TESDA CIRCULAR

Subject: Amendment to TESDA Circular No. 061 s. 2018 - Guidelines on the Utilization of TESDA Development Fund (TDF) for NTRA 2017-2022		Page 1 of 6 Number 049 series of 2021
Date Issued: **April 30, 2021**	**Effectivity:** Immediately	**Supersedes:** TESDA Circular No. 61 s. 2018

In the interest of service and to ensure the quality of the researches/studies to be funded under the NTRA 2017-2022, TESDA Circular No. 061 s. 2018 - Guidelines on the Utilization of TESDA Development Fund (TDF) for NTRA 2017-2022 is hereby amended as follows:

I. Background/Rationale

1.1 TESDA Circular No. 143 s. 2020, or the Amendment to TESDA Circular No. 48 s. 2017 Guidelines on the Implementation of the National Technical Education and Skills Development Research Agenda (NTRA) 2017-2022, provides the overall direction in the pursuit of research activities in support of the National Technical Education and Skills Development Plan 2018-2022.

1.2 One of the identified funding/sources of budget for the conduct of the NTRA is the TDF through TESDA Board Resolution No. 2017-21, "Approving the amendment to Board Resolutions No. 2016-13 Approving the Revised TESDA Development Fund Operational Guidelines and Use of Earing from TDF Contributions for Purposes Specified by the Board" which specifies the inclusion of TVET Research as one of the purposes for the use of the TDF.

1.3 TESDA Board Resolution No. 2021-19, Approving the Amendment to "Board Resolution No. 2018-15 Approving the Allocation of Funds from the TESDA Development Fund for TVET Research for FY 2018-2022" to Utilize the Total Budget for TVET Research Until 2022", which shall be allocated for the implementation of the NTRA 2017-2022.

II. Objective

This guideline shall provide the procedures in the utilization of the TDF in funding the TVET research proposals/studies, for the implementation of the NTRA 2017-2022.

III. Definition of Terms

3.1 Grantee – refers to the proponent whose research proposal has been approved for funding.

3.2 Proponent – refers to an individual, agency or organization that has submitted a research proposal to TESDA for funding.

3.3 TVET Policy Research – is a research or study that pertains to the analysis, comparison, assessment or evaluation of policies, programs, procedures, processes or strategies in the TVET Sector. (adapted from http://betterthesis.dk/research-methods/lesson-3-policyresearch)

3.4 TVET Technology Research – refers to applied research focused on studying new, advance and emerging technology that would eventually lead to innovation and development of solutions that can aid TVET instructional delivery. (NITESD)

IV. Funding of Researches through the TDF

4.1 An amount of Ten Million Pesos (PHP 10,000,000.00) to be sourced from the TDF is allocated for the implementation of the NTRA 2017-2022.

4.2 Only researches indicated in the priority areas in the NTRA 2017-2022 and identified based on the priority of the agency as provided during the conduct of the Call for Proposal will be funded shall be funded through the TDF.

V. Allocated Amount

The funding allocation of the approved proposals will vary based on the on the following categories:

5.1 Policy Research

Scope of the Study		Maximum Amount (in Peso)	Duration of Research
National	Study that will cover a nationwide scope or at least two regions.	300,000.00	6-12 months
Regional	Study that is region-wide or will cover at least 2 provinces.	200,000.00	
Provincial	Study that is provincial-wide or at least will cover 2 cities/municipalities	100,000.00	

5.2 Technology Research

Scope of the Study		Maximum Amount (in Peso)	Duration of Research
Innovation in TVET;	Study that will highlight the innovation in curriculum and training delivery.	700,000.00	6-12 months
Preparation for the Fourth Industrial Revolution;	Study that utilizes the development technology aligned to the 4IR and/or fusion of new technology to legacy machines to introduce features of the 4IR.	500,000.00	
Innovations to support local economic development;	Study that promotes the employment, manufacturing, production and marketability of the local goods.	500,000.00	

Discovery and development of new technology areas	Study that pioneers the creation of new technology to further the advancement of TVET training and facilities.	300,000.00	

The cap or maximum amount of allocation for the policy and technology researches, shall be the basis for funding the research proposals. However, the National Review Team shall also determine if the proposal will receive the maximum amount, which shall be based on the evaluation of budgetary requirements of the proposed study.

The conduct of policy and technology researches shall be within the one (1) year period. However, if an extension is necessary, the proponent shall provide justification and officially communicate it's request to TESDA, which the later shall decide on the approval of the extension.

VI. Coverage of the Funding

6.1 The coverage of the research fund includes the following:

6.1.1 Policy Research

- Supplies and materials
- Domestic travel
- Subscriptions
- Software
- Communication expenses
- Utilities
- Honoraria/professional fees of resource persons/consultants
- Reproduction, printing, and binding cost
- Food and other expenses during the conduct of survey, FGD, etc

6.1.2 Technology Research

- Supplies and materials
- Domestic travel
- Subscriptions
- Communication expenses
- Reproduction, printing and binding cost
- Food and other expenses during conduct of survey
- Software
- Utilities
- Honoraria/professional fees of resource persons/consultants
- Patent application and other patent fees

6.2 The coverage of the research fund includes all expenses necessary and relevant to the conduct of the research including the publication and patent application for technology researches. This shall include costs necessary to meet the technical requirements of a research.

6.3 Schedule of grant will be output-based, subject to the prompt submission of the requirements for the release of funds such as Commitment Form, Memorandum of Agreement, research reports, etc.

6.4 The schedule of disbursement or tranches and the accompanying requirements is discussed in detail in Section 9 of this guidelines.

VII. Submission of Research Proposals

7.1 Each regional office shall submit at least one (1) research proposal as approved by the Regional Review Team and endorsed to the National Review Team.

7.2 The criteria and procedures for the submission of research proposals can be found in TESDA Circular No. 48 series 2017 (Annex A).

VIII. Ownership, Protection and Utilization of Program/Project Results/Intellectual Property Rights

Researches that will be funded under NTRA shall be covered and follow the prevailing Intellectual Property Guidelines of TESDA.

IX. Release and Liquidation of Funds

9.1 Release of Funds

- The NTRA Secretariat shall release funding to concerned regional office/s based on 100% of the approved amount as indicated in the Approval Sheet. The Regional Office shall facilitate the release of fund to the grantees. The said fund shall be deposited in their respective Trust Fund Accounts.

- The following tranches shall be followed in the release of the approved budget to the grantee/s:

Percentage	Requirements for the Release of Funds	Specifics
50%	▪ Approved Proposal ▪ Notarized Commitment Form (for TESDA employees) ▪ Curriculum Vitae of the proponent/s ▪ Memorandum of Agreement (for non-TESDans) ▪ Curriculum Vitae of the proponent/s (CV) (Submitted during the Call for Proposals)	▪ The approved proposal shall contain the following: 1. Profile of the proponents 2. Title, scope and background of the study 3. Objectives 4. Impact of Research Study to TVET 5. Research Methodology/ Approach 6. Work Plan 7. Budget Requirements

25%	▪ First Draft of the Research Report	▪ The first draft of the full report shall contain all the necessary chapters/parts in the study. 1. Introduction 2. Background 3. Conceptual Framework 4. Methodology 5. Results and Discussion 6. Summary, Conclusion and Recommendations
25%	▪ Final Research Report	▪ Final Report 1. Hard copy – Hard-bound in medium blue cloth (water resistant material) 2. Soft Copy – PDF Format ▪ The report of disbursement expenses incurred during the conduct of research

- A Certificate of Completion shall be provided to the proponent, signed by the Deputy Director General for Policies and Planning once all expected outputs are delivered, reviewed and accepted.

9.2 Liquidation of Funds

The liquidation of funds shall observe the following:

- The concerned Regional Office/s shall observe and adhere to the provisions of the following document including the liquidation process:
  - COA Circular No. 94-013;
  - COA Circular No. 2016-002
  - COA Circular No. 2017-002

- A separate Status of Disbursement Report for the NTRA shall be submitted by the regional office.

- The researchers shall ensure that the required outputs were properly documented and provided by the proponents.

Subject: Amendment to TESDA Circular No. 061 s. 2018 - Guidelines on the Utilization of TESDA Development Fund (TDF) for NTRA 2017-2022		Page 6 of 6 Number 049 series of 2021
Date Issued: **April 30, 2021**	**Effectivity:** Immediately	**Supersedes:** TESDA Circular No. 61 s. 2018

X. Monitoring of the Implementation

10.1 The NTRA Secretariat, composed of members from the Planning Office and the NITESD, together with the concerned Executive Offices/Regional Offices/Provincial Offices/Training Institutions shall monitor the implementation of research projects to determine the extent of achievement of the target priorities. The Secretariat shall also track the progress of researches based on their approved workplans, and provide technical assistance as needed. Random visits to the locations of research, and discussions of the status or researches with the proponents may be conducted by the NTRA Secretariat.

10.2 The concerned Regional Office/s shall be responsible for the submission of the reports on the utilization of the fund.

10.2.1 Quarterly Fund Utilization Report to include:

- Fund Balances
- Fund Disbursement according to the projects
- Fund Earning/Interest

10.3 The NTRA Secretariat shall prepare and submit an annual report on the status of the funding allocation of research proposal, which shall be submitted to the TESDA Board.

This Circular shall take effect s indicated and shall amend previous issuances inconsistent herewith.

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

Annex A

Approval of Research Proposals

The proposals will be evaluated based on the following criteria:

- **TVET Policy Research (NTPRA)**

Criteria	Description/Objectives	Weight
Relevance	The proposed research topic should be within the research priority areas/topics covered in the NTRA 2017-2022.	**20**
Urgency	Consistency with the NTRA priority research areas, the proposal should explicitly provide indication on the dependency of succeeding activities/projects with the research undertaking and results of such.	**10**
Completeness	The proposal should follow the template and contain complete information.	**10**
Soundness of research design	The research design should present logical connections between the research problem, objectives and methodology The manner on the data gathering should be well-defined. The analysis should be designed towards achieving the sets of objectives.	**20**
Viability of the proposal	The research proposal should be doable. It should provide strong indication that it will be completed as scheduled.	**15**
Magnitude	This refers to the magnitude (wide audience/ clientele or replicable to other areas) of its impact in the development/ implementation of the results of the study.	**15**
Budgetary requirements	The budget is justifiable and presented itemized breakdown of the total cost of the study.	10
Grand Total		100

Reference: NTRA 2017-2022 Guidelines (TESDA Circular No.143 s. 2020)

- **TVET Technology Research (NTTRA)**
  - **Regional NTTRA**

No.	Criteria	Description	Weighted Score	Scoring Guide				Score
				1~3	4~6	7~9	10	
I.	**Innovativeness**	How innovative is the idea? Is the solution according to an unconventional approach or thinking? Indicates the significance of the research and uniqueness of approachin in terms of solutions hypothesized.	20%	Minimal changes to existing technology.	Integrating new feature/ component into existing technology on the market or creating differentiated versions of the same technology.	Integrating several features/ components into existing technology on the market or creating differentiated versions of the same technology either in the usage of materials or process.	One of a kind approach. Highest level of innovation which involves technology or processs that no one has thought of. Out of the box thinking or outstanding approach.	
II.	**Market Potential**	It is the impact of the research to existing market challenges at an affordable cost. It can be used across Institutions/ Industries.	20%	Address a simple challenge in an industry /institution.	Can address several challenges in an industry/ intitution.	Can address challenges in several industry sectors/group of institutions with positive benefit-cost ratio.	Can address challenges in several industry sectors/group of institutions with atleast 5% benefit-cost ratio.	
III.	**Technical Feasibility**	It refers to the complexity of the process	20%	Feasible with multiple identified constraints	Feasible with multiple identified constraints or has too	Feasible but may have constraint in the developmen	Smooth plan with no indication of possible constraint	

No.	Criteria	Description	Weighted Score	Scoring Guide				Score
				1~3	4~6	7~9	10	
		that may impact time and cost of the research or development.		and has too many hypothetical components and integration of idea with high possibility of affecting time and cost.	many hypothetical components or integration of idea that may affect time and cost.	t, yet time and cost will not be affected.	and can be implemented within the specified timeframe and cost.	
IV.	**Availability of Resources**	It refers to the sufficiency and affordability of the supplies and materials to be used in the development of the technical research.	20%	There is an indication in the proposal that the proponents are qualified researcher/s. However, the materials are not readily available.	There is an indication in the proposal that the proponents are qualified researcher/s. However, they only have access to either the materials or needed equipment.	There is an indication in the proposal that the proponents are qualified researcher/s and they have access to materials and needed equipment.	There is an indication in the proposal that the proponents are qualified researcher/s, they have access to materials and equipment needed and they have reliable source of supplementary/emergency fund.	
V.	**Scope**	This criterion refers to the coverage of the technology research in assisting the institutions and the communities within a region in solving their existing	20%	Address the problem/ challenges within the institution	Address the problems/ challenges of institution and a community within the province	Address the problem/ challenges of several institutions/ communities within a province	Address the problems/ challenges of institutions/ communities in several provinces within the region	

No.	Criteria	Description	Weighted Score	Scoring Guide				Score
				1~3	4~6	7~9	10	
		problems/challenges.						

Reference: NTRA 2017-2022 Guidelines (TESDA Circular No.143 s. 2020)

- ***National NTTRA***

No.	Criteria	Description	Weighted Score	Scoring Guide				Score
				1~3	4~6	7~9	10	
I.	**Relevance**	The technology research is related to the priority sectors indicated in this circular.	25%	Related 1 priority sector	Related to 2 priority sectors	Related to 3 priority sectors	Related to more than 3 priority sectors	
II.	**Scope**	This criterion refers to the coverage of the technology research in assisting the institutions/ community within a geographical area in solving their existing problems/challenges.	25%	Address the problem within the institution	Address the problem of the institution/community within the region	Address the problem of the institutions/ communities in different regions	Address the problem identified and recognized in the national level	
III.	**Responsible Business**	This refers to the responsible impact of individual, community, environment, and/or green skills.	25%	The study/research impacts any one of the following: -individual - community/minority group - environme	The study/research impacts any two of the following: -individual - community/minority group - environme	The study/research impacts any three of the following: -individual - community/ minority group - environmen	The study/research impacts all of the following: -individual - community/minority group -environment -green skills	

No.	Criteria	Description	Weighted Score	Scoring Guide				Score
				1~3	4~6	7~9	10	
				nt -green skills	nt -green skills	t -green skills		
IV.	**Cost-benefit Potential**	It refers to the delivery of the net present value of the proposed research	25%	The research proposal indicates a positive, clear yet with some unrealistic aspects in the cost-benefit ratio.	The research proposal indicates a positive, realistic yet with minor unclear aspects on cost-benefit ratio.	The research proposal indicates a positive, clear, and realistic cost-benefit ratio.	The research proposal indicates a highly positive, clear, and realistic cost-benefit ratio.	

Reference: NTRA 2017-2022 Guidelines (TESDA Circular No.143 s. 2020)

Submission Process

The submission of research proposals shall follow the flow chart indicated below.

Reference: NTRA 2017-2022 Guidelines (TESDA Circular No.143 s. 2020)