TESDA CIRCULAR

Subject: Guidelines on the Distribution of Unclaimed / Undistributed Starter Toolkits Under STEP for FY 2014		Page 1 of 2 pages Number 22, Series of 2016
Date Issued: 31 May 2016	**Effectivity:** As indicated	**Supersedes:**

The provision of starter toolkits is one of the major components in the implementation of Special Training for Employment Program (STEP to enable the beneficiaries to immediately engage in productive and self-employment or entrepreneurial activities. The STEP, being implemented by TESDA, is a community-based specialty training program that addresses the specific skills needs of the communities and promotes employment, particularly through entrepreneurial, self-employment and service-oriented activities.

In cases where these starter toolkits were unclaimed or undistributed, however, the following guidelines are being issued in the disposition of these undistributed/unclaimed starter toolkits in order to avoid exposing these toolkits to loss, misuse and deterioration.

Section 1. Scope and Coverage

1.1 These guidelines shall cover only the implementation of STEP for FY 2014;
1.2 Undistributed/unclaimed toolkits refer to the toolkits which are available for distribution which have not been distributed in 2014 and those that are intended for trainees/graduates who completed the training program but they cannot be located after the completion of the training program despite earnest efforts to do so;
1.3 Starter toolkits that have remained unclaimed/undistributed for six (6) months from the completion of the training program shall be re-distributed to other beneficiaries provided that the Barangay Captain concerned shall issue a Certification that the original beneficiary is not or no longer a resident of the barangay/locality and has left no forwarding address.

Section 2. Implementation Arrangements

2.1 **STEP for FY 2014**

2.1.1 The unclaimed starter toolkits shall be distributed to the beneficiaries of community-based training programs to be implemented by TESDA through its TESDA Technology Institutions, or training programs conducted in coordination with other partners and stakeholders;
2.1.2 For this purpose, funding shall be sourced from the respective 2016 budget allocation of the regions.
2.1.3 The undistributed/ unclaimed starter toolkits shall be awarded only to beneficiaries who have completed the training.

Section 3. Documentary Requirements for the Disposition of Unclaimed Toolkits

3.1 For STEP beneficiaries who are unable to claim the starter toolkits, his/her representative may claim the toolkits provided that a Special Power of Attorney (SPA) shall be presented authorizing said representative to claim the toolkits for and in his/her behalf. Likewise, a copy of the Identification Card (ID) of the representative shall be attached to the SPA for purposes of identification.
3.2 Receipt by the trainee of the starter toolkits shall be supported by an Acknowledgement Receipt following the format hereto attached as Annex A. Such Acknowledgement Receipt must be witnesses by the Provincial/District Director concerned.

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

SEC. IRENE M. ISAAC
Director General

Annex A

ACKNOWLEDGEMENT RECEIPT

I _____ of _____ and a trainee of
(name of trainee) (complete address)

of _____ in _____ which I
(school/training provider) (qualification/program)

attended on _____ hereby acknowledge receipt of the
(training duration)

following starter tool kits issued by _____:
(TESDA Provincial/District Office)

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

_____
Date of Receipt of Starter Tool Kit

_____
Signature Over Printed Name of Trainee

_____
Contact Number

NOTED BY:

_____
Signature Over Printed Name of Provincial/District Director

The address must specify the street number, barangay, village/subdivision, municipality/city/province.