

TESDA CIRCULAR

SUBJECT: IMPLEMENTING GUIDELINES ON THE SELECTION OF THE INDEPENDENT REVIEW PANEL (IRP) NOMINEES AND MEMBERS		Page <u>1</u> of <u>4</u> pages Number <u>057</u> series of 2022
Date Issued: 08 September 2022	Effectivity: As indicated	Supersedes:

In the interest of the service and in support to the conduct of TESDA Performance Review by the Independent Review Panel members, the following guidelines in the selection of nominees are hereby adopted:

I. Background/Rationale

- 1.1 Section 35 of RA 7796 or the TESDA Act of 1994 states that, "every five years after the effectivity of this Act, **an independent review panel composed of three persons appointed by the President** shall review the performance of the Authority and shall make recommendations based on its findings for submission to the President and to both Houses of Congress."
- 1.2 For a comprehensive review, the IRP shall be composed of three (3) representatives/experts, each coming from the academe, labor and employer sectors.
- 1.3 The Authority has undergone two performance reviews by an Independent Review Panel (IRP) covering the periods 1995-2000 and 2001-2008, which were submitted to the President and both Houses of Congress.

II. Objectives

This guideline aims to provide a system of instruction for the selection of nominees to compose the IRP.

III. General Policies

The process of nomination shall be administered by the Planning Office and duly approved by the Deputy Director General for Policies and Plans and the Director General. The composition of the IRP shall be appointed by the President of the Philippines as stated in Section 35 of R.A. No. 7796.

IV. Qualifications

The qualifications for the nominees are as follows:

- Experts in the field of education, labor, and employment
- Nominated by the associations/ groups and TESDA Executive Offices
- With experience in performance review

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V. Selection Criteria

The criteria is divided into three (3) categories and each criterion shall be used by the Secretariat in the selection of nominees.

<i>Criteria</i>	Points
A. Experience/ Engagement related to TVET programs/ projects/ priority sectors	40
International	20
National / Local	20
B. Respectability in the field of TVET or priority sectors	30
Chairperson/ President of committees/ associations/ boards	20
Member of committees/ associations/ boards	10
C. Contribution in the TVET sector	30
Literature/ Book / Studies published	20
Awards and Recognition received	10
Total	100

VI. Selection Process

- 6.1. The Planning Office, as the Secretariat, shall prepare a memorandum and letter requesting for nominees in the field of education, labor and employment from the TESDA Executive Offices and Associations.
- 6.2. The Secretariat shall consolidate the nominations as submitted.
- 6.3. The Secretariat shall prepare a comparative matrix (by sector) based on the nominees's curriculum vitae.

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- 6.4. The following criteria shall be used by the Secretariat in the evaluation and ranking of the nominees from the three (3) sectors:
- a. Experience/ Engagement related to TVET programs/ projects/ priority sectors, highest point is 40 points
 - b. Respectability in the field of TVET or priority sectors, highest point is 30 points
 - c. Contribution in the TVET sector, highest point is 30 points.

The highest point garnered in each criterion by the nominee shall be used and adopted by the Secretariat during the validation and scoring process.

- 6.5. Based on the accumulated points of the nominee, the Secretariat shall rank and prepare the shortlist of top three nominees from each sector.
- 6.6. The Secretariat shall endorse the shortlist of nominees to the Director General through the Deputy General for Policies and Planning for approval.
- 6.7. Once approved, TESDA through a letter shall submit a shortlist of nominees for the IRP who are experts on the field of education, labor and employment to the Office of the President.
- 6.8. The IRP shall be composed of three (3) persons who shall be appointed by the President of the Philippines as stated in Sec. 35 of R.A. No. 7796.

VII. Process Flow

Responsibilities	Key Steps
Planning Office as Secretariat	Prepare Memorandum to EOs; Prepare Letter to various Associations on the request for nominees ↓
	Consolidate the nominees/nominations by the sector represented ↓
	Prepare a comparative matrix based on the nominee's CV ↓


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	Evaluate and rank the nominees based on the set criteria ↓	
	Prepare the shortlist based on the first (1st) ranked nominees from each sector ↓	
Planning Office and ODDG PP	Endorse the shortlisted nominees to the DG for approval ↓	
Office of the Director General	Submit the approve shortlisted nominees to the Office of the President	

VIII. Effectivity

This Circular shall take effect as indicated.

DANILO P. CRUZ
Director General