TESDA CIRCULAR

SUBJECT: Organizational Structure and Functions for the Trainers Training and Development Division (TTDD)/ National TVET Trainers Academy (NTTA)		No. 056 Series 2019 Page 1 of 5 pages
Date Issued: **June 13, 2019**	Effectivity: **As Indicated**	Supersedes:

A. Background/ Rationale

As provided for in Section 12.c of R.A 7796, "TESDA shall develop and implement an integrated program for the continuing development of trainers, teachers and instructors within the technical education and skills development sector." Relative to this, TESDA Order No. 353, s. 2017 was issued to implement the National Trainers Development Plan (NTDP) at the National TVET Trainers Academy (NTTA).

The NTTA is tasked with continuing development and implementation of training programs in response to the demand for quality Trainers, competent Administrators, Supervisors, Teaching and Non-Teaching Staff, and upgraded institutional or organizational competencies of TVIs.

The Academy shall be capacitated and strengthened for productivity improvement and effective and efficient delivery of its programs and services. Relevant to this, the Academy's equipment and facilities, organizational structure and functions are being revisited in line with the aim to make the Academy a vibrant national training institution.

In view of the need for further strengthening and productivity improvement, the updated TTDD/NTTA Organizational Structure as presented in Annex A is hereby adopted.

B. Objective:

This Circular aims to establish an updated organizational structure for the Trainers Training and Development Division (TTDD)/ National TVET Trainers Academy (NTTA).

C. TTDD/NTTA Organizational Structure

The TTDD/NTTA shall be under the supervision of the Office of the Deputy Director General for Policies and Planning.

The organizational structure of the TTDD/NTTA shall be composed of the Advisory Council, Office of the Director, Head of the Academic Affairs, Research, Planning and Marketing Services, and Administrative Services.

1. The Advisory Council

The NTTA Advisory Council shall perform the following functions:

a. Provide policy advice and guidance in the development of strategic plan including national and international recognition for accreditation / recognition for quality performance;
b. Provide labor market intelligence and industry signals to align program offerings and curriculum design to industry demands;

c. Provide technical or specialist advice and links to networks dynamic perspectives on emerging technologies and innovations in TVET;
d. Provide advice to technology research and marketing of technology research output;
e. Widen the linkage and network of the Academy's industry partnerships and implementation of industry immersion programs;
f. Recommend sources of external funding and logistical support;
g. Link to TVET national, international and multilateral networks for learners and learning facilitators for opportunities for exchange and capability building;
h. Serve as TVET ambassadors and advocates; and
i. Ensure adherence to continual improvement in the Academy's over-all operations.

The Advisory Council shall comprise the following:

- TVET Experts/ Academe - three (3) members
- Industry Representatives - two (2) members
- Local Government Unit (LGU) Representative - one (1) member
- TESDA Ex-officio – one (1) member

2. Office of the Director

The Office of the Director shall perform the following functions:

a. Exercise direct supervision in the management and operations of TTDD/NTTA;
b. Recommend policies and guidelines for the maintenance and enhancement of the efficiency and effectiveness in the management and operations of the TESD delivery in the Academy within the acceptable standards set;
c. Direct the implementation of the continuing development programs for trainers, teachers and instructors, partners/stakeholders in the TESD sector;
d. Direct the researches and studies in aid of policies and guidelines for the optimum/sustainable utilization of the institution;
e. Direct the researches and studies on innovations, technologies, and competencies in aid of enhancing trainers' training and development; and
f. Lead in building a strong and capable and motivated workforce within the office.

3. Head of the Academic Affairs

The Head of the Academic Affairs shall perform the following functions:

a. Assist the Office of the Director in recommending policies and guidelines to maintain the efficiency and effectiveness in the management and operations of the TESD delivery in the Academy;
b. Assist in the development of the continuing development programs for trainers, teachers and instructors, partners/stakeholders in the TESD sector;
c. Recommend and assist in the conduct of researches and studies in aid of policies and guidelines for the optimum/sustainable utilization of the institution

and research and studies on innovations, technologies, and competencies in aid of enhancing learning delivery systems;

d. Propose capacity building intervention to TESDA Technology Institutions and network of private and public TVET providers;
e. Assist the Office of the Director in the management and operations of TTDD/NTTA; and
f. Serve as Officer-In-Charge in the absence of the Director.

The following units shall be handled by the Head of the Academic Affairs.

3.1. Executive, Supervisory, Non-Teaching Personnel Development Unit

This unit shall perform the following functions:

- Develop and implement professional development programs for TVIs' Administrators, Instruction, Supervisors, and Non-Teaching Personnel;
- Prepare Learning Materials;
- Identify training providers and/or resource persons;
- Facilitate the assessment of trainers; and
- Document program delivery.

3.2. Learning Facilitator Development Unit

This unit shall perform the following functions:

- Develop and implement Institution-Based and Industry Immersion Skills Upgrading programs for TVIs' Teaching Personnel;
- Prepare Learning Materials;
- Identify industry partners;
- Facilitate the assessment of teaching personnel; and
- Document program delivery.

3.3. Curriculum Development Unit

This unit shall perform the following functions:

- Establish quality standards and procedures compliant to the requirements of the industry, in the delivery of trainers' development programs;
- Develop curriculum/ enhance existing curriculum to keep up with the fast-phased changes in the industry; and,
- Establish partnership and linkages with industry groups and other stakeholders related to TVET.

4. Research, Planning and Marketing Services

This shall be tasked with managing and monitoring the conduct of research and studies as inputs and evaluation to the planning and formulation of training programs. It shall also lead the establishment and monitoring of database

management system, learning management system, and ICT-related functions. It shall also lead the Institutional Marketing for the Academy in order to establish and maintain national and international linkages and partnership.

a. ICT and Knowledge Management Unit

This unit shall perform the following functions:

- Establish and maintain a database management system related to NTTA's operations such as alumni, resource persons, industry partners, administrative documents, learning materials, etc;
- Establish and maintain a learning management system;
- Establish and maintain online journal system for researches and studies;
- Manage the NTTA's official Website and Social Media Accounts; and
- Manage NTTA's T2MIS account.

b. Research and Planning Development Unit

This unit shall perform the following functions:

- Conduct researches for TVET Trainers Development in accordance with the National TVET Research Agenda;
- Evaluate NTTA's training programs;
- Publish researches using print media; and
- Conduct training needs analysis of target clients.

c. Institutional Marketing Unit

The Institutional Marketing Unit shall be tasked with the following functions:

- Formulate promotional and marketing strategies for the Academy;
- Develop programs that will enhance the visibility and image of the Academy; and
- Promote the Academy's programs and services at the national and international arena.
- Establish and maintain international linkages and partnership

5. Administrative Services

This unit shall perform the following functions:

a. Provide policy inputs, guidelines, systems and procedures in human resource management and development;
b. Initiate measures for monitoring and evaluation of the performance and the implementation of career interventions of TTDD/NTTA personnel, and promote and implement capability build-up programs for all NTTA personnel;

c. Prepare Facilities and Equipment Maintenance Plan, and annual inventory of tools, equipment and facilities;
d. Facilitate the repair and maintenance of NTTA's equipment, facilities and infrastructure;
e. Manage the cleanliness and beautification of the NTTA surroundings and other facilities in compliance with green environment policies and practices;
f. Prepare the Annual Procurement Plan and Supplemental Procurement Plans of the NTTA;
g. Manage the administrative and personnel records of the Academy;
h. Prepare the documents to facilitate the payment of NTTA's financial accountabilities; and
i. Facilitate the processing of the Academy's financial and administrative documents to the Central Office.

D. Special Provisions

1. A Disbursing Officer and Collecting Officer shall be designated by the Director General.

2. They shall be bonded in accordance with the accounting and auditing rules and regulations.

E. Repealing Clause

All provisions of previous issuances inconsistent with the provisions of this Circular are hereby repealed or amended accordingly.

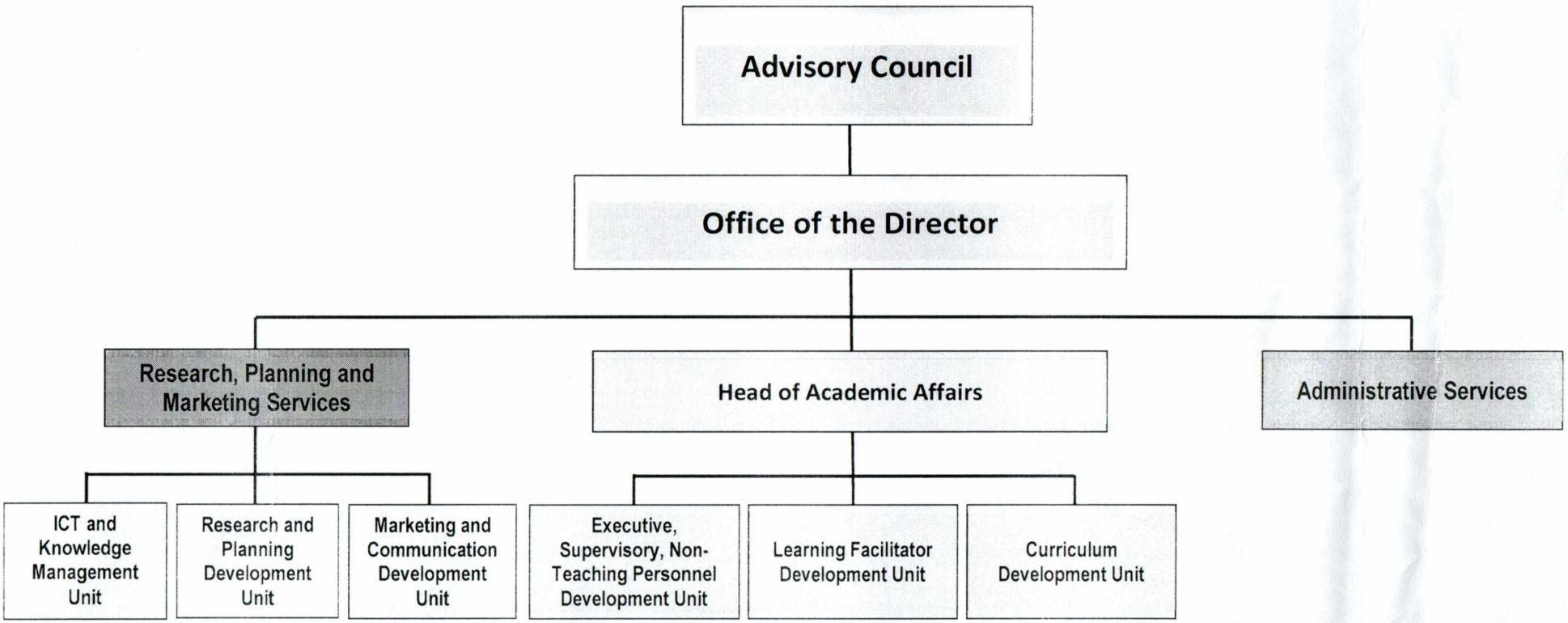
F. Separability Clause

If any of the provisions of this Circular is declared invalid, the remaining parts not affected shall continue to be valid and operational.

G. Effectivity

This Circular takes effect as indicated and supersedes any other issuance/s inconsistent herewith.

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

ANNEX A

Organizational Chart for TTDD/NTTA