

TESDA CIRCULAR

SUBJECT: IMPLEMENTING GUIDELINES ON THE PAYMENT OF HONORARIA FOR THE INDEPENDENT REVIEW PANEL (IRP) MEMBERS		Page <u>1</u> of <u>4</u> pages Number <u>015</u> series of 2022
Date Issued: January 31, 2022	Effectivity: As indicated	Supersedes:

In support to the conduct of TESDA Performance Review by the Independent Review Panel members to ensue recommendations with policy implications for a more agile and inclusive agency, the following guidelines are hereby issued:

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 In line with the aforementioned provision, the Independent Review Panel (IRP) members are appointed by the President of the Philippines to conduct the performance review of the Authority. 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 define and establish the basis on the grant of honoraria to the members of the Independent Review Panel.

III. General Policies

- 3.1. TESDA 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.
- 3.2. The IRP shall be composed of three (3) persons appointed by the President of the Philippines as stated in Sec. 35 of R.A. No. 7796.
- 3.3. TESDA and the members of the IRP shall develop a Work Plan for the evaluation of the agency's performance. The Work Plan shall be submitted and approved by the TESDA Director General.
- 3.4. During the conduct of the performance review, the IRP members are entitled to receive, but not limited to the following: honoraria, accommodation, air/land/sea fare, meal allowance, and other incidental expenses, as deemed necessary in the

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conduct of the review per the approved IRP Review Work Plan by the TESDA Secretariat.

IV. Privilege of the IRP Members

As appointed by the President of the Philippines and in consideration of their expertise, in accordance with Section III. General Policies 3.4 of this Implementing Guidelines, the IRP members are entitled to the following:

- 4.1 Payment of honoraria amounting to Fifty Thousand Pesos per month inclusive of tax (*₱50,000.00 approximately equivalent to SG19*) for the whole duration of the performance review.
- 4.2 As necessary, and as may be required during the duration of performance review:
 - 4.2.1 Air/land/sea fare (economy class)
 - 4.2.2 Meal allowance
 - 4.2.3 Accomodation (single room)
 - 4.2.4. Other incidental expenses (due to extreme condition, with justification)

V. Expected Output and Mode of Payment

Upon completion and submission of each of the expected output as prescribed in the program of work below, the IRP members shall be provided with the payment as follows:

Computation:

$$\text{Total Payment} = [\text{Number of IRP Members}] \times [\text{SG-19}] \times [\text{Duration of Service (in months)}]$$

Activities	Expected Output	Percentage of Payment	Payment
1. Pre-Work Activity	Approved Work Plan Evaluation framework, design and indicators; initial assessment results	30% of the Total Payment	1st payment
Provide relevant documents, for advance review			
2. Formulation of evaluation framework, design and performance indicators			
2.1. Preparation of evaluation framework			
2.2. Prepare/ formulate evaluation design			
2.3. Development of methodology			

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<p>2.4. Formulate performance indicators</p> <hr/> <p>3. Evaluation of TESDA as an Organization and its Performance</p> <p>3.1. Review of scope, terminologies, original structure and functions of TESDA</p> <p>3.2. Data gathering, consolidation and analysis</p> <p>3.3. Assessment of TESDA Performance 2009-2018</p> <hr/> <p>4. Validate and consult with TESDA officials and staff, offices and stakeholders/partners</p> <p>4.1. Conduct of validation process with TESDA officials and staff</p> <p>4.2. Conduct of validation process with stakeholders and partners</p> <hr/> <p>5. IRP 3 Report</p> <p>5.1. Report Preparation</p> <p>5.2. Presentation/ Validation of Report at various levels (ExCom, ND/GDC, TB, etc.)</p> <p>5.3. Revision of report based on consultation results</p> <p>5.4. Finalization of Report</p> <p>5.5. Submission of Draft Report</p>				
	1st draft of the IRP 3 Report	30% of the Total Payment	2nd payment	
	IRP 3 Final Report	40% of the Total Payment	3rd payment	

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VI. Source of Fund

The funding requirements shall be charged against the budget of the Planning Office subject to the usual government accounting and auditing rules and regulations

VII. Effectivity

This Circular shall take effect as indicated.


SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Director General 

