TESDA CIRCULAR

SUBJECT: Approved TESDA Board Resolution Nos. 2019-68 to 2019-79		Page 1 of 2 page Number 130 series of 2019
Date Issued: December 17, 2019	**Effectivity:** As indicated	Supersedes:

In line with the agency's continuing effort to improve certain policies and procedures, we are providing you with the resolutions approved by the TESDA Board during the 118th TESDA Board Meeting held on 17 December 2019:

1. **BR No. 2019-68** "Approving and Promulgating the Training Regulations for Lighting for Live Performances NC II"
2. **BR No. 2019-69** "Approving and Promulgating the Training Regulations for Audio Production Services NC I"
3. **BR No. 2019-70** "Approving and Promulgating the Training Regulations for Front Office NC III"
4. **BR No. 2019-71** "Approving and Promulgating the Training Regulations for Front Office NC IV"
5. **BR No. 2019-72** "Approving and Promulgating the Training Regulations for Microinsurance Services (Mutual Benefit) NC II"
6. **BR No. 2019-73** "Approving and Promulgating the Training Regulations for Warehousing Services NC III"
7. **BR No. 2019-74** "Approving and Promulgating the Training Regulations for Warehousing Services NC IV"
8. **BR No. 2019-75** "Approving and Promulgating the Training Regulations for Public Employment Services NC IV"
9. **BR No. 2019-76** "Approving and Promulgating the Training Regulations for Multimodal Transport Operations and Logistics (Seafreight Import) Services NC II"

TESDA CIRCULAR

SUBJECT: Approved TESDA Board Resolution Nos. 2019-68 to 2019-79		Page 2 of 2 page Number 130 series of 2019
Date Issued: December 17, 2019	**Effectivity:** As indicated	Supersedes:

10. BR No. 2019-77 "Approving and Promulgating the Training Regulations for Multimodal Transport Operations and Logistics (Seafreight Import) Services NC III"

11. BR No. 2019-78 "Approving and Promulgating the Training Regulations for Multimodal Transport Operations and Logistics (Seafreight Import) Services NC IV"

12. BR No. 2019-79 "Approving the Implementing Guidelines (IG) and the Selected Training Programs (STPs) of Republic Act No. 11230 "Tulong-Trabaho" Act"

The foregoing resolutions supersede all other issuances inconsistent therewith.

SEC. ISIDRO S LAPEÑA PhD., CSEE
Director General

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Superhighway, Taguig City

118th TESDA BOARD MEETING
17 December 2019, Tuesday, 9:00 a.m.
7/F TESDA Board Room, Office of the Chair
TESDA Complex, South Luzon Expressway, Taguig City

Resolution No. 2019- 79
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APPROVING THE IMPLEMENTING GUIDELINES (IG) AND THE SELECTED TRAINING PROGRAMS (STPs) OF REPUBLIC ACT NO. 11230 "TULONG-TRABAHO" ACT

WHEREAS, Republic Act No. 11230 entitled "An Act Instituting a Philippine Labor Force Competencies Competitiveness Program and Free Access to Technical-Vocational Education and Training (TVET) and Appropriating Funds Therefor" otherwise known as the Tulong-Trabaho Act was signed by the President last 22 February 2019;

WHEREAS, the rules and regulations referred to as the Implementing Rules and Regulations (IRR) of the RA 11230 or the Tulong-Trabaho Act, was approved and issued last 21 May 2019 to implement the provisions of the said Act;

WHEREAS, Section 9. Selected Training Programs (STPs) of the Tulong-Trabaho Act IRR provides that the TESDA Secretariat, in consultation with relevant stakeholders, shall make initial recommendations on the STPs eligible to receive funding from the Tulong-Trabaho Fund;

WHEREAS, Section 13 A of the IRR provides that the TESDA Board shall promulgate policies and guidelines for the effective management of the Tulong-Trabaho Fund;

WHEREAS, Section 14 of the IRR provides that the TESDA Secretariat shall recommend, through the Director General, to the TESDA Board the approval of the implementing guidelines on Tulong-Trabaho program and the list of STPs eligible to receive funding from the Tulong-Trabaho Fund;

WHEREAS, the draft Implementing Guidelines was presented to the Direction Setting Committee (DSC) on 22 and 29 November 2019, and 11 December 2019, respectively, for deliberation and finally recommended by the DSC for approval;

WHEREAS, the Direction Setting Committee acting on the draft Implementing Guidelines favorably recommend to the Board the approval of the same with the proposed list of STPs to form an Annex to and become integral parts of this resolution;

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Superhighway, Taguig City

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7/F TESDA Board Room, Office of the Chair
TESDA Complex, South Luzon Expressway, Taguig City

Resolution No. 2019- 79
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APPROVING THE IMPLEMENTING GUIDELINES (IG) AND THE SELECTED TRAINING PROGRAMS (STPs) OF REPUBLIC ACT NO. 11230 "TULONG-TRABAHO" ACT

NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED that the TESDA Board in its meeting today, December 17, 2019, at the 7th Floor, TESDA Board Room, approves the Implementing Guidelines and the attached list of STPs (Annex "A") of Republic Act No. 11230 or the Tulong-Trabaho Act;

BE IT RESOLVED FURTHER, that the Director General's discretionary authority to recognize other emerging Selected Training Programs is hereby authorized, subject to periodical report to the TESDA Board.

BE IT RESOLVED FINALLY, that copies of this resolution be published and disseminated to all concerned.

Adopted this December 17, 2019.

ATTY. MARICHELLE D. DE GUZMAN
Board Secretary VI

Attested by:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Designated Chairperson, TESDA Board
Director General, Technical Education and Skills Development Authority

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Superhighway, Taguig City

118th TESDA BOARD MEETING
17 December 2019, Tuesday, 9:00 a.m.
7/F TESDA Board Room, Office of the Chair
TESDA Complex, South Luzon Expressway, Taguig City

Resolution No. 2019- 79

APPROVING THE IMPLEMENTING GUIDELINES (IG) AND THE SELECTED TRAINING PROGRAMS (STPs) OF REPUBLIC ACT NO. 11230 "TULONG-TRABAHO" ACT

USEC. RENATO L. EBARLE
Department of Labor & Employment

USEC. RAFAELITA M. ALDABA
Department of Trade and Industry

MR. ISIDRO ANTONIO C. ASPER
Board Member, Labor Sector

ATTY. BAYANI G. DIWA
Board Member, Labor Sector

MR. RENE LUIS M. TADLE
Board Member, Labor Sector

MR. RAMON R. DE LEON
Board Member, Labor Sector

MR. ROGELIO J. CHAVEZ, JR.
Board Member, Labor Sector

DR. LEONIDA BAYANI-ORTIZ
Board Member, Employer Sector

MS. PATRICIA C. DALMAS
Board Member, Education & Training Institutions Sector

DR. GUIMBA B. POINGAN
Board Member, Education & Training Institutions Sector

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
17 December 2019, Tuesday, 9:00 a.m.
7/F TESDA Board Room, Office of the Chair
TESDA Complex, South Luzon Expressway, Taguig City

Resolution No. 2019-68
(Page 1 of 3 pages)

APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR LIGHTING FOR LIVE PERFORMANCES NC II

WHEREAS, Section 14 (b) of Republic Act No. 7796 mandates that TESDA shall develop and establish a national system of skills standardization, testing and certification and conduct research and development on various occupational areas in order to recommend policies, rules and regulations for effective and efficient skills standardization, testing and certification system in the country;

WHEREAS, the **National Commission for Culture and The Arts (NCCA)** is the lead industry organization in the Creative – Theater Sector and known provider of the expertise needed for the industry;

WHEREAS, the **National Commission for Culture and The Arts (NCCA)** initiated the development of the Training Regulations (TR) for Lighting for Live Performance NC II with the assistance of Qualifications and Standards Office (QSO);

WHEREAS, the scope of work of the new TR for Lighting for Live Performance NC II involves in preparing, setting up, operating and dismounting lighting equipment;

WHEREAS, industry experts and partners, headed by the Deputy Executive Director of National Commission for Culture and The Arts (NCCA), with the technical assistance of the Qualifications and Standards Office (QSO) of TESDA have developed and endorsed the same for TESDA Board Approval;

WHEREAS, during the 115th Standards-Setting and Systems Development (SSSD) Committee Meeting held on 03 December 2019, the Committee deliberated upon and favorably recommended to the TESDA Board the promulgation of the Training Regulations for Lighting for Live Performance NC II;

WHEREAS, during the 118th TESDA Board Meeting on 17 December 2019 at 9:00 a.m., the TESDA Board considered and approved the promulgation of the Training Regulations for Lighting for Live Performance NC II;

NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 17 December 2019 at 9:00 a.m., approves and promulgates the aforementioned Training Regulations for Lighting for Live Performance NC II as herein appended;

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
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7/F TESDA Board Room, Office of the Chair
TESDA Complex, South Luzon Expressway, Taguig City

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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR LIGHTING FOR LIVE PERFORMANCES NC II

BE IT RESOLVED, FINALLY, that:

(1) Copies of this Resolution and the abovementioned Training Regulations be published in the Official Gazette or in a newspaper of general circulation, and disseminated to all concerned, and the same shall be effective fifteen (15) days upon publication;

(2) All programs to be registered under this new Training Regulations must comply with the requirements of the aforementioned Training Regulations. The registration under this new Training Regulations shall commence on the date of effectivity as indicated in the Implementing Guidelines/ TESDA Circular for the deployment of the Training Regulations to be issued by the TESDA Secretariat; and

(3) Graduates of TVET programs covered by the aforementioned Training Regulations shall be required to undergo mandatory assessment under the national assessment and certification program.

Adopted this 17th day of December 2019.

ATTY. MARICHELLE D. DE GUZMAN
Board Secretary VI

Attested by:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Designated Chairperson, TESDA Board
Director General, Technical Education and Skills Development Authority

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
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7/F TESDA Board Room, Office of the Chair
TESDA Complex, South Luzon Expressway, Taguig City

Resolution No. 2019-68
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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR LIGHTING FOR LIVE PERFORMANCES NC II

USEC. RENATO L. EBARLE
Department of Labor & Employment

USEC. RAFAELITA M. ALDABA
Department of Trade and Industry

MR. ISIDRO ANTONIO C. ASPER
Board Member, Labor Sector

ATTY. BAYANI G. DIWA
Board Member, Labor Sector

MR. RENE LUIS M. TADLE
Board Member, Labor Sector

MR. RAMON R. DE LEON
Board Member, Labor Sector

MR. ROGELIO J. CHAVEZ, JR.
Board Member, Labor Sector

DR. LEONIDA BAYANI-ORTIZ
Board Member, Employer Sector

MS. PATRICIA C. DALMAS
Board Member, Education & Training Institutions Sector

DR. GUIMBA B. POINGAN
Board Member, Education & Training Institutions Sector

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
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TESDA Complex, South Luzon Expressway, Taguig City

Resolution No. 2019-69
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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR AUDIO PRODUCTION SERVICES NC I

WHEREAS, Section 14 (b) of Republic Act No. 7796 mandates that TESDA shall develop and establish a national system of skills standardization, testing and certification and conduct research and development on various occupational areas in order to recommend policies, rules and regulations for effective and efficient skills standardization, testing and certification system in the country;

WHEREAS, the **National Commission for Culture and The Arts (NCCA)** is the lead industry organization in the Creative – Theater Sector and known provider of the expertise needed for the industry;

WHEREAS, the **National Commission for Culture and The Arts (NCCA)** has initiated the development of the Training Regulations (TR) for Audio Production Services NC I with the assistance of Qualifications and Standards Office (QSO);

WHEREAS, the scope of work of the new TR for Audio Production Services NC I involves providing technical assistance to talents and production staff in handling, setting up and disassembling audio production equipment and providing competent troubleshooting to any multimedia and cultural event;

WHEREAS, industry experts and partners, headed by the Deputy Executive Director of National Commission for Culture and The Arts (NCCA), with the technical assistance of the Qualifications and Standards Office (QSO) of TESDA have developed and endorsed the same for TESDA Board Approval;

WHEREAS, during the 114th Standards-Setting and Systems Development (SSSD) Committee Meeting held on 12 November 2019 , the Committee deliberated upon and favorably recommended to the TESDA Board the promulgation of the Training Regulations for Audio Production Services NC I;

WHEREAS, during the 118th TESDA Board Meeting on 17 December 2019 at 9:00 a.m., the TESDA Board considered and approved the promulgation of the Training Regulations for Audio Production Services NC I;

NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 17 December 2019 at 9:00 a.m.,

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
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7/F TESDA Board Room, Office of the Chair
TESDA Complex, South Luzon Expressway, Taguig City

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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR AUDIO PRODUCTION SERVICES NC I

approves and promulgates the aforementioned Training Regulations for Audio Production Services NC I as herein appended;

BE IT RESOLVED, FINALLY, that:

(1) Copies of this Resolution and the abovementioned Training Regulations be published in the Official Gazette or in a newspaper of general circulation, and disseminated to all concerned, and the same shall be effective fifteen (15) days upon publication;

(2) All programs to be registered under this new Training Regulations must comply with the requirements of the aforementioned Training Regulations. The registration under this new Training Regulations shall commence on the date of effectivity as indicated in the Implementing Guidelines/ TESDA Circular for the deployment of the Training Regulations to be issued by the TESDA Secretariat; and

(3) Graduates of TVET programs covered by the aforementioned Training Regulations shall be required to undergo mandatory assessment under the national assessment and certification program.

Adopted this 17th day of December 2019.

ATTY. MARICHELLE D. DE GUZMAN
Board Secretary VI

Attested by:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Designated Chairperson, TESDA Board
Director General, Technical Education and Skills Development Authority

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR AUDIO PRODUCTION SERVICES NC I

USEC. RENATO L. EBARLE
Department of Labor & Employment

USEC. RAFAELITA M. ALDABA
Department of Trade and Industry

MR. ISIDRO ANTONIO C. ASPER
Board Member, Labor Sector

ATTY. BAYANI G. DIWA
Board Member, Labor Sector

MR. RENE LUIS M. TADLE
Board Member, Labor Sector

MR. RAMON R. DE LEON
Board Member, Labor Sector

MR. ROGELIO J. CHAVEZ, JR.
Board Member, Labor Sector

DR. GUIMBA B. POINGAN
Board Member, Education & Training Institutions Sector

MS. PATRICIA C. DALMAS
Board Member, Education & Training Institutions Sector

DR. LEONIDA B. ORTIZ
Board Member, Employer Sector

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR FRONT OFFICE SERVICES NC III

WHEREAS, Section 14 (b) of Republic Act No. 7796 mandates that TESDA shall develop and establish a national system of skills standardization, testing and certification and conduct research and development on various occupational areas in order to recommend policies, rules and regulations for effective and efficient skills standardization, testing and certification system in the country;

WHEREAS, the **Tourism Industry Board Foundation Inc. (TIBFI)** is the lead industry organization in the Tourism Sector and known provider of the expertise needed for the industry;

WHEREAS, the **Tourism Industry Board Foundation, Inc. (TIBFI)** in partnership with Department of Tourism (DOT), with the assistance of Qualifications and Standards Office (QSO) of TESDA has developed the Training Regulations in Front Office Services NC III aligned with the ASEAN Common Competency Standards for Tourism Professionals (ACCSTP) in view of the implementation of Mutual Recognition Arrangements (MRAs) for Tourism Professionals in the ASEAN Region;

WHEREAS, the scope of work of the new TR for Front Office Services NC III involves performing a wide-range of skilled guest service tasks using discretion and judgement such as in the monitoring of workplace operations, coaching and mentoring job skills, maintaining financial records and providing safety of VIP's;

WHEREAS, industry experts and partners, headed by the Chair of Tourism Industry Board Foundation Inc. (TIBFI), with the technical assistance of the Qualifications and Standards Office (QSO) of TESDA have developed and endorsed the same for TESDA Board Approval;

WHEREAS, during the 114th Standards-Setting and Systems Development (SSSD) Committee Meeting held on 12 November 2019 , the Committee deliberated upon and favorably recommended to the TESDA Board the promulgation of the Training Regulations for Front Office Services NC III;

WHEREAS, during the 118th TESDA Board Meeting on 17 December 2019 at 9:00 a.m., the TESDA Board considered and approved the promulgation of the Training Regulations for Front Office Services NC III;

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR FRONT OFFICE SERVICES NC III

NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 19 December 2019 at 9:00 a.m., approves and promulgates the aforementioned Training Regulations for Front Office Services NC III as herein appended;

BE IT RESOLVED, FINALLY, that:

(1) Copies of this Resolution and the abovementioned Training Regulations be published in the Official Gazette or in a newspaper of general circulation, and disseminated to all concerned, and the same shall be effective fifteen (15) days upon publication;

(2) All programs to be registered under this new Training Regulations must comply with the requirements of the aforementioned Training Regulations. The registration under this new Training Regulations shall commence on the date of effectivity as indicated in the Implementing Guidelines/ TESDA Circular for the deployment of the Training Regulations to be issued by the TESDA Secretariat; and

(3) Graduates of TVET programs covered by the aforementioned Training Regulations shall be required to undergo mandatory assessment under the national assessment and certification program.

Adopted this 17th day of December 2019.

ATTY. MARICHELLE D. DE GUZMAN
Board Secretary VI

Attested by:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Designated Chairperson, TESDA Board
Director General, Technical Education and Skills Development Authority

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

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TESDA Complex, South Luzon Expressway, Taguig City

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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR FRONT OFFICE SERVICES NC III

USEC. RENATO L. EBARLE
Department of Labor & Employment

USEC. RAFAELITA M. ALDABA
Department of Trade and Industry

MR. ISIDRO ANTONIO C. ASPER
Board Member, Labor Sector

ATTY. BAYANI G. DIWA
Board Member, Labor Sector

MR. RENE LUIS M. TADLE
Board Member, Labor Sector

MR. RAMON R. DE LEON
Board Member, Labor Sector

MR. ROGELIO J. CHAVEZ, JR.
Board Member, Labor Sector

DR. LEONIDA BAYANI-ORTIZ
Board Member, Employer Sector

MS. PATRICIA C. DALMAS
Board Member, Education & Training Institutions Sector

DR. GUIMBA B. POINGAN
Board Member, Education & Training Institutions Sector

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
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TESDA Complex, South Luzon Expressway, Taguig City

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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR FRONT OFFICE SERVICES NC IV

WHEREAS, Section 14 (b) of Republic Act No. 7796 mandates that TESDA shall develop and establish a national system of skills standardization, testing and certification and conduct research and development on various occupational areas in order to recommend policies, rules and regulations for effective and efficient skills standardization, testing and certification system in the country;

WHEREAS, the **Tourism Industry Board Foundation Inc. (TIBFI)** is the lead industry organization in the Tourism Sector and known provider of the expertise needed for the industry;

WHEREAS, the **Tourism Industry Board Foundation, Inc. (TIBFI)** in partnership with Department of Tourism (DOT), with the assistance of Qualifications and Standards Office (QSO) of TESDA has developed the Training Regulations in Front Office Services NC IV aligned with the ASEAN Common Competency Standards for Tourism Professionals (ACCSTP) in view of the implementation of Mutual Recognition Arrangements (MRAs) for Tourism Professionals in the ASEAN Region;

WHEREAS, the scope of work of the new TR for Front Office Services NC IV involves performing a wide- range of guest service tasks including evaluation and planning, managing of accounts, providing leadership and guidance to others with some responsibility for group outcomes;

WHEREAS, industry experts and partners, headed by the Chair of Tourism Industry Board Foundation Inc. (TIBFI), with the technical assistance of the Qualifications and Standards Office (QSO) of TESDA have developed and endorsed the same for TESDA Board Approval;

WHEREAS, during the 114th Standards-Setting and Systems Development (SSSD) Committee Meeting held on 12 November 2019 , the Committee deliberated upon and favorably recommended to the TESDA Board the promulgation of the Training Regulations for Front Office Services NC IV;

WHEREAS, during the 118th TESDA Board Meeting on 17 December 2019 at 9:00 a.m., the TESDA Board considered and approved the promulgation of the Training Regulations for Front Office Services NC IV;

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR FRONT OFFICE SERVICES NC IV

NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 19 December 2019 at 9:00 a.m., approves and promulgates the aforementioned Training Regulations for Front Office Services NC IV as herein appended;

BE IT RESOLVED, FINALLY, that:

(1) Copies of this Resolution and the abovementioned Training Regulations be published in the Official Gazette or in a newspaper of general circulation, and disseminated to all concerned, and the same shall be effective fifteen (15) days upon publication;

(2) All programs to be registered under this new Training Regulations must comply with the requirements of the aforementioned Training Regulations. The registration under this new Training Regulations shall commence on the date of effectivity as indicated in the Implementing Guidelines/ TESDA Circular for the deployment of the Training Regulations to be issued by the TESDA Secretariat; and

(3) Graduates of TVET programs covered by the aforementioned Training Regulations shall be required to undergo mandatory assessment under the national assessment and certification program.

Adopted this 17th day of December 2019.

ATTY. MARICHELLE D. DE GUZMAN
Board Secretary VI

Attested by:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Designated Chairperson, TESDA Board
Director General, Technical Education and Skills Development Authority

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
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TESDA Complex, South Luzon Expressway, Taguig City

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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR FRONT OFFICE SERVICES NC IV

USEC. RENATO L. EBARLE
Department of Labor & Employment

USEC. RAFAELITA M. ALDABA
Department of Trade and Industry

MR. ISIDRO ANTONIO C. ASPER
Board Member, Labor Sector

ATTY. BAYANI G. DIWA
Board Member, Labor Sector

MR. RENE LUIS M. TADLE
Board Member, Labor Sector

MR. RAMON R. DE LEON
Board Member, Labor Sector

MR. ROGELIO J. CHAVEZ, JR.
Board Member, Labor Sector

DR. LEONIDA BAYANI-ORTIZ
Board Member, Employer Sector

MS. PATRICIA C. DALMAS
Board Member, Education & Training Institutions Sector

DR. GUIMBA B. POINGAN
Board Member, Education & Training Institutions Sector

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
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TESDA Complex, South Luzon Expressway, Taguig City

Resolution No. 2019-12
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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR MICROINSURANCE SERVICES (MUTUAL BENEFIT) NC II

WHEREAS, Section 14 (b) of Republic Act No. 7796 mandates that TESDA shall develop and establish a national system of skills standardization, testing and certification and conduct research and development on various occupational areas in order to recommend policies, rules and regulations for effective and efficient skills standardization, testing and certification system in the country;

WHEREAS, the Microinsurance MBA Association of the Philippines (MiMAP) (RIMANSI) is the lead industry organization in the Microinsurance Services and known provider of the expertise needed for the industry;

WHEREAS, the Microinsurance MBA Association of the Philippines (MiMAP) (RIMANSI) initiated the development of the Training Regulations (TRs) for Microinsurance Services (Mutual Benefit) NC II with the assistance of Qualifications and Standards Office (QSO);

WHEREAS, the scope of work of the new TRs for Microinsurance Services (Mutual Benefit) NC II involves processing insurance application, remittances and claims of microinsurance clientele;

WHEREAS, industry experts and partners, headed by the Executive Vice President of Microinsurance MBA Association of the Philippines (MiMAP) (RIMANSI), with the technical assistance of the Qualifications and Standards Office (QSO) of TESDA have developed and endorsed the same for TESDA Board Approval;

WHEREAS, during the 114th Standards-Setting and Systems Development (SSSD) Committee Meeting held on 12 November 2019, the Committee deliberated upon and favorably recommended to the TESDA Board the promulgation of the Training Regulations for Microinsurance Services (Mutual Benefit) NC II;

WHEREAS, during the 118th TESDA Board Meeting on 17 December 2019 at 9:00 a.m., the TESDA Board considered and approved the promulgation of the Training Regulations for Microinsurance Services (Mutual Benefit) NC II;

NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 17 December 2019 at 9:00 a.m.,

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
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TESDA Complex, South Luzon Expressway, Taguig City

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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR MICROINSURANCE SERVICES (MUTUAL BENEFIT) NC II

approves and promulgates the aforementioned Training Regulations for Microinsurance Services (Mutual Benefit) NC II as herein appended;

BE IT RESOLVED, FINALLY, that:

(1) Copies of this Resolution and the abovementioned Training Regulations be published in the Official Gazette or in a newspaper of general circulation, and disseminated to all concerned, and the same shall be effective fifteen (15) days upon publication;

(2) All programs to be registered under this new Training Regulations must comply with the requirements of the aforementioned Training Regulations. The registration under this new Training Regulations shall commence on the date of effectivity as indicated in the Implementing Guidelines/ TESDA Circular for the deployment of the Training Regulations to be issued by the TESDA Secretariat; and

(3) Graduates of TVET programs covered by the aforementioned Training Regulations shall be required to undergo mandatory assessment under the national assessment and certification program.

Adopted this 17th day of December 2019.

ATTY. MARICHELLE D. DE GUZMAN
Board Secretary VI

Attested by:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Designated Chairperson, TESDA Board
Director General, Technical Education and Skills Development Authority

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
17 December 2019, Tuesday, 9:00 a.m.
7/F TESDA Board Room, Office of the Chair
TESDA Complex, South Luzon Expressway, Taguig City

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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR MICROINSURANCE SERVICES (MUTUAL BENEFIT) NC II

USEC. RENATO L. EBARLE
Department of Labor & Employment

USEC. RAFAELITA M. ALDABA
Department of Trade and Industry

MR. ISIDRO ANTONIO C. ASPER
Board Member, Labor Sector

ATTY. BAYANI G. DIWA
Board Member, Labor Sector

MR. RENE LUIS M. TADLE
Board Member, Labor Sector

MR. RAMON R. DE LEON
Board Member, Labor Sector

MR. ROGELIO J. CHAVEZ, JR.
Board Member, Labor Sector

DR. LEONIDA BAYANI-ORTIZ
Board Member, Employer Sector

MS. PATRICIA C. DALMAS
Board Member, Education & Training Institutions Sector

DR. GUIMBA B. POINGAN
Board Member, Education & Training Institutions Sector

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
17 December 2019, Tuesday, 9:00 a.m.
7/F TESDA Board Room, Office of the Chair
TESDA Complex, South Luzon Expressway, Taguig City

Resolution No. 2019 - 73
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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR WAREHOUSING SERVICES NC III

WHEREAS, Section 14 (b) of Republic Act No. 7796 mandates that TESDA shall develop and establish a national system of skills standardization, testing and certification and conduct research and development on various occupational areas in order to recommend policies, rules and regulations for effective and efficient skills standardization, testing and certification system in the country;

WHEREAS, the Supply Chain Management Association of the Philippines (SCMAP) is the lead industry organization in the Logistics and Transport Sector and known provider of the expertise needed for the industry;

WHEREAS, the Supply Chain Management Association of the Philippines (SCMAP) initiated the development of the Training Regulations (TR) for Warehousing Servicing NC III with the assistance of Qualifications and Standards Office (QSO);

WHEREAS, the scope of work of the new TR for Warehousing Services NC III involves completing receipt/dispatch documentation, identifying and inspecting stored stocks, maintaining transport/stock records, participating in stock inventory count and rendering excellent customer service;

WHEREAS, industry experts and partners, headed by the President of Supply Chain Management Association of the Philippines (SCMAP), with the technical assistance of the Qualifications and Standards Office (QSO) of TESDA have developed and endorsed the same for TESDA Board Approval;

WHEREAS, during the 115th Standards-Setting and Systems Development (SSSD) Committee Meeting held on 03 December 2019, the Committee deliberated upon and favorably recommended to the TESDA Board the promulgation of the Training Regulations for Warehousing Services NC III;

WHEREAS, during the 118th TESDA Board Meeting on 17 December 2019 at 9:00 a.m., the TESDA Board considered and approved the promulgation of the Training Regulations for Warehousing Services NC III;

NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 17 December 2019 at 9:00 a.m.;

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
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7/F TESDA Board Room, Office of the Chair
TESDA Complex, South Luzon Expressway, Taguig City

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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR WAREHOUSING SERVICES NC III

approves and promulgates the aforementioned Training Regulations for Warehousing Services NC III as herein appended;

BE IT RESOLVED, FINALLY, that:

(1) Copies of this Resolution and the abovementioned Training Regulations be published in the Official Gazette or in a newspaper of general circulation, and disseminated to all concerned, and the same shall be effective fifteen (15) days upon publication;

(2) All programs to be registered under this new Training Regulations must comply with the requirements of the aforementioned Training Regulations. The registration under this new Training Regulations shall commence on the date of effectivity as indicated in the Implementing Guidelines/ TESDA Circular for the deployment of the Training Regulations to be issued by the TESDA Secretariat; and

(3) Graduates of TVET programs covered by the aforementioned Training Regulations shall be required to undergo mandatory assessment under the national assessment and certification program.

(4) Copy of the Training Regulations is hereby made an integral part of this Resolution.

Adopted this 17th day of December 2019.

ATTY. MARICHELLE D. DE GUZMAN
Board Secretary VI

Attested by:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Designated Chairperson, TESDA Board
Director General, Technical Education and Skills Development Authority

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
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7/F TESDA Board Room, Office of the Chair
TESDA Complex, South Luzon Expressway, Taguig City

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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR WAREHOUSING SERVICES NC III

USEC. RENATO L. EBARLE
Department of Labor & Employment

USEC. RAFAELITA M. ALDABA
Department of Trade and Industry

MR. ISIDRO ANTONIO C. ASPER
Board Member, Labor Sector

ATTY. BAYANI G. DIWA
Board Member, Labor Sector

MR. RENE LUIS M. TADLE
Board Member, Labor Sector

MR. RAMON R. DE LEON
Board Member, Labor Sector

MR. ROGELIO J. CHAVEZ, JR.
Board Member, Labor Sector

DR. LEONIDA BAYANI-ORTIZ
Board Member, Employer Sector

MS. PATRICIA C. DALMAS
Board Member, Education & Training Institutions Sector

DR. GUIMBA B. POINGAN
Board Member, Education & Training Institutions Sector

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
17 December 2019, Tuesday, 9:00 a.m.
7/F TESDA Board Room, Office of the Chair
TESDA Complex, South Luzon Expressway, Taguig City

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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR WAREHOUSING SERVICES NC IV

WHEREAS, Section 14 (b) of Republic Act No. 7796 mandates that TESDA shall develop and establish a national system of skills standardization, testing and certification and conduct research and development on various occupational areas in order to recommend policies, rules and regulations for effective and efficient skills standardization, testing and certification system in the country;

WHEREAS, the Supply Chain Management Association of the Philippines (SCMAP) is the lead industry organization in the Logistics and Transport Sector and known provider of the expertise needed for the industry;

WHEREAS, the Supply Chain Management Association of the Philippines (SCMAP) initiated the development of the Training Regulations (TR) for Warehousing Servicing NC IV with the assistance of Qualifications and Standards Office (QSO);

WHEREAS, the scope of work of the new TR for Warehousing Services NC IV involves supervising a warehouse team or workgroup, overseeing warehouse facilities and equipment, and supervising warehouse operations and implementing process improvement system;

WHEREAS, industry experts and partners, headed by the President of Supply Chain Management Association of the Philippines (SCMAP), with the technical assistance of the Qualifications and Standards Office (QSO) of TESDA have developed and endorsed the same for TESDA Board Approval;

WHEREAS, during the 115th Standards-Setting and Systems Development (SSSD) Committee Meeting held on 03 December 2019, the Committee deliberated upon and favorably recommended to the TESDA Board the promulgation of the Training Regulations for Warehousing Services NC IV;

WHEREAS, during the 118th TESDA Board Meeting on 17 December 2019 at 9:00 a.m., the TESDA Board considered and approved the promulgation of the Training Regulations for Warehousing Services NC IV;

NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 17 December 2019 at 9:00 a.m., approves and promulgates the aforementioned Training Regulations for Warehousing Services NC IV as herein appended;

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
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7/F TESDA Board Room, Office of the Chair
TESDA Complex, South Luzon Expressway, Taguig City

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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR WAREHOUSING SERVICES NC IV

BE IT RESOLVED, FINALLY, that:

(1) Copies of this Resolution and the abovementioned Training Regulations be published in the Official Gazette or in a newspaper of general circulation, and disseminated to all concerned, and the same shall be effective fifteen (15) days upon publication;

(2) All programs to be registered under this new Training Regulations must comply with the requirements of the aforementioned Training Regulations. The registration under this new Training Regulations shall commence on the date of effectivity as indicated in the Implementing Guidelines/ TESDA Circular for the deployment of the Training Regulations to be issued by the TESDA Secretariat; and

(3) Graduates of TVET programs covered by the aforementioned Training Regulations shall be required to undergo mandatory assessment under the national assessment and certification program.

(4) Copy of the Training Regulations is hereby made an integral part of this Resolution.

Adopted this 17th day of December 2019.

ATTY. MARICHELLE D. DE GUZMAN
Board Secretary VI

Attested by:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Designated Chairperson, TESDA Board
Director General, Technical Education and Skills Development Authority

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

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TESDA Complex, South Luzon Expressway, Taguig City

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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR WAREHOUSING SERVICES NC IV

USEC. RENATO L. EBARLE
Department of Labor & Employment

USEC. RAFAELITA M. ALDABA
Department of Trade and Industry

MR. ISIDRO ANTONIO C. ASPER
Board Member, Labor Sector

ATTY. BAYANI G. DIWA
Board Member, Labor Sector

MR. RENE LUIS M. TADLE
Board Member, Labor Sector

MR. RAMON R. DE LEON
Board Member, Labor Sector

MR. ROGELIO J. CHAVEZ, JR.
Board Member, Labor Sector

DR. LEONIDA BAYANI-ORTIZ
Board Member, Employer Sector

MS. PATRICIA C. DALMAS
Board Member, Education & Training Institutions Sector

DR. GUIMBA B. POINGAN
Board Member, Education & Training Institutions Sector

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
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TESDA Complex, South Luzon Expressway, Taguig City

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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR PUBLIC EMPLOYMENT SERVICES NC IV

WHEREAS, Section 14 (b) of Republic Act No. 7796 mandates that TESDA shall develop and establish a national system of skills standardization, testing and certification and conduct research and development on various occupational areas in order to recommend policies, rules and regulations for effective and efficient skills standardization, testing and certification system in the country;

WHEREAS, the **Bureau of Labor and Employment (BLE) - Department of Labor and Employment (DOLE)** is the lead industry organization in the Public Employment Services Sector and known provider of the expertise needed for the industry;

WHEREAS, the **Bureau of Labor and Employment (BLE) (BLE) - Department of Labor and Employment (DOLE)** initiated the development of the Training Regulations (TR) for Public Employment Services NC IV with the assistance of Qualifications and Standards Office (QSO);

WHEREAS, the scope of work of the new TR for Public Employment Services NC IV involves establishing and strengthening linkages with other organizations, supervising PESO planning activities, supervising PESO programs, activities and projects, providing continuous improvement on operations and solutions to PESO concerns and supervising PES office;

WHEREAS, industry experts and partners, headed by the Assistant Secretary of the Department of Labor and Employment (DOLE), with the technical assistance of the Qualifications and Standards Office (QSO) of TESDA have developed and endorsed the same for TESDA Board Approval;

WHEREAS, during the 115th Standards-Setting and Systems Development (SSSD) Committee Meeting held on 03 December 2019, the Committee deliberated upon and favorably recommended to the TESDA Board the promulgation of the Training Regulations for Public Employment Services NC IV;

WHEREAS, during the 118th TESDA Board Meeting on 17 December 2019 at 9:00 a.m., the TESDA Board considered and approved the promulgation of the Training Regulations for Public Employment Services NC IV;

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
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7/F TESDA Board Room, Office of the Chair
TESDA Complex, South Luzon Expressway, Taguig City

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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR PUBLIC EMPLOYMENT SERVICES NC IV

NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 17 December 2019 at 9:00 a.m., approves and promulgates the aforementioned Training Regulations for Public Employment Services NC IV as herein appended;

BE IT RESOLVED, FINALLY, that:

(1) Copies of this Resolution and the abovementioned Training Regulations be published in the Official Gazette or in a newspaper of general circulation, and disseminated to all concerned, and the same shall be effective fifteen (15) days upon publication;

(2) All programs to be registered under this new Training Regulations must comply with the requirements of the aforementioned Training Regulations. The registration under this new Training Regulations shall commence on the date of effectivity as indicated in the Implementing Guidelines/ TESDA Circular for the deployment of the Training Regulations to be issued by the TESDA Secretariat; and

(3) Graduates of TVET programs covered by the aforementioned Training Regulations shall be required to undergo mandatory assessment under the national assessment and certification program.

(4) Copy of the Training Regulations is hereby made an integral part of this Resolution.

Adopted this 17th day of December 2019.

ATTY. MARICHELLE D. DE GUZMAN
Board Secretary VI

Attested by:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Designated Chairperson, TESDA Board
Director General, Technical Education and Skills Development Authority

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
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7/F TESDA Board Room, Office of the Chair
TESDA Complex, South Luzon Expressway, Taguig City

Resolution No. 2019 - 75

APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR PUBLIC EMPLOYMENT SERVICES NC IV

USEC. RENATO L. EBARLE
Department of Labor & Employment

USEC. RAFAELITA M. ALDABA
Department of Trade and Industry

MR. ISIDRO ANTONIO C. ASPER
Board Member, Labor Sector

ATTY. BAYANI G. DIWA
Board Member, Labor Sector

MR. RENE LUIS M. TADLE
Board Member, Labor Sector

MR. RAMON R. DE LEON
Board Member, Labor Sector

MR. ROGELIO J. CHAVEZ, JR.
Board Member, Labor Sector

DR. LEONIDA BAYANI-ORTIZ
Board Member, Employer Sector

MS. PATRICIA C. DALMAS
Board Member, Education & Training Institutions Sector

DR. GUIMBA B. POINGAN
Board Member, Education & Training Institutions Sector

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
17 December 2019, Tuesday, 9:00 a.m.
7/F TESDA Board Room, Office of the Chair
TESDA Complex, South Luzon Expressway, Taguig City

Resolution No. 2019 - 70
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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR MULTIMODAL TRANSPORT OPERATION AND LOGISTICS (SEAFREIGHT IMPORT) SERVICES NC II

WHEREAS, Section 14 (b) of Republic Act No. 7796 mandates that TESDA shall develop and establish a national system of skills standardization, testing and certification and conduct research and development on various occupational areas in order to recommend policies, rules and regulations for effective and efficient skills standardization, testing and certification system in the country;

WHEREAS, the **Philippine Multimodal Transport and Logistics Association Inc. (PMTLAI)** is the lead industry organization in the Transport and Logistics Sector and known provider of the expertise needed for the industry;

WHEREAS, the **Philippine Multimodal Transport and Logistics Association Inc. (PMTLAI)** initiated the development of the Training Regulations (TR) for Multimodal Transport Operation and Logistics (Seafreight Import) Services NC II with the assistance of Qualifications and Standards Office (QSO);

WHEREAS, the scope of work of the new TR for Multimodal Transport Operation and Logistics (Seafreight Import) Services NC II involves performing industry calculation in freight forwarding and documentation services, processing transport documents for import cargo, preparing request for payment and billings, preparing and completing statistical reports, processing shipping documents, liaising with relevant stakeholders, addressing bottlenecks and work disruptions;

WHEREAS, industry experts and partners, headed by the President of Philippine Multimodal Transport and Logistics Association Inc. (PMTLAI), with thetechnical assistance of the Qualifications and Standards Office (QSO) of TESDA have developed and endorsed the same for TESDA Board Approval;

WHEREAS, during the 116th Standards-Setting and Systems Development (SSSD) Committee Meeting held on 04 December 2019 , the Committee deliberated upon and favorably recommended to the TESDA Board the promulgation of the Training Regulations for Multimodal Transport Operation and Logistics (Seafreight Import) Services NC II;

WHEREAS, during the 118th TESDA Board Meeting on 17 December 2019 at 9:00 a.m., the TESDA Board considered and approved the promulgation of the Training Regulations for Multimodal Transport Operation and Logistics (Seafreight Import) Services NC II;

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
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TESDA Complex, South Luzon Expressway, Taguig City

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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR MULTIMODAL TRANSPORT OPERATION AND LOGISTICS (SEAFREIGHT IMPORT) SERVICES NC II

NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 17 December 2019 at 9:00 a.m., approves and promulgates the aforementioned Training Regulations for Multimodal Transport Operation and Logistics (Seafreight Import) Services NC II as herein appended;

BE IT RESOLVED, FINALLY, that:

(1) Copies of this Resolution and the abovementioned Training Regulations be published in the Official Gazette or in a newspaper of general circulation, and disseminated to all concerned, and the same shall be effective fifteen (15) days upon publication;

(2) All programs to be registered under this new Training Regulations must comply with the requirements of the aforementioned Training Regulations. The registration under this new Training Regulations shall commence on the date of effectivity as indicated in the Implementing Guidelines/ TESDA Circular for the deployment of the Training Regulations to be issued by the TESDA Secretariat; and

(3) Graduates of TVET programs covered by the aforementioned Training Regulations shall be required to undergo mandatory assessment under the national assessment and certification program.

(4) Copy of the Training Regulations is hereby made an integral part of this Resolution.

Adopted this 17th day of December 2019.

ATTY. MARICHELLE D. DE GUZMAN
Board Secretary VI

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
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7/F TESDA Board Room, Office of the Chair
TESDA Complex, South Luzon Expressway, Taguig City

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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR MULTIMODAL TRANSPORT OPERATION AND LOGISTICS (SEAFREIGHT IMPORT) SERVICES NC II

Attested by:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Designated Chairperson, TESDA Board
Director General, Technical Education and Skills Development Authority

USEC. RENATO L. EBARLE
Department of Labor & Employment

USEC. RAFAELITA M. ALDABA
Department of Trade and Industry

MR. ISIDRO ANTONIO C. ASPER
Board Member, Labor Sector

ATTY. BAYANI G. DIWA
Board Member, Labor Sector

MR. RENE LUIS M. TADLE
Board Member, Labor Sector

MR. RAMON R. DE LEON
Board Member, Labor Sector

MR. ROGELIO J. CHAVEZ, JR.
Board Member, Labor Sector

DR. LEONIDA BAYANI-ORTIZ
Board Member, Employer Sector

MS. PATRICIA C. DALMAS
Board Member, Education & Training Institutions Sector

DR. GUIMBA B. POINGAN
Board Member, Education & Training Institutions Sector

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
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7/F TESDA Board Room, Office of the Chair
TESDA Complex, South Luzon Expressway, Taguig City

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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR MULTIMODAL TRANSPORT OPERATION AND LOGISTICS (SEAFREIGHT IMPORT) SERVICES NC III

WHEREAS, Section 14 (b) of Republic Act No. 7796 mandates that TESDA shall develop and establish a national system of skills standardization, testing and certification and conduct research and development on various occupational areas in order to recommend policies, rules and regulations for effective and efficient skills standardization, testing and certification system in the country;

WHEREAS, the **Philippine Multimodal Transport and Logistics Association, Inc. (PMTLAI)** is the lead industry organization in the Transport and Logistics Sector and known provider of the expertise needed for the industry;

WHEREAS, the **Philippine Multimodal Transport and Logistics Association, Inc. (PMTLAI)** initiated the development of the Training Regulations (TR) for Multimodal Transport Operation and Logistics (Seafreight Import) Services NC III with the assistance of Qualifications and Standards Office (QSO);

WHEREAS, the scope of work of the new TR for Multimodal Transport Operation and Logistics (Seafreight Import) Services NC III involves providing transport information to customers, promoting and developing services to customers, evaluating and confirming customer freight transport requirements, monitoring and coordinating transport execution and documentation;

WHEREAS, industry experts and partners, headed by the President of Philippine Multimodal Transport and Logistics Association, Inc. (PMTLAI) with the technical assistance of the Qualifications and Standards Office (QSO) of TESDA have developed and endorsed the same for TESDA Board Approval;

WHEREAS, during the 116th Standards-Setting and Systems Development (SSSD) Committee Meeting held on 04 December 2019, the Committee deliberated upon and favorably recommended to the TESDA Board the promulgation of the Training Regulations for Multimodal Transport Operation and Logistics (Seafreight Import) Services NC III;

WHEREAS, during the 118th TESDA Board Meeting on 17 December 2019 at 9:00 a.m., the TESDA Board considered and approved the promulgation of the Training Regulations for Multimodal Transport Operation and Logistics (Seafreight Import) Services NC III;

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
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7/F TESDA Board Room, Office of the Chair
TESDA Complex, South Luzon Expressway, Taguig City

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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR MULTIMODAL TRANSPORT OPERATION AND LOGISTICS (SEAFREIGHT IMPORT) SERVICES NC III

NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 17 December 2019 at 9:00 a.m., approves and promulgates the aforementioned Training Regulations for Multimodal Transport Operations and Logistics (Seafreight Import) Services NC III as herein appended;

BE IT RESOLVED, FINALLY, that:

(1) Copies of this Resolution and the abovementioned Training Regulations be published in the Official Gazette or in a newspaper of general circulation, and disseminated to all concerned, and the same shall be effective fifteen (15) days upon publication;

(2) All programs to be registered under this new Training Regulations must comply with the requirements of the aforementioned Training Regulations. The registration under this new Training Regulations shall commence on the date of effectivity as indicated in the Implementing Guidelines/ TESDA Circular for the deployment of the Training Regulations to be issued by the TESDA Secretariat; and

(3) Graduates of TVET programs covered by the aforementioned Training Regulations shall be required to undergo mandatory assessment under the national assessment and certification program.

(4) Copy of the Training Regulations is hereby made an integral part of this Resolution.

Adopted this 17th day of December 2019.

ATTY. MARICHELLE D. DE GUZMAN
Board Secretary VI

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
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TESDA Complex, South Luzon Expressway, Taguig City

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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR MULTIMODAL TRANSPORT OPERATION AND LOGISTICS (SEAFREIGHT IMPORT) SERVICES NC III

Attested by:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Designated Chairperson, TESDA Board
Director General, Technical Education and Skills Development Authority

USEC. RENATO L. EBARLE
Department of Labor & Employment

USEC. RAFAELITA M. ALDABA
Department of Trade and Industry

MR. ISIDRO ANTONIO C. ASPER
Board Member, Labor Sector

ATTY. BAYANI G. DIWA
Board Member, Labor Sector

MR. RENE LUIS M. TADLE
Board Member, Labor Sector

MR. RAMON R. DE LEON
Board Member, Labor Sector

MR. ROGELIO J. CHAVEZ, JR.
Board Member, Labor Sector

DR. LEONIDA BAYANI-ORTIZ
Board Member, Employer Sector

MS. PATRICIA C. DALMAS
Board Member, Education & Training Institutions Sector

DR. GUIMBA B. POINGAN
Board Member, Education & Training Institutions Sector

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
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7/F TESDA Board Room, Office of the Chair
TESDA Complex, South Superhighway, Taguig City

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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR MULTIMODAL TRANSPORT OPERATION AND LOGISTICS (SEAFREIGHT IMPORT) SERVICES NC IV

WHEREAS, Section 14 (b) of Republic Act No. 7796 mandates that TESDA shall develop and establish a national system of skills standardization, testing and certification and conduct research and development on various occupational areas in order to recommend policies, rules and regulations for effective and efficient skills standardization, testing and certification system in the country;

WHEREAS, the **Philippine Multimodal Transport and Logistics Association Inc. (PMTLAI)** is the lead industry organization in the Transport and Logistics Sector and known provider of the expertise needed for the industry;

WHEREAS, the **Philippine Multimodal Transport and Logistics Association Inc. (PMTLAI)** initiated the development of the Training Regulations (TR) for Multimodal Transport Operation and Logistics (Seafreight Import) Services NC IV with the assistance of Qualifications and Standards Office (QSO);

WHEREAS, the scope of work of the new TR for Multimodal Transport and Logistics Operations and Logistics (Seafreight Import) Services NC IV involves supervising/managing activities involving import seafreight, overseeing the import seafreight team's performance, overseeing the coordination with overseas agents on shipment status particularly on any irregularity, controlling shipping documents, ensuring that claims arising from cargo losses, damages, theft and other irregularities are processed, and preparing reports required to support business decisions and comply with government requirements;

WHEREAS, industry experts and partners, headed by the President of Philippine Multimodal Transport and Logistics Association Inc. (PMTLAI), with the technical assistance of the Qualifications and Standards Office (QSO) of TESDA have developed and endorsed the same for TESDA Board Approval;

WHEREAS, during the 116th Standards-Setting and Systems Development (SSSD) Committee Meeting held on 04 December 2019, the Committee deliberated upon and favorably recommended to the TESDA Board the promulgation of the Training Regulations for Multimodal Transport Operation and Logistics (Seafreight Import) Services NC IV;

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
17 December 2019, Tuesday, 9:00 a.m.
7/F TESDA Board Room, Office of the Chair
TESDA Complex, South Superhighway, Taguig City

Resolution No. 2019 - 78
(Page 2 of 3 pages)

APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR MULTIMODAL TRANSPORT OPERATION AND LOGISTICS (SEAFREIGHT IMPORT) SERVICES NC IV

WHEREAS, during the 118th TESDA Board Meeting on 17 December 2019 at 9:00 a.m., the TESDA Board considered and approved the promulgation of the Training Regulations for Multimodal Transport Operation and Logistics (Seafreight Import) Services NC IV;

NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 17 December 2019 at 9:00 a.m., approves and promulgates the aforementioned Training Regulations for Multimodal Transport Operation and Logistics (Seafreight Import) Services NC IV as herein appended;

BE IT RESOLVED, FINALLY, that:

(1) Copies of this Resolution and the abovementioned Training Regulations be published in the Official Gazette or in a newspaper of general circulation, and disseminated to all concerned, and the same shall be effective fifteen (15) days upon publication;

(2) All programs to be registered under this new Training Regulations must comply with the requirements of the aforementioned Training Regulations. The registration under this new Training Regulations shall commence on the date of effectivity as indicated in the Implementing Guidelines/ TESDA Circular for the deployment of the Training Regulations to be issued by the TESDA Secretariat; and

(3) Graduates of TVET programs covered by the aforementioned Training Regulations shall be required to undergo mandatory assessment under the national assessment and certification program.

(4) Copy of the Training Regulations is hereby made an integral part of this Resolution.

Adopted this 17th day of December 2019.

ATTY. MARICHELLE D. DE GUZMAN
Board Secretary VI

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway, Taguig City

118th TESDA BOARD MEETING
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Resolution No. 2019 - 78
(Page 3 of 3 pages)

APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR MULTIMODAL TRANSPORT OPERATION AND LOGISTICS (SEAFREIGHT IMPORT) SERVICES NC IV

Attested by:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Designated Chairperson, TESDA Board
Director General, Technical Education and Skills Development Authority

USEC. RENATO L. EBARLE
Department of Labor & Employment

USEC. RAFAELITA M. ALDABA
Department of Trade and Industry

MR. ISIDRO ANTONIO C. ASPER
Board Member, Labor Sector

ATTY. BAYANI G. DIWA
Board Member, Labor Sector

MR. RENE LUIS M. TADLE
Board Member, Labor Sector

MR. RAMON R. DE LEON
Board Member, Labor Sector

MR. ROGELIO J. CHAVEZ, JR.
Board Member, Labor Sector

DR. LEONIDA BAYANI-ORTIZ
Board Member, Employer Sector

MS. PATRICIA C. DALMAS
Board Member, Education & Training Institutions Sector

DR. GUIMBA B. POINGAN
Board Member, Education & Training Institutions Sector

TESDA CIRCULAR

Subject: Implementing Guidelines for the Tulong-Trabaho Scholarship Program		Page 1 of 13 page/s Number 131, series of 2019
Date Issued: December 17, 2019	**Effectivity:** Immediately	**Supersedes:**

In the interest of the service and pursuant to Republic Act No. 11230 also known as the "Tulong-Trabaho Act" which institutes free access to Technical-Vocational Education and Training (TVET) to qualified recipients requesting assistance from the said Act, these implementing guidelines are hereby adopted.

I. Rationale

Republic Act No. 11230 "An Act Instituting a Philippine Labor Force Competencies Competitiveness Program and Free Access to TVET, and Appropriating Funds Therefor" or the "Tulong-Trabaho" Act aims to:

a) Strengthen the qualifications of the Filipino workforce to meet the challenges of the rapidly evolving workplaces and work structures;
b) Provide for more innovative approaches to Technical Vocational Education and Training (TVET) linked to the requirements of industry to primarily address unemployment and job-skill mismatch;
c) Facilitate access to quality TVET; and
d) Encourage the participation of industry and communities in competencies formation and upgrading towards a more competitive workforce.

In order to attain these objectives, the law establishes the Tulong-Trabaho Fund, which shall provide the necessary funding in the implementation of the program. By providing free access to TVET and other benefits to qualified recipients of the program, the Tulong-Trabaho Act seeks to equip/enhance the skills of its target beneficiaries giving them better opportunities for employment after their training.

The guidelines took cognizance on the necessity of enabling the Filipino workers to gain relevant competencies on account of the following premises:

- **Lifelong Learning**

  Lifelong learning refers to all learning activities whether formal, non-formal or informal, undertaken throughout life, which results in improving knowledge, know-how, skills, competencies and/or qualifications for personal, social and/or professional reasons.

- **Fast changing technologies**

  The 4th Industrial Revolution (4IR) and rapid technological advancements are seen by many experts to make many jobs obsolete. This would make it difficult for the country's TVET providers to cope and catch up with the rapid pace in innovation, technological change and advanced skills workforce development.

- **Career shifts**

  Career shifters are growing across the Asia Pacific region based on #IMadetheSwitch survey, which gathered data from respondents in Malaysia, Singapore and the Philippines. Conducted by Monster Philippines, a global online employment solution for people seeking jobs and the employers who need people, it was able to find out why people are leaving their jobs in a particular industry to transition into new ones. Career shift would require skills transfers and/or competency enhancement. Talent retention of the companies would greatly depend on the provision of new learning opportunities for their employees.

- **Study time limitations of existing workers**

Workers, whether in full-time or part-time employment, face the challenge of study-time limitations. Having specific work assignments to perform in the company, they cannot go to the full-time, face-to-face training programs for a longer period.

II. Definition of Terms

In order to provide a common frame of reference in understanding the key terminologies used in this Circular, the following terms are hereby operationally defined:

a.	**Absorptive Capacity**	refers to the number of trainees that a Technical Vocational Institution (TVI) can accommodate in a whole year based on Training Regulations requirements on physical facilities, tools and equipment, and number of trainers. This includes existing/ongoing scholarship programs with TESDA and other government agencies or other funding organizations.
b.	**Center-based programs**	refer to training provisions being undertaken in the TESDA Regional and Provincial Training Centers, local government unit (LGU)-run and private Training Centers and NGO-run training centers in the different regions and provinces in the country.
c.	**Community-based programs**	refer to TVET programs conducted by Non-Government Organizations (NGOs), Local Government Units (LGUs), training centers and other TVET providers which are intended to address the specific needs of a community, which may be delivered in an informal and formal setting in the community. These include the Mobile Training and extension programs of public and private TVIs.
d.	**Displaced Workers**	refer to those in the formal and informal sectors who became unemployed, underemployed, or have lost their livelihood as a result of natural and man-made disasters.
e.	**Enterprise-based programs**	refer to training programs being implemented in companies or firms. These include TVET programs delivered in the enterprise which may be in-plant or stand alone, or may be linked with a training provider. These programs are offered to industry group or to enterprises, employees and individuals.
f.	**Industry board or body**	refers to industry organizations or industry associations recognized by the TESDA according to set guidelines, and those that are duly authorized to receive funding in accordance with the Tulong-Trabaho Act.
g.	**Labor Market Intelligence Reports**	refer to latest reports and researches which pertain to crucial skills that are in demand in today's competitive labor market. This shall also refer to labor market information reports issued by the DOLE, TESDA, DTI, private institutions, and other relevant organizations on the functioning of the labor market, the available labor resources, employment opportunities and other information

		such as wage rates, qualifications, employment conditions, among others.
h.	**Long-Term Unemployed**	refers to persons with continuous periods of unemployment extending for one year or longer (52 weeks and over); it is expressed as a percentage of the overall labor force (long-term unemployment rate) and of total unemployment (incidence of long-term unemployment).
i.	**Multiple Availment**	refers to availing of two or more scholarship programs by a beneficiary.
j.	**Philippine TVET Competency Assessment and Certification System**	refers to a quality-assured system in recognition of the attainment of competencies as referred to the competencies standards set for middle-level occupation. It is the process of determining the qualification level of a person and a tool in identifying the training needs of a person with competency gaps.
k.	**Qualification Map (QM)**	refers to a document prepared by the TVI in close coordination with the TESDA Provincial Office. Such document shall contain, among others, the name of the trainer, name of the qualified training provider, the qualification title and corresponding number of slots, the inclusive period of training and date of assessment, costing and total amount.
l.	**School-based programs**	refer to the direct delivery or provision of TVET programs by the TESDA-Administered schools, State Universities, and Colleges (SUCs), Local Universities and Colleges (LUCs) and private higher education institutions (HEIs) and TVIs.
m.	**Selected Training Programs (STPs)**	refer to training programs approved by the TESDA Board based on the recommendations of pertinent industries and major stakeholders which can be school-based, center-based, community-based, enterprise-based, web-based, and blended technical-vocational education and training programs.
n.	**Technical Vocational Institution (TVI)**	refers to an institution whether public or private offering TVET program(s). This shall include TESDA Technology Institutions (TTIs), and Higher Education Institutions (HEIs), State Universities and Colleges (SUCs), Local Colleges and Universities (LCUs), Training Centers, Technical Vocational Institutions and enterprises offering TVET programs.
o.	**Web-based programs**	refer to training programs that use Internet web technologies to facilitate learning that result to the award of a qualification.

III. Implementation Mechanics

A. Management of the Tulong-Trabaho Fund

1. The TESDA Board shall be responsible for the overall management of the Tulong-Trabaho Fund sourced from the General Appropriations Act (GAA) to provide qualified recipients access to TVET programs under the Selected Training Programs (STPs);

2. In the exercise of the TESDA Board's management of the Tulong-Trabaho Fund, the TESDA Secretariat through the Director General shall render quarterly reports during the regular TESDA Board meetings;

3. The TESDA Board shall have the authority to receive additional sources of funding from donations from both government and non-government organizations to include:

   a.) Donations, grants, endowments from non-government organizations and other local or international funding organizations;
   b.) Contributions, share or fund for scholarship, skills training and capacity development from other government agencies.

   Subject to existing laws and other issuances, the TESDA Board may accept donations in kind, counterpart and leverage funds. These donations shall be used strictly and exclusively for beneficiaries and qualified applicants.

B. Qualified Recipient

1. Filipino citizens who are at least fifteen (15) years of age not employed, not in education, and not in training (NEET), to include displaced workers and long-term unemployed;
2. Employed workers who intend to develop and expand their current skills and trainings, except existing workers in enterprise-based companies or industries currently trained by their employers;

C. Availment by Industry Boards / Bodies / Associations

Industry groups that can avail funding support from the Tulong-Trabaho Fund shall be any of the following:

a) Industry boards/ bodies / associations recognized by TESDA under the Recognition of Industry Bodies (RIBs) Program;
b) Those industry groups/ associations with existing partnership or collaboration with TESDA through a Memorandum of Understanding/ Agreement or any related engagement at the national or local levels; and
c) Other industry groups subject to the review and approval of the Director General.

D. Determination of Qualified Recipients

1. Walk-in applicants
   a) Interested individuals seeking assistance from the Tulong-Trabaho Fund can apply through the nearest TESDA Provincial/District Office or online through the TESDA Website.
   b) The Provincial Office (PO) in coordination with the Provincial Technical Education and Skills Development Committee (PTESDC) shall review and submit the list of qualified

applicants based on available STPs to the Regional Office;

c) The Regional Office (RO) in coordination with the Regional Technical Education and Skills Development Committee (RTESDC) shall consolidate and validate the list to determine qualified recipients based on the available STPs;

d) The Regional Office shall submit the list of qualified recipients to the Scholarship Management Division (SMD) for approval of the Director General.

2. TESDA-Recognized Industry Boards/Associations

a) Recognized Industry Boards/Associations shall submit the list of their nominees to the Provincial Office;

b) The Provincial Office in coordination with the Provincial Technical Education and Skills Development Committee (PTESDC) shall conduct screening of the submitted list to determine qualified recipients based on the available STPs prior to forwarding to the Regional Office;

c) The Regional Office in coordination with the Regional Technical Education and Skills Development Committee (RTESDC) shall validate and prepare the consolidated list of qualified recipients for approval;

d) The Regional Office shall submit the list of qualified recipients to the Director General for approval through the SMD.

The list of qualified recipients shall be periodically updated depending on the availability of the Tulong-Trabaho Fund and the number of STPs.

The Tulong-Trabaho Scholarship Grant Certificate (SGC) shall be issued to the trainee, copy furnished the industry body and the Training provider. All the three (3) aforementioned shall be jointly and severally liable for the completion of the Program and the certification of the approved competencies.

E. Selected Training Programs (STPs)

1. Coverage

The Selected Training Programs shall cover the following:

a.) Programs/qualifications in Priority Sectors Covered by Existing Training Regulations

This will cover either a full qualification, Cluster of Competencies (COC) or Unit of Competency for programs/qualifications that are in high priority due to critical skills shortages. This also includes unutilized Training Regulations.

Programs/qualifications that shall be covered are only those identified as priority in the following sectors: 1) Agriculture; 2) Construction; and Transportation and Logistics.

Trainers Development Programs shall also be covered.

b.) Unit of Competency, Cluster of Competencies, Modules

This pertains to the unit or cluster of competencies covered in the developed functional map / supermarket of competencies by sector of the industry experts.

The program can be offered by specific module or unit / units of competencies and packaged as modularized programs from the supermarket of competencies adapted to the needs and circumstances of the existing workers.

c.) New and Emerging Skills/ No Training Regulations

These refer to skills requirements that are the results of expansion of new markets, global developments and technological changes, which will lead to the creation of new roles or job in the workplace.

This shall cover training programs for new and emerging skills in sectors considered as Key Employment Generators or priority sectors/ industries identified in the National Technical Education and Skills Development Plan (NTESDP):

1) Agriculture, Fishery and Forestry
2) Tourism
3) Construction
4) ICT and Information Technology – Business Process Management
5) Transportation and Logistics
6) Manufacturing
7) Health and Wellness

The Planning Office shall provide the updated list of the new and emerging skills requirements, annually. However, if there are new updates based on results of the studies, roadmaps, etc. the list shall be updated as necessary.

d.) Industry-specific and area-based skills requirements not covered by Training Regulations

These are specific skills requirements identified by the industry either at the national or local levels (area-based) that are not covered by any Training Regulations but are needed for increased productivity or for adaptation to new technologies or work arrangements in the workplace. These shall cover industries considered as Key Employment Generators or priority sectors/ industries provided in the NTESDP.

The industry-specific and area-based skills requirements shall be proposed by companies, industry associations, small and medium enterprises (SMEs), Schools, among others.

2. Basis for the Selection of Selected Training Programs (STPs)
The List of STPs as provided in Annex A and forms part of this Circular is determined based on the following considerations:

a.) The latest issuances of Labor Market Intelligence Reports;
b.) Quantitative and qualitative data on employment opportunities to be provided by the DOLE;
c.) Quantitative and qualitative data on jobs and skills matching, as determined by TESDA; and
d.) The Human Resource Development Roadmaps; National Technical Education and Skills Development Plan (NTESDP); Joint Industry Roadmaps of the DTI, BOI, and the private sector; changes in technologies and emergence of new business models;

The list shall be updated as necessary or if there are new developments based on the industry roadmaps, results of studies, directives, issuances and other relevant documents, as

recommended by the Director General and approved by the TESDA Board.

F. Costing of the Selected Training Programs (STPs)

1. The training and assessment fees of programs covered by existing Training Regulations shall follow the standard costing for the scholarship programs, in reference to TESDA Circular on the Coverage and Schedule of TESDA Scholarship Costs.

2. For New/Emerging programs and Industry-specific and area-based skills requirements not covered by Training Regulations, these must be based on the list of Selected Training Programs (STPs) approved by the TESDA Board. A training proposal that includes the proposed costing shall be prepared and used as basis in determining the approved program costing to be indicated in the Qualification Map.

   Allowable funding for each training proposal shall not exceed Php 50,000.00 per capita cost. In case the cost of the proposed STP exceeds Php 50,000.00, the participating company or institution or employee shall cover the additional expenses.

   The final cost of the proposed training program shall be subject to the approval of the Director General, based on the review and recommendation of a Technical Working Group (TWG) that will evaluate the training proposal.

G. Coverage of Qualifications/Programs

1. All Selected Training Programs (STPs) as approved by the TESDA Board;
2. The delivery of identified STPs may be school-based, center-based, community-based, enterprise-based, web-based or blended learning.

H. Coverage of Funding Assistance

Pursuant to Sections 6 and 8 of the Act and in accordance with government accounting and auditing rules and regulations, each qualified beneficiary shall be entitled to the following:

1. Full payment of STPs training fees;
2. Assessment and Certification fees;
3. Cost for the Issuance of National Certificates (NC) or Certificates of Competency (COC);
4. Cost for other documents, procedures, and all other administrative requirements for the completion of the TVET programs under the STPs which includes, among others
   - Learning materials
   - Insurance of Trainees
5. Training Allowance for NEET beneficiaries which shall cover the financial assistance for transportation and living allowance.

I. Training Arrangements

1. Qualifications Map

The Qualifications Map shall be prepared for all STPs to be funded by the Tulong-Trabaho Act. Training Modules must be presented in the format of a Qualifications Map (QM) which is the foundation of the Scholarship Grant Certificate (SGC). The QM is submitted to the Provincial

Director with whom the proponent trainee and industry body or company has discussed the module or the emerging need. The QM is endorsed to the Regional Director who will then submit to the Director General for approval and issuance of the Tulong-Trabaho SGC.

2. Supermarket of Competencies for Upgrading and Expansion

The development of modalities and programs for employed workers and accumulation of new learning modules shall be undertaken to upgrade the competencies of employed workers.

Modular programs shall initially be implemented for existing workers that will enhance their competitiveness towards a) increased productivity and b) ability to shift careers within the same company or a new and emerging career. The modular program shall be allowed in consideration of prior learning achieved and the time that is required in full time employment.

This will be done in accordance with the following considerations:

a) Specific Competencies and Learning Outcomes
The Functional Map developed by a group of industry expert practitioners provides all the duties and tasks that are performed within any job in the sector. Each cell in the map is a unit of competency for which the competency standards are prescribed. As technological changes occur or the workplace constantly innovates, adjustments in the Functional Map are being made to reflect emerging duties and tasks for current or future application.

b) Program Packaging
One of the major intents of the Tulong-Trabaho Act is to encourage existing workers to pursue lifelong learning and the expansion and upgrading of current competencies for greater competitiveness in the light of rapid technological changes and work restructuring. One feature of the program is restructuring the training provision and training design through modularization in order to adopt to the circumstances of the existing workers and to facilitate access to specific competency needs.

In the initial year, there will be only two (2) types:
i. Additional competencies within the map of the current occupation
ii. Career shift to a related occupation

The module can be pinpointed from the Supermarket of Competencies or the emerging need can be clarified to TESDA by an industry expert.

A project proposal shall be prepared for training programs developed under this category, in addition to the Qualification Map.

J. Training Delivery Schemes

Companies/Enterprises with approved STPs may choose from any of the following schemes:

1. Involving a company or group of companies and an identified education and training institution. Qualified Training Institutions may be the following:
   a. Training Consultancy Firms
   b. Industry Associations / Bodies
   c. Trade Associations/Organizations or Labor unions
   d. Technical Vocational Institutions (TVIs)

e. TESDA Technology Institutions (TTIs)
f. State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs) and private higher education institutions (HEIs)

2. Conducted entirely by a company with demonstrated capacity to conduct theoretical instruction;
3. On-line programs; and
4. Blended Learning

The training programs to be offered under the various schemes must be registered with TESDA.

K. Trainers Development Program

In order to expand the pool of trainers in the priority industry qualifications, the following can be considered and developed as trainers:

1. Company supervisors/ workers
2. Returning OFWs;
3. Skills Competition Experts

The development and upgrading the competencies of trainers shall be governed by the following:

- Recognition of Prior Learning (RPL) principle shall be applied in the assessment of potential trainers from the company / industry
- The Crash Course for Training Methodology (TM)1 may be adopted (refer to TESDA Circular No. 1 s. 2018);
- Regional Offices (ROs) shall allocate scholarship slots for the conduct of the Crash Course for TM1 program.

L. Program Registration

As a matter of policy, all programs to be covered by the Tulong-Trabaho Fund will have to be registered under UTPRAS. Considering that the modularized program is based on specific needs, training providers will refer to the supermarket of competencies and at the same time look at their existing capacities and inform TESDA of possible modules that they can offer. If the modules are within their registered programs, then TESDA will issue a notation that the listed modules can be offered under the Tulong-Trabaho Fund. If the modules are not part of registered programs but within the Supermarket of Competencies, Program Registration for the Module is required as a TR Program. Emerging competency requirements not covered by a TR or by a Supermarket of Competencies will be registered as NTR Program.

Interested industry boards / bodies / associations or training providers who want to avail of the Tulong-Trabaho Fund for the upskilling or retooling of their workers must submit the following requirements to the Provincial/ District Office in accordance with the Omnibus Guidelines on UTPRAS (TESDA Circular No. 07, series of 2016):

1. Letter of Intent to Participate in the Program;
2. Business Permit to Operate issued by the concerned local government unit (LGU);
3. Memorandum of Agreement (MOA) with TESDA;
4. Certificate of Undertaking;
5. Training Plan;

6. List of Training Tools and Equipment;
7. List of Training Facilities

M. Assessment and Certification

1. Mandatory assessment shall be applied for workers who completed programs with Training Regulations.
2. Company/ proponent of emerging and project based programs registered as No Training Regulations (NTR) programs shall develop an institutional assessment corresponding to the training program.

N. Review, Evaluation and Implementation of Proposals for New and Emerging Industries

1. Industry boards, bodies, associations and training providers who intend to participate in the program shall submit their project proposal together with the proposed QMs to the TESDA Provincial Office or Regional Office;

2. For the initial year of implementation, the TESDA Provincial Office or Regional Office shall forward the project proposals to the Partnerships and Linkages Office (PLO);

3. Review and evaluation of the proposal shall be done by the Technical Working Group (TWG) based on the prescribed criteria. The TWG shall be composed of representatives from the Partnerships and Linkages Office (PLO), Planning Office (PO), National Institute for Technical Education and Skills Development (NITESD), Qualification and Standards Office (QSO), Certification Office (CO) and the Scholarship Management Division (SMD). The PLO shall act as the TWG Secretariat.

4. Proposals that meet the criteria shall be endorsed to the SMD for consideration and approval of the Director General;

5. The SMD shall notify the concerned POs/ROs on the status of submitted proposals who will then inform the concerned proponent; and

6. The proponent of approved training proposals shall start the training programs within twenty (20) calendar days upon notice, except for force majeure or for reasons beyond the control of the proponent.

O. Multiple Availment of Scholarship

Multiple availment shall be allowed on the following instances:

1. The training shall be availed one at a time and not in the same qualification/ program.
2. It may be allowed in the same qualification but in higher qualification level for skills upgrading purposes.

P. Enabling Mechanism on Employment Facilitation

As part of the enabling role of TESDA and to enhance employment of TVET graduates, the ROs/POs shall pursue the following:

1. Partner with enterprises, industry chambers and associations;
2. Intensify enterprise-based training delivery modes;
3. Intensify Job Linkaging and Networking Services (JoLiNS) and World Café of Opportunities (WCO); and
4. Public Employment Service Offices (PESOs).

Q. Monitoring and Evaluation

1. The SMD, in collaboration with the concerned EOs, and the TWG shall jointly monitor and evaluate the physical and financial status of implementation of this program in the ROs/POs.

2. The ROs/POs shall exercise due diligence in monitoring the training programs to ensure, among others, that the trainings are existent, the trainees are attending the trainings, the publication/posting of list of enrollees and graduates, on-the-spot inspection of ongoing trainings, random calls to the trainees or graduates, and that the proponent/enterprises/training providers facilitate the employment of their graduates for NEET beneficiaries.

3. The POs are required to conduct a monthly visit (on the spot inspection) to ensure the enrollees are attending and the required training durations are complied with;

4. The National Inspectorate for Scholarship Program (NISP) shall form part of the monitoring mechanism.

5. The ROs shall submit to the Director General through the SMD the Expanded MIS 03-02 (Physical and Financial Monitoring Report) monitoring form and MIS-03-02 for the program.

6. The recipient-industry boards/associations and institutions shall assist the ROs/POs in ensuring that at least eighty percent (80%) of the concerned beneficiaries of the Tulong-Trabaho Fund are able to pass the Competency Assessment whether it is by TESDA Certification or Industry Assessment, as applicable;

7. The implementing TVI/Enterprise shall submit the Terminal Report within seven (7) calendar days from the end of the training period.

8. The TESDA shall issue and make available to the public, an annual report on the utilization of the Tulong-Trabaho Fund and other funds allocated in the General Appropriations Act (GAA), donations from private and other organizations, expenditures, the performance of the qualified recipients and other pertinent information as may be necessary.

R. Administrative and Financial Procedures

1. The budget allocation is based on the established Tulong-Trabaho Fund sourced from the General Appropriations Act (GAA) pursuant to Section 7 of R.A. 11230. A corresponding Sub-Obligational Authority (SOA) and Notice of Transfer of Allocation (NTA) shall be released to ROs based on the approved Regional Allocation Plan.

2. Payment of Training Costs:
   a) One Hundred Percent (100%) of the total training costs shall be paid upon completion of the training programs, subject to the submission of the following documents:

      i. Billing Statements;

ii. Duly approved MIS-03-02 generated from the T2MIS; and
iii. Daily Attendance Sheet (for the duration of the training).
iv. Insurance Requirements

b) Payments should be done on the basis of the attendance of the trainees/learners clearly showing that the actual training was conducted by the TVI/Enterprise concerned and that the beneficiaries named in the attendance sheet actually attended the said training. The payment of the training costs per trainee/learner shall be done as follows:

Total attendance per trainee/learner	Rate per trainee/learner
Less than fifty percent (<50%)	The TVI/Enterprise shall not be entitled to any payment for that particular trainee/learner
Equal to or greater than fifty percent (>50%) but less than eighty percent (80%)	The TVI/Enterprise shall be paid fifty percent (50%) of the training costs for that particular trainee/learner
Equal to or greater than eighty percent (>80%)	The TVI/Enterprise shall be paid one hundred percent (100%) of the training costs for that particular trainee/learner

c) Trainees/Learners must have at least (80%) attendance to qualify for completion of the training program. Otherwise, the trainee/learner shall be reported as dropout and reasons for dropping should be provided in the T2MIS.
d) Submission of the Billing Statement and the above-mentioned documents must be done within seven (7) days from the completion of the program.

3. Payment of Assessment Cost:
   a. The Assessment Centers/TVIs/Enterprises shall submit the corresponding Billing Statements within seven (7) days after the conduct of the assessment. The Assessment Cost shall be paid upon submission of the following supporting documents:

      i. Billing statement; and
      ii. Certified true copy of the RWAC stamped "received" by the POs.

   b. For programs that have available assessment tools that are recognized by the industry, the enterprise shall include the cost of assessment in the training costs.

4. Payment of Training Allowance and Learning Materials:
   a. The payment of Training Allowance and Learning Materials shall be released by the concerned POs directly to the scholars (or his/her representative/s authorized under a Special Power of Attorney executed by the scholars) as authorized by law and other issuances.
   b. The POs shall devise the scheme and period for the release of the training allowance but in no case shall its release be more than every two (2) weeks.

5. Payment of Insurance of Trainees
   a. The ROs will forward the list of learners enrolled to be covered by the insurance to the insurance company for insurance coverage of one year.
   b. The corresponding premium of the insurance coverage shall be paid for by the TESDA RO charged against the funds downloaded for the purpose.

6. The Administrative Cost of three (3) percent of the total Tulong-Trabaho Fund allocation shall be used for mobilization and other-related administrative expenses in the implementation of the scholarship programs.

S. Violations and Sanctions

Sanctions shall be imposed for violation of these guidelines in accordance with the provision of the TESDA policies and guidelines for this purpose.

The provision of sanctions and penalties shall be in accordance with TESDA Circular No. 23, series of 2019 "Amendment of Section XVII-Sanctions and Penalties of the Amended Omnibus Guidelines on Program Registration under the Unified TVET Program Registration and Accreditation System (UTPRAS".

TESDA personnel who will be proven to have taken part in violating these guidelines shall be subject to proper disciplinary action in accordance with the 2017 Rules on Administrative Cases in the Civil Service (RACCs).

IV. Review and Amendment

This Implementing Guidelines shall be reviewed and/or amended by the TESDA Secretariat annually or as necessary and endorsed to the TESDA Board for approval.

V. Separability Clause

If, for any reason, any part or provision of these guidelines is declared invalid or unconstitutional, any part or provision not affected thereby shall remain in full force and effect.

VI. Effectivity Clause

This Circular shall take effect within fifteen (15) days from publication in the Official Gazette or in a newspaper of general circulation, and disseminated to all concerned.

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