

# TESDA CIRCULAR

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| <b>Subject: Amendment on TESDA Circular No. 064, series of 2021 on Guidelines on the Distribution of Unclaimed/Undistributed Starter Toolkits</b> |                                    | Page 1 of 1 page/s<br>Number <u>031</u> , series of 2022     |
| <b>Date Issued:</b><br>10 May 2022  | <b>Effectivity:</b><br>Immediately | <b>Supersedes:</b><br>TESDA Circular No. 064, series of 2021 |

In the interest of the service and in order to fully utilize the unclaimed/undistributed starter toolkits of TESDA Scholarship Programs, TESDA Circular No. 064, series of 2021 is hereby amended to include the Universal Access to Quality Tertiary Education Act (UAQTEA) aside from the Special Training for Employment Program (STEP) in the Scope and Coverage of this Guidelines.

Further, Sections IV.A and V.B are hereby amended as follows:

**Section IV.A:** The Regional Offices shall submit the inventory report of the unutilized/undistributed toolkits to the ROMO-SMD **on or before February 15** of the succeeding year for consolidation and reporting to TESDA Management.

**Section V.B:** If the beneficiaries cannot personally claim the toolkits from the Provincial/District Offices, an **authorization letter** shall be submitted to POs/DOs allowing the parents, spouse, and next of kin: children, sister, and brother of the beneficiaries to claim the starter toolkits for them. The letter should indicate the reason why the said beneficiaries cannot claim personally the toolkits. Likewise, a photocopy of valid Identification Cards (IDs) of the beneficiary and the representative/s shall be presented.

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

  
**SEC. ISIDRO S. LAPEÑA, Ph.D., CSEE**  
Director General 

