Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
ISO 9001: 2015 Certified

TESDA CIRCULAR

SUBJECT: Implementing Guidelines on TESDA Organizational Awards		Page 1 of 11 Pages Number 048 series of 2019
DATE ISSUED: May 22, 2019	EFFECTIVITY: As Indicated	SUPERSEDES:

In pursuit of quality management and excellence in public service, TESDA shall implement the TESDA Organizational Awards with the following implementing guidelines.

I. Rationale

TESDA is mandated to provide relevant, accessible, high quality, and efficient technical education and skills development. It is a quality organization steered by educated public servants. Its drive for quality and excellence is evidenced by the ISO 9001:2008 it has sustained since 2012 and currently the ISO 9001:2015 Certification. TESDA likewise garnered the Philippine Quality Award Commitment level.

The TESDA management is set to recognize the efforts particularly of the Field Offices who have diligently worked hard to pursue the varied and arduous tasks and responsibilities thru the TESDA Program on Awards and Incentives for Service Excellence (TESDA-PRAISE). The TESDA-PRAISE aims to encourage, recognize, and reward accomplishments and other personal efforts of employees on a continuing basis.

II. Program Description

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

Beginning in 2019, TESDA shall organize and implement organizational awards to recognize the accomplishments of regional offices, provincial offices, and TESDA training institutions as embodied in the TESDA-PRAISE.

The Organizational Awards include the following:

- **Best Regional Office (BRO) Award**
  The Best Regional Office (BRO) Award shall be given to the Regional Office that excelled in the effective supervision, coordination, integration, and implementation and monitoring of TVET programs within their region. It shall also be in line with TESDA's commitment and thrusts as a quality-assured and corrupt-free organization;

- **Galing Probinsya Award**
  The Galing Probinsya Award shall be given to the Provincial Office that excelled in the effective supervision, coordination, integration, and implementation and monitoring of TVET programs within their province; and

- **Best Training Institution Award**
  The Best Training Institution Award shall be given to the training institution that excelled in the effective administration and implementation of TVET programs offered by their institution.

III. Objectives:

The TESDA Organizational Awards shall seek to:

1. Evaluate the performance of the Regional Offices, Provincial Offices, and TESDA Training Institutions;
2. Identify areas of strengths and weaknesses which will serve as basis for strategies and appropriate interventions;
3. Recognize good practices and innovations; and
4. Provide incentives and recognition for organizational excellence.

IV. Scope and Coverage

1. The Best Regional Office and Galing Probinsya Awards shall cover the performance of the Regional Offices, Provincial Offices, and TESDA Technology Institutions (TTIs).
2. The Best Training Institution Award shall cover all TTIs.
3. The Award shall cover regional, provincial, and TTIs performance for the preceding year.
4. The regions and provinces shall be grouped into small, medium, and large based on share of overall outputs.

A. Regional Grouping

Small	Medium	Large
CAR Region II Region IV-B Region VIII CARAGA BARMM	Region I Region V Region VI Region VII Region IX Region X Region XI Region XII	NCR Region III Region IV-A

B. Provincial Grouping

Region	Small	Medium	Large
CAR	Abra Apayao Ifugao Kalinga Mountain Province	Benguet	
NCR		Pasay-Makati	CaMaNaVa MuntiParLasTaPat PaMaMariSan Quezon City
I		Ilocos Norte Ilocos Sur La Union	Pangasinan
II	Batanes Nueva Vizcaya Quirino	Cagayan Isabela	
III	Aurora Zambales	Bataan Tarlac	Bulacan Nueva Ecija Pampanga
IV-A			Cavite Laguna Batangas Rizal Quezon

TESDA CIRCULAR

SUBJECT: Implementing Guidelines on TESDA Organizational Awards		Page 4 of 11 Pages Number 048 series of 2019
DATE ISSUED: May 22, 2019	EFFECTIVITY: As Indicated	SUPERSEDES:

Region	Small	Medium	Large
IV-B	Marinduque Occidental Mindoro Romblon	Oriental Mindoro Palawan	
V	Camarines Norte Catanduanes Sorsogon	Albay Masbate	Camarines Sur
VI	Aklan Antique Guimaras	Capiz	Iloilo Negros Occidental
VII	Siquijor	Bohol Negros Oriental	Cebu
VIII	Biliran Eastern Samar Northern Samar Samar Southern Leyte		Leyte
IX		Zamboanga del Norte Zamboanga Sibugay	Zamboanga del Sur
X	Camiguin	Bukidnon Lanao del Norte Misamis Occidental	Misamis Oriental
XI	Compostela Valley Davao Oriental	Davao del Norte	Davao City/Del Sur
XII		South Cotabato Sultan Kudarat Sarangani	North Cotabato
CARAGA	Agusan del Norte Surigao del Norte Dinagat Islands	Agusan del Sur Surigao del Sur	
BARMM	Basilan Lanao del Sur Sulu Tawi Tawi	Maguindanao	

**The sizes of regions and provinces were based on (5 criteria – population, income classification, number of legislative divisions, number of registered programs as of May 2018, number of accredited qualifications of assessment centers as of July 2018).*

5. The TTIs shall be grouped as follows:

   A. Provincial Training Centers;
   B. Regional and Specialized Training Centers; and
   C. TESDA-Administered Schools.

V. Eligibility for Organizational Awards

To be eligible for the Award, the Regional and Provincial Offices, TTIs should have complied with the following:

1. Good Governance Indicators such as:
   - Adherence to Transparency Seal requirements as applicable;
   - 100% Submission of Statement of Assets, Liabilities, and Networth of officials and staff; and
   - Posting of Citizen's Charter in conspicuous areas such as entrances, administrative offices, etc.
2. No valid adverse findings related to scholarship (will be applied starting 2019).

All Regional, Provincial Offices, and TTIs that meet all of the above-mentioned requirements shall be included in the evaluation based on the criteria.

VI. Mechanics of Implementation

1. The Regional and Provincial Offices and TTIs shall be evaluated based on the following criteria:

   A. BRO and Galing Probinsya Award

Good Governance Measures	190 points
Implementation of TESDA Programs	550 points
Administrative and Support Services (PBB Indicators)	150 points
Reporting Efficiency	60 points
Social Media Marketing and Advocacy	50 points
TOTAL	**1000 points**

B. Best Training Institution Award

Good Governance Measures	190 points
Implementation of TESDA Programs	550 points
Administrative and Support Services (PBB Indicators)	150 points
Reporting Efficiency	60 points
Social Media Marketing and Advocacy	50 points
TOTAL	**1000 points**

2. The members of the Technical Working Group shall gather and process information to come up with the initial computation of the scores of each Regional Office based on the set criteria. The evaluation shall be based on documents submitted to the Central Office as required. Other evidences shall be validated on-site, as necessary.

3. The Regional Office shall gather and process information to come up with the initial computation of the scores of each Provincial Office and TTIs based on the set criteria. All evaluation results shall be submitted to the Technical Working Group (TWG) on TESDA Organizational Awards. The Regional Office shall select the Galing Probinsya and Best Training Institution nominees to be endorsed to the TWG who will decide on the final awardees per group.

4. Failure to submit nominees for Galing Probinsya and Best Training Institution Awards on set deadline shall be automatically disqualified.

5. The regions, provinces and TTIs shall be ranked according to points garnered.

6. There shall be one awardee for each group of regions, provinces, and TTIs. The awardee should have a score of at least 500 points and no zero score in any major criterion.

7. Special Awards shall be given to regions, provinces, and TTIs with Best Green Practices, Best Innovations, etc.

8. The conferment of awardees shall be part of the yearly TESDA Anniversary Program.

9. The awardees shall receive a Plaque of Recognition and cash award, subject to Civil Service Commission approved TESDA-PRAISE guidelines.

VII. **Criteria**

A. Best Regional Office (BRO) and Galing Probinsya Award

1. The following are the major requirements with their corresponding point values:

Requirement	Point Value
A. Good Governance Measures	**190**
A.1. Compliance to Zero Corruption Policy	40
A.2. Compliance to the TESDA Code of Conduct and Ethical Standards	30
A.3. Customer Satisfaction Results	30
A.4. Compliance to Commission on Audit Rules and Regulations	30
A.5. Compliance to PhilGEPS requirements	30
A.6. Liquidation of Cash Advances	20
A.7. Compliance to Agency Procurement Compliance Performance Indicator (APCPI)	10
B. Implementation of TESDA Programs	**550**
B.1. Implementation of Priority Programs	70
B.2. Accomplishment based on the Government Appropriation Act (GAA) and TESDA OPCR indicators	275
B.3. Participation and Awards from Skills Competition	25
B.4. Institutional Awards	60
B.5. Accreditation Awards	40
B.6. Enterprise-based programs implemented	15
B.7. Partnerships forged and implemented	15
B.8. Best Practices and Innovations	30
B.9. Quality Management System Implementation	20
C. Administrative and Support Services	**150**
C.1. Budget Utilization Rate (BUR)	30
C.2. Implementation of Agency Action Plan and Status of Implementation (AAPSI) on the Prior Years Audit Recommendation	30
C.3. Green Practices	20
C.4. Staff Development Program	40
C.5. Model Employee Awards	30

D. Reporting Efficiency	**60**
D.1. Timeliness, Consistency and Accuracy	
E. Social Marketing and Advocacy	**50**
E.1. Communication Program (OPCR)	
GRAND TOTAL	**1000**

The details of the above-mentioned requirements are in the Scoring Guides attached herewith as Annexes A and B.

2. For BRO Award, a demerit of 10 points from the total score shall be applied if there are findings found during ISO 9001:2015 TUV SUD audit which were not addressed.

B. Best Training Institution Award

1. The following are the major requirements with their corresponding point value:

Requirement	Point Value
A. Good Governance Measures	**190**
A.1. Compliance to Zero Corruption Policy	40
A.2. Compliance to the TESDA Code of Conduct and Ethical Standards	30
A.3. Customer Satisfaction Results	30
A.4. Compliance to Commission on Audit Rules and Regulations	30
A.5. Compliance to PhilGEPS requirements	30
A.6. Liquidation of Cash Advances	20
A.7. compliance to Agency Procurement Compliance Performance Indicator (APCPI)	10
B. Implementation of TESDA Programs	**550**
B.1. Implementation of Priority Programs	100
B.2. Accomplishment based on the Government Appropriation Act (GAA) and TESDA OPCR indicators	265
B.3. Participation and Awards from Skills Competition	25
B.4. Institutional Awards	60
B.5. Accreditation Awards	40
B.6. Partnerships forged	30
B.7. Best Practices and Innovations	30
C. Administrative and Support Services	**150**
C.1. Budget Utilization Rate (BUR)	30

C.2. Implementation of Agency Action Plan and Status of Implementation (AAPSI) on the Prior Years Audit Recommendation	30
C.3. Green Practices	20
C.4. Staff Development Program	40
C.5. Model Employee Awards	30
D. Reporting Efficiency	**60**
D.1. Timeliness, Consistency and Accuracy	
E. Social Marketing and Advocacy	**50**
E.1. Communication Program	
GRAND TOTAL	**1000**

The details of the above-mentioned requirements are in the Scoring Guide attached herewith as Annex C.

TESDA CIRCULAR

SUBJECT: Implementing Guidelines on TESDA Organizational Awards		Page 10 of 11 Pages Number 048, series of 2019
DATE ISSUED: May 22, 2019	EFFECTIVITY: As Indicated	SUPERSEDES:

VIII. Schedule of Implementation 2019

Activity	Date	Person Responsible
Finalization of Amended Implementing Guidelines and Criteria for BRO, Galing Probinsya, and Best Training Institution Awards	May 2019	Technical Working Group
Approval of Secretary/Director General	May 2019	
Dissemination of Implementing Guidelines to the Regional Offices	May 2019	Secretariat
Processing of Regional Office Performance based on available/submitted data in 2018	June – July 2019	Secretariat
Submission of Provincial Office and TTI nominees to the Technical Working Group	July 5, 2019	Regional Offices
Review and deliberation of regional performance	July 2019	Technical Working Group
On-site Visit/Validation	If needed	Technical Working Group
Deliberation/Conferment	Last week of July 2019	Technical Working Group for approval of Executive Committee
Awarding of Best Regional Office, Galing Probinsya, and Best Training Institution	2019 TESDA Anniversary Program	Secretary/Director General

TESDA CIRCULAR

SUBJECT: Implementing Guidelines on TESDA Organizational Awards		Page 11 of 11 Pages Number 048, series of 2019
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Expenses for implementation of this Program shall be charged against the Institutional Event Funds.

Wide dissemination of this Circular to all concerned is hereby enjoined.

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Director General