Address:

Contact Person:

Contact Details:

III. Schedule of Implementation of the Training Program

State the month, date and year

IV. Training Program Details

A. Training Program Duration: *(hours/days)*
B. Training Venue:
C. Training Program Design:
D. Trainer:
E. Learners' Profile:

V. Cost Breakdown

Training Cost Breakdown	Cost
Trainers Honoraria	
Utilities	
Training Supplies/Materials	
Maintenance of Facilities/Tools/Equipment	
Total Training Cost	*(result will be Total Cost of [A])*

Particular	Unit Cost	No. of units/ Pax	Total Cost
A. Training Cost			
B. Training Support Fund			
C. Entrepreneurship*			
D. Accident Insurance*			

*For CFSP only

GRAND TOTAL : (Total Cost of A + B + C + D)

PER CAPITA COST : (Grand Total/No. of Pax)

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
REPUBLIC OF THE PHILIPPINES
ISO 9001: 2015 Certified

VI. Project Rationale

Describe briefly the reason for proposing the project including its background. State its relevance on how will the project contribute to the goals of the agency and to the objectives of the Coconut Farmers & Industry Development Plan. Justify its urgency in terms of the demand or needs of the industry/sector/area/target clientele.

VII. Expected Output:

Total Number Enrolled:
Total Number Graduates:
Total Number Assessed:
Certification Rate:
Employment Rate:

other expected output e.g.
anticipated outcome of training-cum-production, or other objectives related to improving productivity, enhancing 21st Century Skills, or product improvement/innovation/diversification.

VIII. Project Implementation Arrangements, Monitoring and Evaluation:

Describe briefly the implementation arrangement of the project, including responsibilities, training delivery schemes, coordination and monitoring mechanisms, reports to be submitted, and reporting timeline. It should clearly define the parameters for the achievement of objectives and project results as stated in the Project Rationale and Expected Output.

Prepared by:

Project Proponent/
Training Provider

Evaluated and Endorsed by:

Regional Director

☐ **Approved**

☐ **Disapproved**

Director General

Technical Education and Skills Development Authority
TESDA (Regional Office)

REGIONAL SCHOLARSHIP ALLOCATION PLAN (RSAP)

Annex G
Rev. 00s. 2024

Province	Classification of Institution	Name of TVI	Sector	Qualification Title/ Diploma Program	No. of Scholarship Slots	Training Cost	National Assessment Fee	Training Support Fund	Entrepreneurship Fee	Annual Accident Insurance	Instructional Materials	Workshop Uniform Allowance	Miscellaneous and Other School Fees	Book Allowance	New Normal Assistance	Per Capita Cost (PCC)	Total Scholarship Cost	Training Schedule		% Proportional Weight per Quafication	No. of Qualfied TVET Provders	
																		Date Start	Date End		WTR	NTR
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23
																-	-					
																-	-					
			Subtotal (Agriculture):		-	-	-	-	-	-	-	-	-	-	-	-	-					
																-	-					
																-	-					
			Subtotal (Construction):		-	-	-	-	-	-	-	-	-	-	-	-	-					
																-	-					
																-	-					
			Subtotal (Creative Industries):		-	-	-	-	-	-	-	-	-	-	-	-	-					
																-	-					
																-	-					
			Subtotal (Education):		-	-	-	-	-	-	-	-	-	-	-	-	-					
																-	-					
																-	-					
			Subtotal (Energy):		-	-	-	-	-	-	-	-	-	-	-	-	-					
																-	-					
																-	-					
			Subtotal (Health):		-	-	-	-	-	-	-	-	-	-	-	-	-					
																-	-					
																-	-					
			Subtotal (IT-BPM):		-	-	-	-	-	-	-	-	-	-	-	-	-					
																-	-					
																-	-					
			Subtotal (Manufacturing):		-	-	-	-	-	-	-	-	-	-	-	-	-					
																-	-					
																-	-					
			Subtotal (Tourism):													-	-					
																-	-					
																-	-					
			Subtotal (Transportation & Logistics):		-	-	-	-	-	-	-	-	-	-	-	-	-					
TOTAL:					-	-	-	-	-	-	-	-	-	-	-	-	-					

Prepared by:

Regional Director

Date: _____

Reviewed by:

Deputy Director General, TESD Operations

Date: _____

Approved by:

Secretary/Director General

Date: _____

**System-generated through the Scholarship Information System (SIS).*

Technical Education and Skills Development Authority
FY ____ Special Training for Employment Program (STEP)

NATIONAL QUALIFICATION MAP (NQM)

Region	Province	Qualification Title	No. of Slots	Amount of Training Cost and Other Allowances	Amount of Assessment Fee	Total Amount
(1)	*(2)*	*(3)*	*(4)*	*(5)*	*(6)*	*(7=5+6)*
						-
						-
						-
						-
						-
Grand Total			-	-	-	-

Prepared By:

ROSALINA S. CONSTANTINO
Executive Director, ROMO

Endorsed By:

ANICETO D. BERTIZ III
Deputy Director General, TESD Operations

Approved By:

SUHARTO T. MANGUDADATU, Ph.D.
Secretary/Director General, TESDA

Annex I
Rev. 00 s. 2024

Technical Education and Skills Development Authority
FY ____ (Scholarship Program)

REGIONAL QUALIFICATION MAP (RQM)

Region :_____
Contact No :_____ **E-mail Address**:_____ **RQM Number**:_____

Province	PQM Code	RQM Code	Name of TVI	Qualification Title/Cluster of Competency	No. of Slots	Total Amount	Remarks
TOTAL:					-	-	

Evaluated By:

_____
Regional Scholarship Focal

Date:_____

Endorsed By:

_____
Regional Operations Division Chief

Date:_____

Approved By:

_____
Regional Director

Date:_____

**System-generated through the Scholarship Information System (SIS).*

REPUBLIC OF THE PHILIPPINES)
(PLACE) S.S.

AFFIDAVIT OF UNDERTAKING

I,_____(Name)_____of_____(Name of TVI)_____, with office address at _____(Address)_____, and as authorized by our Board of Directors to execute this Undertaking, a copy of the Secretary's Certificate of which is herewith attached and after having been sworn into oath in accordance with the law do hereby depose and say, that in accordance with the **2024 OMNIBUS GUIDELINES FOR TESDA SCHOLARSHIP PROGRAMS** embodied in TESDA Circular No. _____ Series of 2024 issued on _____, hereby undertakes, commits **and warrants** the following:

1. Promote TESDA Scholarship Programs in enhancing the competitiveness and productivity of the workforce through skills training programs;

2. Ensure that each scholar shall undergo pre-qualification process in accordance with the industry pre-hiring requirements. All application forms should be properly and completely accomplished **with the latest Passport Size ID Photos of the Trainees duly attached**;

3. Notify the qualified scholarship grantees **of their acceptance and the actual training schedule;**

4. Ensure that scholars fully understand the provisions of their Commitment of Undertaking;

5. Shall **not exact additional fees** from the scholars;

6. Conduct, in coordination with the Provincial Office, the **Training Induction Program before the conduct of any training**;

7. Submit to the Provincial Office (PO) the Actual Training Schedules, as to the specific dates and time, including "On the Job Trainings" held outside of the school premises within **FIVE (5) CALENDAR DAYS** after the start of training. Said training schedules as submitted shall be **final and can no longer be amended unless force majeure occurs**. In said case however, the adjusted training schedules shall be submitted immediately one day after the occurrence of such an event;

8. After the start of the Training Program, the Enrolment Report together with the name of their respective Trainers for each particular batch should be submitted to the Provincial Office within the maximum period of **twenty percent (20%)** of the training duration.

   Likewise, the Terminal Report shall be submitted within seven (7) days calendar days after the end of the training period;

9. Motivate and nurture the scholars to maintain **one hundred percent (100%) completion** of the training program.

10. Exert effort to ensure a one hundred percent (100%) attendance of the trainees.

11. In case of accident during the conduct of training, shall be responsible for shouldering the expenses incurred to provide adequate financial assistance to the scholar or their dependents.

12. Comply with the documentary requirements for payment of the training and all other applicable costs based on the number of the scholars who have completed the training program, **as evidenced by the submitted attendance sheet, duly signed by the scholars and their respective trainers, or as supported by other documents in lieu of the attendance sheet.**

13. Immediately after the training, ensure that **one hundred percent (100%) of the scholars shall undergo the mandatory Competency Assessment** for Qualifications with Training Regulations (TR) with the corresponding Competency Assessment Tools (CATS), with accredited assessment centers and assessors for the successful graduates *(if applicable)*;

14. Institutionalize a functional Job Linkaging and Networking Services (JoLiNS) – a delivery platform to facilitate job hunting for TVET graduates and alumni by providing them services and information to land a job *(if applicable)*;

15. Institutionalize **effective monitoring system/database** to establish reliable status reports such as but not limited to employment reports of the scholars-graduates;

16. Comply with the requirements of TESDA on absorptive capacity, **sixty-five percent (65%) employment rate, and one hundred percent (100%) budget utilization rate;**

17. Ensure proper documentation of the training programs as to the conduct of training programs and attendance of trainees;

18. Comply with the requirements of the Data Privacy Act of 2012 on the processing and security of personal information;

19. **Allow TESDA Provincial Office reasonable time to conduct due diligence** in the examination of the submitted billing documents and verification of **at least twenty percent (20%) of the scholars** through random audit, by conducting personal calls or private messaging, and if necessary, face to face interviews, before any payment is made;

20. Provide TESDA *and the* ***Commission on Audit (COA)*** access to the TVI in the conduct of on-the-spot random audits on the ongoing and completed TWSP/STEP/PESFA scholarship programs of the TVI. The subject of the inspection/audit are the TVI's compliance with TESDA's training regulations, TVET program registration, and guidelines of the scholarship programs, among others;

21. Submit a **comment and/or reply within seventy-two (72) hours** from receipt of the findings of any spot audit, compliance audit or COA audit in observance of our constitutional right to due process;

22. **Submit all other documents as may be required by TESDA and/or the COA, within the stated period;**

23. Moreover, I also warrant the following:

    a) *that as of the date of the signing of this Affidavit of Undertaking, the TVI that I represent is a juridical person, duly organized and validly existing under the laws of the Philippines and it has all requisite legal power and authority to execute, deliver and implement this Undertaking, and that I have been authorized to sign the same for and on its behalf;*

    b) *that the programs we implement are compliant based on technical audit report; that our TVI has valid Certificates of TVET Program Registration (CTPR) or Certificate of Registration (COR); has absorptive training capacity in terms of facilities, tools and equipment, and trainers, inclusive of existing/on-going scholarship programs with other government agencies and other funding organizations;*

    c) *that our TVI has not been subjected to any unsettled final and executory Notice of Disallowance (ND) involving any scholarship program of TESDA and that it has not been involved in any case of unlawful exaction of fees and/or unlawful offering of any program within the jurisdiction of TESDA (if applicable);*

    d) *that all documents, most especially the billing documents that we have submitted to TESDA* ***are true and correct****, and that in the event of any findings of falsification, forgery and/or misrepresentation, then the TVI that I represent and I shall be* ***jointly and severally responsible*** *and liable for the same.*

24. I fully understand that sanctions to our TVIs shall be **based on current guidelines for TESDA Scholarship Programs and UTPRAS guidelines.**

NAME OF OFFICIAL
President/Administrator
Name of TVI

SUBSCRIBED AND SWORN TO before me in _____ this _____ affiant exhibiting to me his/her _____ **(Government ID) with ID number**_____.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

ANNEX K
Rev. 00 s.2024

Date:

School:

NOTICE TO PROCEED

Please be informed that the following programs in (RQM Number) have been approved by TESDA on _____:

No.	RQM Code	Province	Qualification	Approved Slots	Total Amount	Indicative Start Date

The TVI may proceed with the implementation of the abovementioned training programs within ten (10) calendar days from the indicative date of the start of training, or from receipt of this Notice (whichever is applicable). Otherwise, the scholarship allocation stated herein may be subjected for reallocation by this Office.

System-generated through the Scholarship Information System (SIS) based on the approved RQM

Annex L
Rev. 00 s. 2024

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

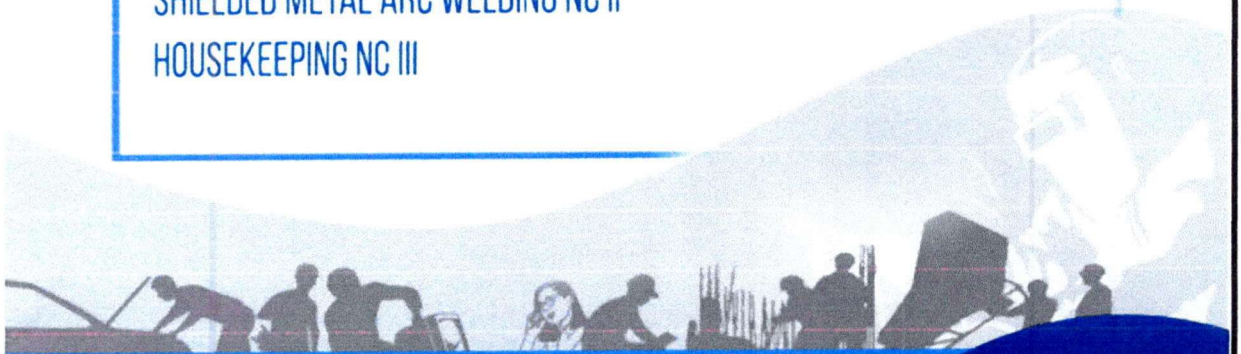
www.tesda.gov.ph TESDA Mobile App

logo of institution

a TESDA partner in implementing scholarship programs in:

AUTOMOTIVE SERVICING NC II
BREAD AND PASTRY PRODUCTION NC II
COOKERY NC II
FOOD AND BEVERAGES SERVICES NC II
BARISTA NC II
SHIELDED METAL ARC WELDING NC II
HOUSEKEEPING NC III

BE A TESDA SCHOLAR!



Interested applicants, please contact or visit the TESDA Provincial Office:

0912 345 6789 tesdapo@email.com

TESDA PO Address:

TESDA Abot Lahat

Annex M
Rev No. 00 s. 2024

COMMITMENT OF UNDERTAKING

I, _____, filipino citizen, of legal age, and resident of _____
(Name of Scholar) (Address)
_____ after having sworn to in accordance with law do hereby commit to:

1. Undergo pre-qualifying process in accordance with the industry pre-hiring requirements, if applicable;
2. Create and maintain a single profile in the Biometric-Enabled Scholarship Registration System (BSRS), when applicable;
3. Fill up all the items in the Learners Profile correctly and appropriately;
4. Participate actively in the Training Induction of Scholars before the conduct of the training program;
5. Attend and comply with the required duration of the training program;
6. Refrain from attending any other training/class that will coincide within the training program;
7. Undergo the mandatory assessment as applicable;
8. Attend graduation ceremonies and other Scholar /TVI activities;
9. Participate actively in the Job Linkaging of the TVET provider, if applicable;
10. Practice good manners and right conduct at all times;
11. Be a member of the TESDA's Alumni Association; and
12. Provide valid reason/s for dropping out from the training if I would be unable to complete the training program.

I fully understand that my failure to comply with any of the above may result in my disqualification as a beneficiary of the TESDA's scholarship programs.

_____
(Signature over printed name)
Tel/Mobile No. _____
Email Address _____

SUBSCRIBED AND SWORN to me before this ___ day of _____ 20___, at _____.

_____
Administering Officer

Annex N
Rev No. 00 s. 2024

TVI's Official Letterhead

TRAINEES'/LEARNERS' DAILY ATTENDANCE SHEET

_____

(TESDA Scholarship Program)

Name of TVI: _____ **Qualification/Program:** _____

Date Start: _____ **Date End:** _____ **Duration (No. of Training Hours based on the Schedule of Cost):** _____

Name of Trainer: _____ **NTTC No.** _____ **Validity Date:**_____

Date: _____ **Delivery Mode:** _____ **Location of Training:** _____

NO	NAME	CONTACT NUMBER	EMAIL ADDRESS	Daily Log			
				Time In	Signature	Time Out	Signature
1							
2							
3							
↓							
↓							
25							

Certified by:

Signature of the Trainer Over Printed Name

Approved by:

Signature Over printed Name of School Administrator/Registrar)

CERTIFICATION

issued to

_____
(Name of Institution)

This is to certify that the abovementioned institution located at *<<Region>>*, *<<Complete Address of the Institution>>* is exempted from:

- using the Biometrics-Enabled Scholarship Registration System (BSRS)
- using the Attendance Taking Module of Biometrics-Enabled Scholarship Registration System (BSRS) for the period of _____ (___) days from _____ to _____.

due to the following reason/s:

- There is no available Internet Service Provider in the location and anywhere nearby, including its neighboring residences upon inspection
- Power failure and temporary issues related to Internet Service Connectivity
- With Religious and Cultural Reasons
- Faces of Scholars are withheld due to lawful order
- Output-based modular classes conducted for short periods (less than 15 days) and in areas where there are no economical means to have an internet connection
- Others (please specify) : _____

This Certificate may be revoked at any time by the Regional Director upon the recommendation of the Provincial Director at any time.

Recommended by:

<<Name and Signature>>
Provincial Director

Approved by:

<<Name and Signature>>
Regional Director

Annex P-1
Rev. 00 s. 2024

Technical Education and Skills Development Authority
FY ____ (Scholarship Program)

PROVINCIAL QUALIFICATION MAP (PQM)

(Assessment)

Region :_____
Province/District :_____

PQM Number:_____

PQM Code	Name of Assessment Center	Assessment Center's Accreditation Number	Name of Assessor	Assessor's Accreditation Number	Qualification Title/ Cluster of Competency	No. of Slots (per Batch)	National Assessment Fee	Total Amount	Remarks
(1)	*(2)*	*(3)*	*(4)*	*(5)*	*(6)*	*(7)*	*(8)*	*(9=7*8)*	*(9)*
								-	
								-	
								-	
								-	
								-	
								-	
								-	
								-	
								-	
								-	
TOTAL:						-	-	-	

Prepared by :

_____
PO Scholarship Focal

Date: _____

Approved by:

_____
Provincial Director

Date: _____

*System-generated through the Scholarship Information System (SIS).

Annex Q
Rev. 00 s. 2024

Technical Education and Skills Development Authority
FY ____ (Scholarship Program)

REGIONAL QUALIFICATION MAP (RQM)

(Assessment)

Region :_____
Contact No :_____ **E-mail Address**:_____ **RQM Number**:_____

Province	PQM Code	RQM Code	Name of Assessment Center	Qualification Title/Cluster of Competency	No. of Slots	Total Amount	Remarks
TOTAL:					-	-	

Evaluated By:

_____
Regional Scholarship Focal

Date:_____

Endorsed By:

_____
Regional Operations Division Chief

Date:_____

Approved By:

_____
Regional Director

Date:_____

**System-generated through the Scholarship Information System (SIS).*

ANNEX R
Rev. 00 s. 2024

LEARNERS' ACHIEVEMENT MONITORING REPORT

Name of TVI:	**TVI Name**
Program Title:	**Shielded Metal Arc Welding (SMAW) NC II**
Batch/Section:	**3rd**
Module Title:	**Repairing Welds**
Schedule:	**August 3-7, 2024**

No.	Name of Learners (Lastname, Firstname, MI)	LO 1: Mark/locate welds defects (8 hrs.)				LO 2: Prepare tools and equipment (8 hrs.)				LO 3: Remove defects (8 hrs.)				LO 4: Perform re-welding (12 hrs.)				Institutional Assessment (16 hrs.)
		Act 1	Act 2	Act 3	Test	Act 4	Act 5	Act 6	Test	Act 7	Act 8	Act 9	Test	Act 10	Act 11	Act 12	Test	
1.	Abo, Elmer, V.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Competent**
2.	Atienza, Geronimo, A.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						**Not yet Competent**
3.	Abelardo, Moses, I.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Competent**
4.	Bernardo, Richard, L.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				**Not yet Competent**
5.	Cuenca, Nelson H.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					**Not yet Competent**
6.	Delos Santos, Romeo, L.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				**Not yet Competent**
7.	Cruz, Maria, D.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Competent**
8.	Gonzales, Rowena, T.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Competent**
9.	Gurrea, Eduardo, R.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Competent**
10.	Jatico, Noel C.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				**Not yet Competent**
11.	Justimbaste, Rowell, O.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				**Not yet Competent**
12.	Kalaw, Pablo, A.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Competent**
13.	Kawa-kawa, Ralph, E.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		**Not yet Competent**
14.	Labrador, Venus, J.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		**Not yet Competent**
15.	Libres, Manuel, K.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		**Not yet Competent**
16.	Luminarez, Emmanuel. L.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		**Not yet Competent**

17.	Manacob, Laarni, G.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		**Not yet Competent**
18.	Macario, Lemuel, G.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		**Not yet Competent**
19.	Nuval, Leonardo, J.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Competent**
20.	Olivarez, Ireneo, U.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Competent**
21.	Palmares, Mario, N.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Competent**
22.	Pamaran, Henry, A.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Competent**
23.	Santos, Jose, H.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Competent**
24.	Tamayo, Pedro, U.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Competent**
25.	Zurbano, Michael, K.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	**Competent**

This is to certify that all entries in the above learners' achievement monitoring report are true and correct.

Prepared by: Checked by: Approved by:

Name of Trainer Name of Instruction Supervisor Name of Administrator

Annex S
Rev. 00 s. 2024

ACKNOWLEDGEMENT RECEIPT
(Starter Toolkit)

I, _____, of _____
(name of trainee) (address)

and a trainee of _____ in _____
(school/training provider) (qualification/program)

which I attended on _____hereby acknowledge receipt of the following

starter toolkits issued by _____, as follows:
(TESDA Provincial Office)

List of Items	Quantity
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

_____ _____
Signature Over Printed Name of Trainee **Date of Receipt of Starter Toolkit**
Contact Number: _____
Email Address:_____

Noted by:

_____
Signature Over Printed Name of Provincial Director

Prescribed Journal Entry Voucher (JEV) for Procured Toolkits

A. TESDA Procured Toolkits

Transactions	Central Office (CO)	Regional Office (RO)	Provincial Office (PO) /TTI
1. Upon delivery by Supplier to Central Office (CO)	Other Supplies and Materials Distr. XXX Cash - MDS XXX	-	-
3. Transfer to Regional Office (RO)	Subsidy to Regional Office XXX Other Supplies and Materials Distr. XXX	-	-
3. Upon receipt of RO from CO	-	Other Supplies and Materials Distr. XXX Subsidy from Central Office XXX	-
4. Transfer from RO to PO/TTI	-	Subsidy to Operating Units XXX Other Supplies and Materials Distr. XXX	-
5. Upon receipt of PO/TTI from RO	-	-	Other Supplies and Materials Distr. XXX Subsidy from Regional Office XXX
6. Upon release to Schools	-	-	Scholarship Grants Expense XXX Other Supplies and Materials Distr. XXX

B. Procured Toolkits through PITC (Funding Source - Regular Fund)

I. Delivery of Toolkits to Central Office

Transactions	Central Office (CO)	Regional Office (RO)	Provincial Office (PO) /TTI
1. Upon delivery to Central Office (CO)	Other Supplies and Materials Distr. XXX Due from GOCC XXX	-	-
3. Transfer to Regional Office (RO)	Subsidy to Regional Office XXX Other Supplies and Materials Distr. XXX	-	-
3. Upon receipt of RO from CO	-	Other Supplies and Materials Distr. XXX Subsidy from Central Office XXX	-
4. Transfer from RO to PO/TTI	-	Subsidy to Operating Units XXX Other Supplies and Materials Distr. XXX	-
5. Upon receipt of PO/TTI from RO	-	-	Other Supplies and Materials Distr. XXX Subsidy from Regional Office XXX
6. Upon release to Schools	-	-	Scholarship Grants Expense XXX Other Supplies and Materials Distr. XXX

II. Direct Delivery of Toolkits to Regional Office

Transactions	Central Office (CO)	Regional Office (RO)	Provincial Office (PO) /TTI
1. Upon delivery to Regional Office (RO)	-	Other Supplies and Materials Distr. XXX Subsidy from Central Office XXX	-
2. Transfer from RO to PO/TTI	-	Subsidy to Operating Units XXX Other Supplies and Materials Distr. XXX	-
3. Upon receipt of PO/TTI from RO	-	-	Other Supplies and Materials Distr. XXX Subsidy from Regional Office XXX
4. Upon release to Schools	Subsidy to Regional Office XXX Due from GOCC XXX	-	Scholarship Grants Expense XXX Other Supplies and Materials Distr. XXX

C. Procured Toolkits through PITC (Funding Source - Trust Fund)

I. Delivery of Toolkits to Central Office

Transactions	Central Office (CO)	Regional Office (RO)	Provincial Office (PO) /TTI
1. Upon delivery by PITC to CO	Other Supplies and Materials Distr. XXX Due from GOCCs XXX	-	-
2.Transfer to Regional Office (RO)	Due from Regional Office XXX Other Supplies and Materials Distr. XXX		
3. Upon receipt of RO from CO	-	Other Supplies and Materials Distr. XXX Due to Central Office XXX	-
4. Transfer from RO to PO/TTI	-	Due from Operating Units XXX Other Supplies and Materials Distr. XXX	-
4. Upon receipt of PO/TTI from RO	-	-	Other Supplies and Materials Dist. XXX Due to Regional Office XXX
6. Upon release to Schools	Due to NGA XXX Due from Regional Office XXX	Due to Central Office XXX Due from Operating Units XXX	Due to Regional Office XXX Other Supplies and Materials Distr. XXX

II. Direct Delivery of Toolkits to Regional Office

Transactions	Central Office (CO)	Regional Office (RO)	Provincial Office (PO) /TTI
1. Upon delivery to Regional Office (RO)		Other Supplies and Materials Distr. XXX Due to Central Office XXX	-
2. Transfer from RO to PO/TTI		Due from Operating Units XXX Other Supplies and Materials Distr. XXX	
3. Upon receipt of PO/TTI from RO			Other Supplies and Materials Dist. XXX Due to Regional Office XXX
4. Upon release to Schools	Due to NGA XXX Due from GOCCs XXX	Due to Central Office XXX Due from Operating Units XXX	Due to Regional Office XXX Other Supplies and Materials Distr. XXX

Remarks: Regional Offices should notify the Accounting Division – FMS, upon the receipt of the toolkits and copy furnish all necessary supporting documents to recognize the assets.

ANNEX U

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
ISO 9001: 2015 Certified

TULONG TRABAHO SCHOLARSHIP PROGRAM

LIST OF QUALIFIED RECIPIENTS

(QUALIFICATION TITLE)

Region: _____
Province:_____

Project Proponent:
Name of the proponent
Address of the proponent organization/company

NO.	NAME	AGE	TYPE OF NOMINEE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

Reviewed by:

_____
Provincial Director
Date:

Endorsed by:

_____
Regional Director
Date:

Approved by:

_____
SUHARTO T. MANGUDADATU, Ph.D.
Secretary/Director General, TESDA