TESDA CIRCULAR

SUBJECT: **Conduct of Verification with Scholars and Inspection of Technical Vocational Institutions**		Page No. 1 of **13** pages Number 105 Series of 2019
Date Issued: August 28, 2019	Effectivity: **As indicated**	Supersedes:

In the interest of the service and to provide a system and instruction to ensure a more effective and efficient monitoring and checking of scholarship programs implementation by the National Inspectorate for Scholarship Programs (NISP), the following operating procedures are hereby adopted and shall be observed in the conduct of inspection by the NISP:

I. SCOPE

The inspection shall cover all TESDA scholarship programs including, but not limited to, STEP, TWSP, PESFA and UAQTEA, under community-based and institution-based modes of implementation.

Spot inspection shall be made to private and public Technical Vocational Institutions (TVIs), including TESDA Training Institutions (TTIs) implementing scholarship programs. Selection and prioritization of TVIs for inspection shall be based on scholarship allocations, findings from prior inspections and special instructions of the Director General.

The inspection shall cover the following:

- Tools and equipment;
- Facilities;
- Attendance of Scholars;
- Trainers' qualification; and
- Conduct of training/assessment.

Verification of training implementation shall also be done with TESDA scholars. This shall be based on phone call verification to at least 20% of scholars per qualification who have previously attended trainings and/or are currently undergoing trainings.

II. DEFINITION OF TERMS

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

1. Exaction of unauthorized fees from the trainees	Shall include the solicitation of whatever manner, against the students for payment of any consideration seemingly related to the conduct of training but is not included in the training costs reported to the Regional/Provincial Offices (RO/PO). This shall also include the provision by scholars of their own tools/equipment/materials during training, which are to be provided by the TVI per Training Regulations.
2. Ghost Candidates for Assessment	Refers to persons who are listed/reported in the MIS 03-02 and in the Registry of Workers Assessed and Certified (RWAC) but did not attend the assessment as verified by TESDA.

TESDA CIRCULAR

SUBJECT: **Conduct of Verification with Scholars and Inspection of Technical Vocational Institutions**		Page No. 2 of **13** pages Number 105 Series of 2019
Date Issued: August 28, 2019	Effectivity: **As indicated**	Supersedes:

3. Ghost Trainees	Refers to persons reported to have attended a training solely for the purpose of obtaining payment of the corresponding scholarship allocation, but, upon verification by TESDA, are found out to be fictitious.
4. Ghost Training	Refers to training reported as held solely for the purpose of obtaining payment of the corresponding scholarship allocation, but upon verification by TESDA was not actually conducted.
5. Major Findings	Refers to adverse findings on a TVI, involving the commission of any act of fraud, falsification, dishonesty or gross negligence, which results in the following: 1.) Ghost Training; 2.) Ghost Trainees; 3.) Ghost Candidate for Assessment; 4.) Shortened Training; 5.) Falsification on Training and Assessment Results and Documents; 6.) Exaction of Unauthorized Fees; 7.) Offering Unregistered Programs; 8.) Incomplete tools and equipment as required in the Training Regulations; 9.) Undersized training facilities/workshop areas; and 10.) Unqualified trainers and/or unauthorized trainers. This shall be subject to penalties and sanctions in accordance with existing guidelines of TESDA, and government rules and regulations.
6. Inspection	Refers to the actual visit to TVI to check compliance of tools, equipment, training facilities and training implementation to TESDA Training Regulations and scholarship program guidelines and to secure documents on training implementation.
7. Inspector	Refers to those who are authorized to conduct inspection to check compliance with rules, regulations and standards set by TESDA.
8. Scholars	Refers to the beneficiaries of TESDA Scholarship Programs.
9. Shortened Training	Refers to a training found to be conducted for a period less than the standard training duration upon inspection and verification by TESDA.
10. Spot Inspection	Refers to an unannounced conduct of inspection on TVI relative to the implementation of training programs.
11. Verification	Refers to the process of validating reported training implementation as required by Training Regulation and implementing guidelines through securing feedback of learning experience and training details from scholars.

TESDA CIRCULAR

SUBJECT: **Conduct of Verification with Scholars and Inspection of Technical Vocational Institutions**		Page No. 3 of 13 pages Number 105 Series of 2019
Date Issued: August 28, 2019	Effectivity: **As indicated**	Supersedes:

III. PROCESS FLOWCHART

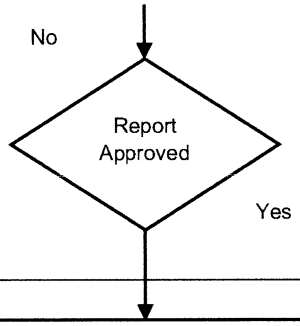
A. VERIFICATION WITH SCHOLARS

Responsibilities	Key Activity/Steps	Interface	Process Cycle Time (PCT)* (per Batch/ Qualification)
Inspector	Gathers Documents/Records ↓ Reviews Documents/Records	• Terminal Report (MIS 03-02) • Verification in the TESDA Training Management Information System (T2MIS) • Online Verification on the Registry of Workers Assessed and Certified • Approved Qualification Map (QM) • Applicable Schedule of Cost (based on TESDA Circulars issued) • TESDA Circular on Scholarship Program Implementing Guidelines • Applicable Training Regulations	4 to 8 hours per day but shall not exceed 3 days
Inspector	Verifies training details through phone interview	• Terminal Report (MIS 03-02) • Phone Call Verification Report (per scholar)	15 minutes/ scholar
Team Leader Inspector/s	Prepares Inspection Plan and Authority to Conduct Verification with Scholars	• Terminal Report (MIS 03-02) • Phone Call Verification Report	1 to 2 hours
Head	Endorses Inspection Plan and Authority to Conduct Verification with Scholars to the Director General for Approval	• Inspection Plan for Scholars • Authority to Conduct Verification with Scholars	15 to 30 minutes from submission of the Inspection plan per day but shall not exceed 2 days

TESDA CIRCULAR

SUBJECT: **Conduct of Verification with Scholars and Inspection of Technical Vocational Institutions**		Page No. 4 of **13** pages Number 105 Series of 2019
Date Issued: August 28, 2019	Effectivity: **As indicated**	Supersedes:

Responsibilities	Key Activity/Steps	Interface	Process Cycle Time (PCT)* (per Batch/ Qualification)
Director General	Director General approves Inspection Plan Authority to Conduct Verification with Scholars	• Inspection Plan for Scholars • Authority to Conduct Verification with Scholars	2 days from receipt
Inspector/s and Scholar	Visits and conducts personal interview with Scholars	• Terminal Report (MIS 03-02) • Phone Call Verification Report (per scholar) • Scholar Verification Form • Inspection Plan • Travel Order • Authority to Conduct Verification with Scholars	1 to 2 hours per scholar (excluding travel time to scholar's location)
Inspector/s	Consolidates Evidence and reports/documents	• All evidence and records/ documents gathered	7 days
Inspector/s Team Leader/s	Prepares Report on Verification with Scholars	• Terminal Report (MIS 03-02) • Phone Call Verification Report • Summary of Phone Call Verification Reports • Scholar Verification Form • Incident Report, if any • Inspection Plan • Travel Order • Authority to Conduct Verification with Scholars • All evidence and records/ documents gathered	
Team Leaders/ Head	Reviews Evidence and Finalizes Report on Verification with Scholars		3 days
Head	Submits Report to the Director General	• Consolidated Reports on Verification with Scholars • Reports on Verification with Scholars and all supporting documents	1 hour

Director General		• Consolidated Report on the Results of Verification with Scholars • Reports on Verification with Scholars and all supporting documents	1 to 3 days
NISP	Disseminates Report	• Consolidated Report on the Results of Verification with Scholars • Reports on Verification with Scholars and all supporting documents	1 day from receipt of approval or endorsement

B. INSPECTION OF TECHNICAL VOCATIONAL INSTITUTIONS (TVIS)

Responsibilities	**Key Activity/Steps**	**Interface**	**Process Cycle Time (PCT)*** (per Qualification)
Inspector/s Team Leader	Gathers Documents ↓ Reviews Documents	• Terminal Report (MIS 03-02) • Online Verification of Workers Assessed and Certified • Approved Qualification Map • Applicable Schedule of Cost • Applicable Training Regulations • TESDA Compendium of Registered Programs • Results of previous inspection, if any	1 to 3 days/Batch/ Qualification
Inspector/s Team Leader	Prepares Inspection Plan and Authority to Conduct Inspection	• Inspection Plan for Technical Vocational Institution (TVI) • Authority to Conduct Inspection	30 - 45 minutes but shall not exceed 1 day
Head	Endorses Inspection Plan and Authority to Conduct Inspection	• Inspection Plan for Technical Vocational Institution (TVI) • Authority to Conduct Inspection	1 hour but shall not exceed 1 day

TESDA CIRCULAR

SUBJECT: **Conduct of Verification with Scholars and Inspection of Technical Vocational Institutions**		Page No. 6 of 13 pages Number 105 Series of 2019
Date Issued: August 28, 2019	Effectivity: **As indicated**	Supersedes:

Responsibilities	**Key Activity/Steps**	**Interface**	**Process Cycle Time (PCT)*** (per Qualification)
Director General	Director General approves Inspection Plan and Authority to Conduct Inspection	• Inspection Plan for Technical Vocational Institution (TVI) • Authority to Conduct Inspection	1 to 3 days
Inspector/s and TVI representative	Conducts Opening Meeting with the TVI Representative	• Authority to Conduct Inspection • Form 1 – Preliminary TVI Inspection Report, with List of Tools and Equipment	1 to 3 hours
Inspector/s	Conducts Inspection	• Inspection Plan for Technical Vocational Institution (TVI) • Travel Order • Authority to Conduct Inspection • Form 1 – Preliminary TVI Inspection Report, with List of Tools and Equipment • Notice to Proceed • Scholarship Allocation Plan (SAP) • Enrolment Report (within 5 days from conduct of TIP) • Memorandum of Agreement (MOA) for MTP registered • Affidavit of Undertaking • Trainees Induction Program (TIP) Attendance sheet/s, if any • Copy of Daily Attendance Sheets • Qualification Maps (QMs) • Trainers National TVET Trainer Certificate (NTTC) • Certificate of TVET Program Registration (CTPR)	1 day, subject to extension upon reasonable grounds

TESDA CIRCULAR

SUBJECT: **Conduct of Verification with Scholars and Inspection of Technical Vocational Institutions**		Page No. 7 of 13 pages Number 105 Series of 2019
Date Issued: August 28, 2019	Effectivity: **As indicated**	Supersedes:

Responsibilities	Key Activity/Steps	Interface	Process Cycle Time (PCT)* (per Qualification)
		• Contract of Lease (if training facilities are rented) • Signed Scholarship Grants • Other documents that maybe found necessary in the conduct of inspection For NTR: all documents above plus the approved curriculum	
Inspector/s TVI representative	Conducts exit meeting with TVI representative	• Form 1 – Preliminary TVI Inspection Report	1 to 3 hours
Inspector/s PO/RO personnel	Informs the RO/PO on the preliminary results of inspection	• Accomplished and signed Form 1 – Preliminary TVI Inspection Report	1 to 3 hours
Inspector/s Team Leader/s	Consolidates Evidence Prepares Summary Report on TVI Inspection	• Accomplished and signed Form 1 – Preliminary TVI Inspection Report with List of Tools, Equipment and Materials • Pictures of training facilities and workshop areas • Pictures of tools and equipment • All gathered documents before and during inspection	7 days
Inspector/s Team Leader/s Head	Reviews Evidence and Reviews/Finalizes Summary Report on TVI Inspection	• Preliminary TVI Inspection Report • Summary Report on TVI Inspection • All evidence and documents/records gathered before, during and after inspection	2 days

TESDA CIRCULAR

SUBJECT: **Conduct of Verification with Scholars and Inspection of Technical Vocational Institutions**		Page No. 8 of 13 pages Number 105 Series of 2019
Date Issued: August 28, 2019	Effectivity: **As indicated**	Supersedes:

Responsibilities	Key Activity/Steps	Interface	Process Cycle Time (PCT)* (per Qualification)
Head	Submits Report to the Director General	• Summary Report on TVI Inspection • Preliminary TVI Inspection Report and all supporting documents	15 to 30 minutes per day but shall not exceed 2 days from submission
Director General	No Report Approved Yes	• Summary Report on TVI Inspection • Preliminary TVI Inspection Report and all supporting documents	1 to 3 days
NISP	Disseminates Report	• Summary Report on TVI Inspection • Preliminary TVI Inspection Report and all supporting documents	1 day from receipt of approval or endorsement

IV. IMPLEMENTATION

1. VERIFICATION WITH SCHOLARS

1.1 Gathers Documents/Records

1.1.1 The following shall be generated from the TESDA Training Monitoring and Information System (T2MIS):

a. Terminal Report (MIS 03-02); and

b. Registry of Workers Assessed and Certified (RWAC) through online verification

1.2 Reviews Documents/Records

1.2.1 Review of the documents gathered shall be done to check on scholars' details (name and contact number), training results and assessment results.

1.2.2 The training information per MIS 03-02 shall be compared with those in the Approved Qualification Maps (QMs) from the Scholarship Management Division (SMD) and applicable Scholarship Schedule of Cost.

1.2.3 The implementation of training shall be reviewed based on the Implementing Guidelines of TESDA Scholarship Programs.

1.2.4 The training details shall also be checked if they conform with the requirements of applicable Training Regulations (TR).

1.3 Verifies training details with the scholar through phone interview

1.3.1 To verify the information and details derived from the review of training documents, listed scholars with contact numbers shall be called and interviewed.

1.3.2 Results of interview shall be reflected in the Phone Call Verification Reports. Evaluation of said reports shall be done. Statements of Scholars pertaining to acts which violated TESDA Scholarship Programs' implementing guidelines shall be validated through personal visit to concerned scholars.

1.4 Prepares Inspection Plan and Authority to Conduct Verification with Scholars

1.4.1 Based on the results of phone call verification, Inspection Plan and Authority to Conduct Verification with Scholars shall be prepared by the Inspectors for approval of the Director General. Inspection Plan shall be considered confidential. These, together with the approved Travel Order, shall authorize and guide the inspectors in doing the inspection.

1.4.2 Preparation of Itinerary of Travel to the scholars' location shall also be prepared.

1.5 Endorses Inspection Plan and Authority to Conduct Verification with Scholars for Approval of the Director General

1.5.1 The Inspection Plan and Authority to Conduct Verification with Scholars shall be forwarded to the Office of the Director General for approval.

1.6 Director General approves Inspection Plan and Authority to Conduct Verification with Scholars

1.6.1 No verification shall be conducted without the approval of the Director General.

1.7 Visits and Conducts personal interview with Scholar/s

1.7.1 Information gathered from phone call interviews shall be validated during visit and personal interview with scholars. The inspectors shall gather and secure pertinent documents to support the results of the verification. The Scholar Verification Form shall be accomplished, completed and signed by the inspectors, and be conformed by the scholar/s.

1.8 Consolidates Evidence

1.8.1 All information, documents and evidence gathered by the inspectors during the inspection shall be consolidated and evaluated.

1.9 Prepares Report on Verification with Scholar/s

1.9.1 Report on Verification with Scholars shall be prepared by the inspectors based on all information, documents and evidence gathered before and during the inspection. The consolidated information, documents and evidence shall form part of the Report on Verification with Scholars.

1.10 Reviews Evidence and Reviews Report on Verification with Scholar/s

1.10.1 The Team Leaders shall have an initial review and submit to the NISP Head the Reports on Verification with Scholars and all gathered evidence.

1.10.2 The inspectors shall consolidate the reports.

1.10.3 The NISP Head shall finalize the Reports including the Consolidated Report on the Results of Verification prior to endorsement to the Director General.

1.11 Submits Report to the Director General

1.11.1 The Consolidated Report on the Results of Verification, together with the Reports on Verification with Scholars and all reports, documents/records and evidence gathered from the entire process of verification with beneficiaries, shall be submitted to the Director General. The NISP shall include in the transmittal report its recommendation/s. All verification reports, documents and information shall be considered confidential.

1.12 Approval of Reports by the Director General

1.12.1 Consolidated Report on the Results of Verification with Scholars shall be subject to the approval of the Director General.

1.12.2 Disapproved reports shall be acted upon by NISP based of the instructions of the Secretary.

1.13 Disseminates Report

1.13.1 Upon approval by the Director General, the NISP shall transmit the Reports on the Results of Verification to the authorized investigation body of the agency. Sharing of the same to any individual, office or organization shall be subject to clearance from the Director General.

2. INSPECTION OF TECHNICAL VOCATIONAL INSTITUTIONS (TVIs)

To validate if TESDA Scholarship Programs are implemented in accordance with the rules and provisions indicated in the Implementing Guidelines and conducted within the requirements of applicable training regulations, spot inspection of TVIs' ongoing programs and validation of completed programs shall be undertaken.

2.1 Gathers Documents

2.1.1 Priority of TVI inspection shall be based on scholarship allocations, historical adverse findings and results of previous inspections. Approved Qualification Maps, Terminal Reports (MIS 03-02) and results of previous inspection shall be gathered for review.

TESDA CIRCULAR

SUBJECT: **Conduct of Verification with Scholars and Inspection of Technical Vocational Institutions**		Page No. 11 of 13 pages Number 105 Series of 2019
Date Issued: August 28, 2019	Effectivity: **As indicated**	Supersedes:

2.2 Reviews Documents

2.2.1 The inspection of TVIs with completed programs shall start with the review of Terminal Reports (MIS 03-02) and online verification of Registry of Workers Assessed and Certified.

2.2.2 The training information per MIS 03-02 shall be compared with those in the Approved Qualification Maps (QMs) and applicable Scholarship Schedule of Cost.

2.2.3 The training details shall also be checked if they conform with the requirements of applicable training regulations (TR).

2.2.4 Approved Qualification Maps from the Scholarship Management Division (SMD) shall be reviewed to identify TVIs with ongoing TESDA training programs. Review and evaluation of identified TVIs shall include verification of their programs to the Compendium of Registered Programs.

2.2.5 Results of previous inspection shall be checked if there were adverse findings that need monitoring.

2.3 Prepares Inspection Plan and Authority to Conduct Inspection

2.3.1 Based on the results of review of documents, Inspection Plan and Authority to Conduct Inspection shall be prepared by the inspectors for approval of the Director General. All inspections shall be unannounced.

2.3.2 Inspection Plan shall be considered confidential. This, together with the approved Travel Order and Authority to Conduct Inspection, shall authorize and guide the inspectors in doing the inspection.

2.4 Endorses Inspection Plan and Authority to Conduct Inspection for Approval of the Director General

2.4.1 The Inspection Plan and Authority to Conduct Inspection shall be forwarded to the Office of the Director General for approval.

2.5 Director General approves Inspection Plan and Authority to Conduct Inspection

2.5.1 All inspections shall be subject to the approval of the Inspection Plan and the Authority to Conduct Inspection by the Director General.

2.6 Conducts Opening Meeting with TVI Representative

2.6.1 Before inspection, the inspectors shall conduct Opening Meeting with the authorized TVI representative on the day of inspection.

2.6.2 The inspectors shall request copies of training program records/documents related to the Qualification to be inspected.

2.7 Conducts Inspection

2.7.1 Observation of Actual Training (for on-going training programs only)

2.7.1.1 Inspectors shall observe the on-going training and secure attendance sheet at the time of inspection to be signed by the scholars and the trainer.

2.7.2 Conducts Inventory of Tools and Equipment

2.7.2.1 The inspectors shall conduct inventory of tools and equipment of the registered programs being inspected.

2.7.2.2 The results of this activity shall be evaluated by the inspectors based on the recommended list of tools and equipment as indicated in the applicable Training Regulations.

2.7.2 Inspects Training Facilities

2.7.2.1 The inspectors shall check the training facilities of the registered programs being inspected.

2.7.2.2 The results of this activity shall be evaluated by the inspectors based on the standards as required by the Training Regulations.

2.8 Conducts Exit Meeting with TVI representative

2.8.1 Findings on the inventory of tools, materials and equipment, and inspection of training facilities, either compliance or non-compliance, shall be discussed by the inspectors with the TVI representative. These shall be reflected in the Form 1- Preliminary TVI Inspection Report. The Form 1 shall be signed by the inspectors and conformed by the TVI representative.

2.8.2 In case where the TVI could not provide the required/requested documents on the day of inspection, the TVI shall be required to explain in writing **within 48 hours from date of inspection.**

2.9 Informs the Regional Office/Provincial Office on the Preliminary results of Inspection

2.9.1 The NISP shall forward the Form 1 - Preliminary TVI Inspection Report to the TESDA Regional/Provincial Office through electronic mail. This is for the information of the concerned field office.

2.10 Consolidates Evidence

2.10.1 All information, documents and evidence gathered by the inspectors before, during and after the inspection shall be consolidated and evaluated.

2.11 Prepares Summary Report on TVI Inspection

2.11.1 Summary Report on TVI Inspection shall be prepared by the inspectors based on all information, documents and evidence gathered before, during and after the inspection. The consolidated information, documents and evidence shall form part of said report.

TESDA CIRCULAR

SUBJECT: **Conduct of Verification with Scholars and Inspection of Technical Vocational Institutions**		Page No. 13 of 13 pages Number 105 Series of 2019
Date Issued: August 28, 2019	Effectivity: **As indicated**	Supersedes:

2.12 Reviews Evidence and Reviews/Finalizes Summary Report on TVI Inspection

2.12.1 The Team Leaders shall have an initial review and submit to the NISP Head the Summary Report on TVI Inspection and all gathered evidence, records and documents.

2.12.2 The NISP Head shall review and finalize the Report prior to endorsement to the Director General.

2.13 Submits Report to the Director General

2.13.1 The Summary Report on TVI Inspection, together with all reports, documents/records and evidence gathered from the entire process of TVI inspection, shall be submitted to the Director General. The NISP shall include in the transmittal report its recommendation. All inspection reports, documents and information shall be considered confidential.

2.14 Director General approves Report

2.14.1 The Summary Report on TVI Inspection shall be subject to the approval of the Director General.

2.14.2 Disapproved reports shall be acted upon by NISP based of the instructions of the Secretary.

2.15 Disseminates Report

2.15.1 Upon approval by the Director General, the NISP shall transmit the Summary Report on TVI Inspection to the authorized investigation body of the agency and other offices as per instructions of the Secretary. Sharing of the same to any individual, office or organization shall be subject to clearance from the Director General.

V. EFFECTIVITY

This Circular takes effect as indicated.

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