TESDA CIRCULAR

Subject: **Supplemental Guidelines on TESDA Circular No. 127 s.2020 entitled Implementing Guidelines for the 2019 TESDA Organizational Awards**		Page 1 of 3 page/s Number 142, series of 2020
Date Issued: 27 November 2020	Effectivity: As Indicated	Supersedes:

In the interest of the service and in view of the recognition for the efforts of the field offices in pursuit of organizational excellence and to give distinction to the TESDA Organizational Awards, the TOA plaque design is hereby institutionalized.

I. Background

The TESDA Organizational Award is a component of TESDA-PRAISE which adheres to the principle of providing incentives and awards based on performance, culture of innovativeness and excellence. The awards incentives are designed in such a way that there will be "building blocks" or sub-components for every major category that will be able to align efforts and accomplishment of the whole organization.

Beginning in 2019, TESDA has organized and implemented the Organizational Awards to recognize the accomplishments of the Regional, Provincial Offices and the TESDA training institutions as embodied in the TESDA-PRAISE.

To provide a distinction and a face to the Award, a plaque that shall be unique to the TOA shall be presented during and every TOA awarding ceremony.

II. **TESDA Organizational Awards Logo**

- At the center of the TESDA Organization Awards Logo is the TESDA logo in the prescribed TESDA color.

- Surrounding the lower half of the TESDA Logo in a semi-circular formation are five Y-shaped, differently colored components representing the five main criteria of the TOA:

    1. Good Governance Measures;
    2. Implementation of TESDA Programs;
    3. Administrative and Support Services (PBB Indicators);
    4. Efficiency; and,
    5. Media Marketing and Advocacy.

- The **Y-shaped features** reflect the same shape as that at the center of the TESDA Logo. These shapes represent the TESDA personnel essential to the operation of the TESDA Regional and Provincial offices and TESDA Technology Institutions

and working in close coordination with each other to accomplish the Agency's primary mandates.

- The five colors in which the Y-shaped features of the TOA Logo are presented indicate the characteristics required of TESDA offices and their personnel in attaining excellence in service as follows:

  - Red represents power which is relevant for Governance;
  - Yellow represents vigor which is necessary for implementing TESDA programs;
  - Green represents harmony, growth, and money for which is essential for administrative concerns such as human resource management;
  - Blue instils confidence and inspires feeling of loyalty and responsibility, important for reporting efficiency; and
  - Orange is the color of encouragement essential for social marketing.

- Framing the circumference of the TOA Logo is a gold colored shape representing excellence and competence. On top of the outer, upper half of the shape and tracing its circular contour, are the words "TESDA Organizational Award".

III. **Plaque Design**

- The TOA plaque is composed of two shapes formed either in glass or a heavy acrylic material, both of which are mounted on a suitable base made of fiber. On the fiber base is affixed a small metal plate which indicates clearly the performance year that was evaluated and for which the particular award was given.

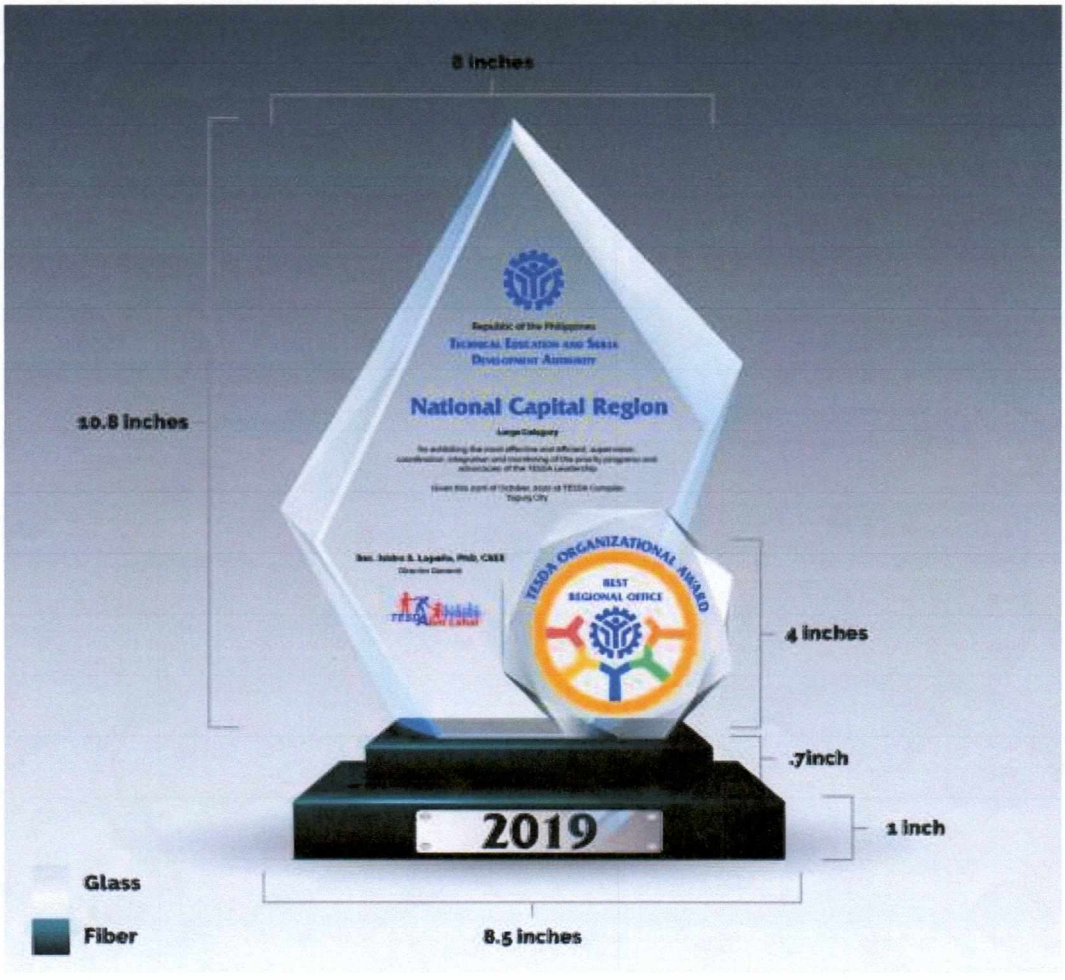
- The front of the larger of the two shapes presents a flat, irregular pentagon, each side of which again represents the five main criteria of the TOA and is pointing upward symbolizing every organization's goal of achieving its goal and direction.

- Printed on the face of the pentagon are the details of the award including: TESDA name and logo, recipient, award and category, citation/description, date and venue the award was given and the name and signature of the head of the Agency

- The front of the smaller shape, mounted slightly forward of the pentagon, and representing the unity and cohesiveness of the TESDA workforce, contains the TOA Logo.

TESDA CIRCULAR

Subject: **Supplemental Guidelines on TESDA Circular No. 127 s.2020 entitled Implementing Guidelines for the 2019 TESDA Organizational Awards**		Page 3 of 3 page/s Number 142, series of 2020
Date Issued: 27 November 2020	Effectivity: As Indicated	Supersedes:



This Circular shall supplement TESDA Circular No. 127 series 2020. Wide dissemination of this Circular to all concerned is hereby enjoined.

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