TESDA CIRCULAR

SUBJECT: 2017 Search for Idols ng TESDA Implementing Guidelines		Page 1 of 12 pages No. 09 series of 2017
Date Issued: 16 February 2017	**Effectivity:** Immediately	**Supercedes:**

I. RATIONALE

For the last seven years, the Search for Idols ng TESDA was successfully implemented and has produced national Idols. They were the epitome of hard-working individuals who became successful in their own endeavour through their participation in Technical Vocational Education and Training (TVET) programs. Their success stories became effective advocacy materials in attracting the youth and the unemployed adults towards promising careers in tech-voc.

To build on the gains of the previous stagings of the Idol ng TESDA Search, and in line with the celebration of TESDA's 23rd anniversary, outstanding TVET graduates and their success stories shall be given due recognition in the 2017 Search for Idols ng TESDA.

II. OBJECTIVES OF THE AWARD

1. To give recognition to graduates of Technical Education and Skills Development (TESD) programs who have attained skills excellence and success in their chosen occupation and contributed to the economic growth in their communities; and

2. To increase the level of awareness and appreciation of TESD among the general public in the country.

III. CATEGORIES OF THE AWARD

A. There shall be two categories for the award, namely:

a. *Self-employed Category* – This category is open to any Filipino TESD graduate currently operating or is expanding a business which is related to a TESD certificate he/she earned for at least the last three years (i.e., 2016 or earlier); and

b. *Wage-employed Category* – This category is open to any Filipino graduate currently working in a field related to the TESD certificate he/she earned and receives a pay check from employer/employers for the last three years (i.e., 2016 or earlier).

B. Special Award – One Special Award, dubbed as Batang TESDA! TESDA Best shall be given to the youngest winner of either wage-employed or self-emplolyed category, whose age ranges from 21-30.

IV. LEVELS OF THE SEARCH

The selection of winners shall be undertaken at the provincial/district, regional and national levels. Candidates can either be self-employed or wage-employed and working in the Philippines or abroad.

Each region shall endorse two winners, one for self-employed category and one for wage-employed category, who shall then compete for the national award. One National Winner for each category will be declared 2017 Idols ng TESDA.

V. QUALIFICATION CRITERIA

The nominees should demonstrate technical competence in the work situation. To qualify for the search, a nominee must meet the following requirements:

1. Filipino citizen, 21 years of age and above;
2. A graduate of TESD program;
3. His/her immediate employment or business operation is in line with his/her tech-voc education/training;
4. With outstanding accomplishments/achievements in line with his/her trade for the past 3 years *(2013-2015)*;
5. Without derogatory record or administrative infraction;
6. Nominated by any legitimate civic, social, religious, labor or industry organization whose membership affiliation is in line with his/her work.

VI. DOCUMENTARY REQUIREMENTS

All nominees for the search shall submit, through the TESDA Provincial/ District/ Regional Office, relevant supporting papers consisting of the following authenticated documents (documentary requirements must be arranged in the order presented below):

Requirements for both Self-Employed and Wage-Employed	
1. Duly accomplished Nomination Form with 2 pcs. 2x2 high resolution colored ID picture (with soft copy) (IDOLS 01 Form) or (IDOLS 02 Form); 2. Certified true copy of NSO-issued Birth Certificate; 3. Certified true copies of Training Certificates, Diploma or Transcript of Records; 4. Certified true copy of National Certificate/Certificate of Competency, (if any); 5. Nomination letter from any legitimate association (affiliated with his/her line of work) and in the locality where the nominee works or resides (IDOLS 03 Form); 6. Certificates, citations, and other documentary support for Model Employee Award, Skills Competition and other awards; 7. Write-up and a 3-minute video presentation for innovations introduced to support the outstanding accomplishments, if any; 8. NBI Clearance/Police Clearance;	
9. Requirements for Self-Employed	**Requirements for Wage-Employed**
• Certified true copy of Business Permit for the current year (2016) • Write up for innovations, citations	• Statement of Duties and Responsibilities attested by the Employer; • Write up for citation, innovation must be

must be certified by a legitimate organization in the locality; • Certified true copy of latest payroll for the last three months (2017) indicating list of persons employed, their corresponding salaries and other benefits such as SSS, Philhealth, etc.; and • Certified true copy of Income Statement and Sworn Statement of Assets, Liabilities and Net Worth for at least the last three years duly audited by a Certified Public Accountant (CPA).	certified by the employer; • Certified true copy of latest payroll indicating salary earned for the last three months (2017); • Certified true copy of latest Income Tax Return (ITR) for the last three years; and • Certified true copy of Barangay Clearance for the current year.

The National Secretariat shall be provided with a write-up of the regional winners (IDOLS 04 Form); or a one-page success story (not more than 100 words) of the nominee using Arial font size 12.

The write-up on innovations must compare the old and the newly developed or modified product, service and/or process. It must also describe how the new system and design adopted contributes to significant savings and higher productivity, among other factors. Pictures and a 3-minute video of the innovation should be submitted as additional supporting document.

The supporting documents must be certified as true copy of the original and endorsed by the Regional Director of TESDA or his authorized representative.

VII. PROMOTION AND ADVOCACY

The TESDA Central, Regional and Provincial/District Offices shall undertake extensive advocacy and promotional activities in their respective areas to increase public awareness on the search and ensure a wide selection base. TESDA, through the Public Information Unit (PIU), regional and provincial/district offices shall utilize the tri-media (i.e., newspaper ads, radio and television) appearances programs for this purpose.

VIII. SELECTION PROCESS

1. Selection Committees

The PO/DO shall establish a Provincial/District Board of Judges (BOJs) to ensure that the best candidates (one for each category) are chosen to represent their

Province/District. Same selection procedure is done at the RO level where Regional Board of Judges is likewise established. Members of the Provincial/District and Regional TESD Committees, whenever possible, shall serve as members of the respective BOJs. When necessary, other sectoral representatives may be considered as members. The members shall choose the Chairman of the Board. The BOJ Member coming from the same province of the candidate shall *inhibit* himself/herself from rating the latter.

The National Board of Judges, on the other hand, shall be composed of seven (7) members from the following:

- Assistant Secretary of DOLE
- Private Sector Representatives (preferably TESDA Board Members) from the following:

  - Employers group (1)
  - Labor group (1)
  - TVET Institutions (2)
  - NGOs (2)

The Chairman and Co-Chairman of the National Board of Judges shall be chosen from among the members of the Board.

2. Selection Procedure

A. Provincial/District Level

a.1 Each province/district must have a nominee for each category who will be subjected to documentary assessment and interview conducted by the Provincial/ District Board of Judges (PBOJs).

a.2 The following forms shall be used during the provincial/district search:

IDOLS 01 Nomination Form for Self-Employed Category;
IDOLS 02 Nomination Form for Wage-Employed Category;
IDOLS 03 Pro-forma Endorsement Letter for Self- and Wage-Employed Categories;
IDOLS 04 Write-up Template (Provincial/District./Regional Level) (not to exceed 100 words);
IDOLS 05 Rating Sheet for Self-Employed Category;
IDOLS 06 Rating Sheet for Wage-Employed Category; and
IDOLS 07 Comparative Assessment Sheet.

a.3 Provincial/District winners declared by the PBOJ and supported by a duly-

Signed Comparative Assessment Sheet (IDOLS 07 Form) shall be endorsed to the Regional Office for the regional level competition.

B. Regional Level

b.1 The Regional Office accepts provincial/district nominees endorsed by the Provincial/ District Offices.

b.2 The Regional Board of Judges shall conduct documentary assessment and interview the nominees to select regional winners using the same forms enumerated in Item a.2.

b.3 Regional winners declared by the Regional Board of Judges shall be endorsed to the National Board of Judges through the Partnerships and Linkages Office (PLO) for assessment on or before May 30, 2017.

b.4 The Regional Board of Judges shall submit all the relevant supporting documents of the declared regional winners as enumerated in Section VI and Item a.2 of Section VIII of this guidelines to PLO.

C. National Level

The Partnerships and Linkages Office (PLO), shall act as the National Secretariat for the 2017 search for Idols ng TESDA and shall manage the deliberation and selection of national winners.

There shall be two (2) phases in the Selection of the national winners:

Phase I. The first phase focuses on the assessment of nominees based on documentary evidence. The National Board of Judges shall assess the qualifications of the nominees using the Quantitative Indicators as yardstick. The Quantitative Indicators have a total of 100 points. Short listing shall be done after Phase I. Only the nominees who garnered a total of 50 points in the documentary assessment shall qualify for Phase II of the deliberation process.

Phase II. The second phase is the conduct of interview by the National Board of Judges. Points to be earned in this phase is 100 points.

To determine the 2017 Idols ng TESDA national winners, final rating shall be derived from 60% of the documentary evidence total points (Phase I rating) and 40% of the interview total points (Phase II rating) for a total of 100 points.

Example:

Part I **Documentary Evidence**		**Part II** **Interview**		
Total Point	60% of Total Point	Total Point	40% of Total Point	Final Rating Assessment
80	**48** (80 x .60)	70	**28** (70 x .40)	**76** (Documentary (60%) + Interview (40%)

3. Tabulation of Points

The final score of the nominees shall be tabulated by representatives from the Commission on Audit Office. The Chairman of the National Board of Judges shall announce the national winners. The decision of the Board of Judges is final and non-appealable.

PHASE I – QUANTITATIVE INDICATORS

CRITERIA	DEFINITION	Documentary Evidence	POINTS
A. Technical Vocational Education and Training (TVET) Attainment	Refers to the National Certification Level attained by the nominee as a result of his/her completion of relevant education and/or skills training program. The National Certification Level shall be the basis of his/her FIRST employment Maximum points shall be given to the nominee who has been certified to the highest qualification level. The highest qualification level shall be determined based on the promulgated training regulations.	Diploma or Certificate of Training.	15
B. Skills Certification	Refers to valid related National Certificate/ Certificate of Competency issued by TESDA and certificates awarded by other nationally/ internationally recognized bodies to an individual after passing the competency assessment and/or caused career success. Additional 2 points shall be given for any International Certificates duly certified	Copies of acquired National Certificates or Certificate of Competencies.	15

	by the issuing association/ organization. Multiple certificates shall be given weight provided that their impact to career success is clearly established.		
C. Education and Training Programs Attended C.1. Higher Education (10 pts.) C.2. TVET Related Trainings attended (5 pts.)	This refers to TVET related training programs attended for the last 3 years and related Post-secondary program attended after completing the TVET program. Refers to the Post-secondary education attended after completing the TVET program. All Post-secondary education taken should be consistent with his/her TVET Training. Refers to other technical vocational education and training related training programs attended after completing the TVET program.	Diploma or Transcript of Record Training	15
D. Career History	Positions occupied from the first job taken after completing the TVET program up to the present position (for the last three years). **Management Level** or top managers set goals for the organization and direct the company to achieve them. They perform the four managerial functions of planning, organizing, leading and controlling. Usually, they hold titles such as Chief Executive Officer (CEO), President, Vice President, Corporate head, etc. **Supervisory Level** concerns with direction and controlling function of		15

	management whose work has to be largely with personal oversight and direction of operative employees. They perform the functions of middle level managers. **Foreman** – performs a wide range of applications; responsibilities that are complex and non-routine; provides some leadership and guidance to others; and performs evaluation and analysis of work practices and the development of new criteria and procedures **Technician** – performs a wide range of skills; works with complexity and choice; contributes to problem solving and work processes; and shows responsibility for self and others. **Skilled Worker** – performs prescribe range of functions involving known routines and procedures; has limited choice and complexity of functions, and has little accountability **Semi-Skilled Worker** – performs a routine and predictable tasks; has little judgement; and works under supervision.		
E. Employment Generation Index 5.a. **Self-Employed** - Employment Generation Index (7.5 pts.)	This shall consider the number of people employed by the nominee on a permanent or contractual basis.	Copy of the official payroll indicating the names, position, salaries, and other benefits	15

		such as SSS, Philhealth, etc. covering the period 3 consecutive months before the submission of documents duly signed by all employees.	
- Length of Business Operation (7.5 pts.)	This refers to the number of years of business administration.	Certified true copy of Business Permit for the current year	
5.b. Wage-Employed – Employment Generation Index (15 pts.)	This refers to the amount of wage and other benefits received from an employer and/or income derived from related business/trade received in a month.	Copy of the latest payroll/ pay slip or any verifiable document of income duly signed by authorized official. Monthly income shall not be less than the prevailing legislated minimum wage for the given region.	
F. Citations/Awards/ Recognition	This refers to the membership affiliation of an individual by a legitimate organization/ accomplishments/contributions/ positions occupied in the community relative to his/her line of work. **Membership Affiliation** – This refers to the membership affiliation of an individual to a legitimate organization	Certification signed by the organization's	15 pts

	relative to his/her line of work. (3 pts.) **Recognition/Awards/Citations** – This refers to recognition/awards/ citations bestowed to an individual by a legitimate organization relative to his/her line of work. (3 pts.) **Skills Competition Achievements** – This refers to the level of participation of the individual in Skills Competition either as competitor, coach, sponsor, etc. (9 pts) Higher point shall be given if competitor.	authorized representative. Certificates, Plaques, etc.	
7. Innovations	This refers to any product, service or process developed or modified by an individual using his technical expertise which leads to a significant savings on cost, time and/or effort.	Certificate, plaque and/or other supporting documents, e.g. Proof of Ownership/ Intellectual Property Rights.	10 pts.
TOTAL			**100**

PHASE II – QUALITATIVE INDICATORS

CRITERIA	DEFINITION	POINTS
1. Poise and Eye Contact	Displays self-confidence and self relaxed feeling and holds attention of the entire Panel of Judges with the use of direct eye contact.	20
2. Verbal Communication Skills	Ability to present ideas and thoughts in organized manner; clarity of speech and correct pronunciation of terms.	20
3. Enthusiasm in Responding to Questions	Demonstrates a positive feeling on the topic being discussed and provides acceptable and accurate answers.	20
4. Organization of Responses	Ability to present information in logical and interesting sequence in answering questions.	20

5. Overall Impact	All Panel of Judges can relate/visualize the achievements and behaviours attributed to the nominee.	20
TOTAL		**100**
GRAND TOTAL (Phase I and II)		**100**

VI. AWARDS AND RECOGNITION

Provincial/District winners will each receive a certificate of recognition issued by the Regional Office. Regional winners shall each receive a certificate of recognition, trophy and P5,000 cash prize. The 2017 Idols ng TESDA national winners will receive a trophy and cash prize worth Php25,000 for national winners, Php20,000 for 1st runners-up and Php15,000 for 2nd runners-up per category. At the national level, a special award, dubbed as "Batang TESDA! TESDA Best", shall be given to the youngest winner of either wage-employed or self-employed category, whose age ranges from 21-30. The "Batang TESDA! TESDA Best" awardee shall likewise receive a trophy and cash prize worth Php25,000.

All the regional and national winners will be honored in a fitting ceremony to coincide with the TESDA Anniversary celebration.

VII. DISQUALIFICATION

The following are disqualified to join the search:

a. Past National and Regional TESDA Idol winners, TESDA Best! Batang TESDA winners, PRMOFW Awardees and Laang Bisig Awardees ; and

b. Employees of TESDA and TESDA Technology Institutes and their relatives up to the third degree of consanguinity or affinity.

VIII. FORMS

IDOLS 01 Nomination Form Self-Employed Category
IDOLS 02 Nomination Form Wage-Employed Category
IDOLS 03 Endorsement Letter for Self-and Wage-Employed Categories
IDOLS 04 Write-up Template Provincial/District/Regional Level
IDOLS 05 Self-Employed Rating Sheet
IDOLS 06 Wage-Employed Rating Sheet
IDOLS 07 Comparative Assessment Sheet

TESDA CIRCULAR

SUBJECT: 2017 Search for Idols ng TESDA Implementing Guidelines		Page 12 of 12 pages No. 09 series of 2017
Date Issued: 16 February 2017	**Effectivity:** Immediately	**Supercedes:**

This Circular takes effect as indicated and shall supersede any issuance inconsistent herewith.

GUILING A. MAMONDIONG
Director General/Secretary

IDOLS 01

NOMINATION FORM
(Self-Employed)

PHOTO
(2 X 2)

TRADE AREA/ QUALIFICATION: _____
REGION : _____

PERSONAL

1.NAME: _____ (First) _____ (Middle Initial) _____ (Last) 2.SEX: Male ☐ Female ☐ *(Please check the appropriate box)*

3.BIRTHDATE: *(Month/Day/Year)* 4.AGE: 5. CIVIL STATUS: Single ☐ Married ☐ Widow(er) ☐ *(Please check the appropriate box)*

6. ADDRESS: _____

7. TELEPHONE NO: _____ 8. NO. OF DEPENDENTS: ☐

EDUCATION

LEVEL	SCHOOL	DEGREE/ UNITS EARNED	INCLUSIVE DATE OF ATTENDANCE	HONORS RECEIVED
Elementary				
Secondary				
Voc. / Tech.				
College				
Post-Graduate				

TRAINING (TRADE AREA RELATED)

TRAINING PROGRAM	LEVEL OF TRAINING (E.g. Basic, Upgrading)	NUMBER OF HOURS	DURATION (Inclusive Date)

(Continue on a separate sheet of paper if necessary)

INCOME BEFORE TRAINING : _____ INCOME AFTER TRAINING : _____

BUSINESS PROFILE

1. NAME OF BUSINESS: 2. DATE STARTED: *(Month/Day/Year)*

3. NATURE OF BUSINESS: _____ 4. INITIAL CAPITAL: _____

5. BUSINESS ADDRESS: _____

6. SOURCE OF CAPITAL: ☐ Savings ☐ Loan ☐ Others *(Please specify)* _____
(Please check the appropriate box)

7.NUMBER OF WORKERS: ☐ 8.NETWORTH (= ASSET – LIABILITIES): ☐

NAME OF WORKER	ADDRESS	POSITION	MONTHLY SALARY

(Continue on a separate sheet of paper if necessary)

IDOLS 01

NOMINATION FORM
(Self-Employed)

9. FUTURE PLANS/ PROSPECT FOR THE BUSINESS, IF ANY

10. PLEASE SUBMIT A CLEAR PHOTO OF YOUR SHOP SHOWING TOOLS / EQUIPMENT YOU USE IN PRACTISING YOUR TRADE / BUSINESS.

Attested by: _____

(Signature over printed name of nominee)

_____

(Position)

Date: _____

IDOLS 02

NOMINATION FORM
(Wage-Employed)

PHOTO
(2 X 2)

TRADE AREA/QUALIFICATION : _____
REGION : _____

PERSONAL

1.NAME: _____ (First) _____ (Middle Initial) _____ (Last) 2.SEX: Male ☐ Female ☐ (Please check the appropriate box)

3.BIRTHDATE: (Month/Day/Year) 4.AGE: 5.CIVIL STATUS: Single ☐ Married ☐ Widow(er) ☐ (Please Check the appropriate box)

6. ADDRESS: _____

7. TELEPHONE NO: _____ 8. NO. OF DEPENDENTS: _____

EDUCATION

LEVEL	SCHOOL	DEGREE/ UNITS EARNED	INCLUSIVE DATE OF ATTENDANCE	HONORS RECEIVED
Elementary				
Secondary				
Voc. / Tech.				
College				
Post-Graduate				

TRAINING (TRADE AREA RELATED)

TRAINING PROGRAM	LEVEL OF TRAINING (E.g. Basic, Upgrading)	NUMBER OF HOURS	DURATION (Inclusive Date)

(Continue on a separate sheet of paper if necessary)

INCOME BEFORE TRAINING :		INCOME AFTER TRAINING :	

WORK EXPERIENCE

1. Previous Work Experience

POSITION / JOB TITLE	INCLUSIVE DATES	COMPANY ADDRESS	MONTHLY SALARY

(Continue on a separate sheet of paper if necessary)

IDOLS 02

NOMINATION FORM
(Wage-Employed)

2. Present Job :

2.1 POSITION : _____ 2.2 COMPANY : _____

2.3 COMPANY ADDRESS : _____

2.4 NUMBER OF WORKERS UNDER HIS/HER DIRECT SUPERVISION, IF APPLICABLE : _____

2.5 PRESENT MONTHLY SALARY : _____

2.6 STATEMENT OF DUTIES AND RESPONSIBILITIES :

(Please attach documentary evidence, either pay slip or photo copy of the payroll page where nominee name appears.)

Attested by: _____

(Signature over printed name of nominee)

_____

(Position/ Designation)

Date: _____

Note : Job Title/Position must be related to the Nominee's trade area

IDOLS 03

ENDORSEMENT LETTER

(Self-Employed/ Wage-Employed/TESDA Best! Batang TESDA)

*** NAME OF ENDORSING COMPANY (with Letterhead)**

Date

_____
_____
_____
_____

To Whom It May Concern:

This is to endorse Mr./ Ms. _____ as Provincial/ District/ Regional nominee for the 2014 Idol ng TESDA.

Attached are the documentary requirements for the award.

_____
Signature over printed name

_____
Designation of Endorsing Official

**For self-employed, endorsed by legitimate organization in the community.*

IDOLS 04

WRITE UP TEMPLATE

(Provincial/District and Regional Level)

NAME OF CANDIDATE
Address

TRADE AREA/
QUALIFICATION: _____

2 x 2
Picture

REGION _____

Note: Write-up must not be more than 100 words.

SELF-EMPLOYED RATING SHEET

TOTAL SCORE [ ]

Name of Candidate: _____
(Last Name) *(First Name)* *(Middle Initial)*

Region: _____

Instructions: *Based on your assessment and using the criteria indicated in each Table, please encircle the appropriate number of points earned by the candidate. Please provide explanation for points earned under Remarks Column.*

PART I – DOCUMENTARY (100 pts.)

A. Technical Education and Skills Development Attainment.....15 pts.

This refers to the National Certification level attained by the nominee as a result of his/her completion of relevant education and/or skills training program. The National Certification level shall be the basis of his/her FIRST employment.

Technical Education and Skills Development Attainment	Points	REMARKS
▪ National Certificate IV	15	
▪ National Certificate III	12.5	
▪ National Certificate II	10	
▪ National Certificate I	7.5	
▪ Certificate of Competency	5	
▪ College Degree	2.5	

Note: This must be supported by diploma or certificate. In case the nominee has several qualifications, only the highest qualification achieved related to the employment will be given points.

Maximum points shall be given to the nominee who has been certified to the highest qualification level. The highest qualification level shall be determined based on the promulgated training regulations.

B. Skills Certification.....15 pts.

Refers to valid related National Certificate/Certificate of Competency issued by TESDA and certifications awarded by other nationally/internationally recognized bodies to an individual after passing the competency assessment and/or caused career success.

Number of NCs attained	Points	REMARKS
▪ 4 or more NCs	15	
▪ 3 NCs	12	
▪ 2 NCs	9	
▪ 1 NC	6	
▪ COC	3	

Note: This must be supported by copies of acquired National Certificates or Certificate of Competencies. Additional 2 points shall be given for any International Certificates duly certified by the issuing association/ organization.

Multiple related certificates shall be given weight provided that their impact to career success is clearly established.

C. Education and Training Programs Attended .... 15 pts.

Refers to TVET and related training programs attended for the last 3 years and related Post-secondary programs attended after completing the TVET program.

C.1 Higher Education.....10 pts.

Refers to the Post-secondary education attended after completing the TVET program. All Post-secondary education taken should be consistent with his/her TVET training.

Extent of College Education Taken	Points	REMARKS
▪ Ph.D graduate	10	
▪ Ph.D units earned	8.3	
▪ Masteral graduate	6.7	
▪ Masteral units earned	5	
▪ College graduate	3.4	
▪ College level	1.7	

Note: This must be supported by a diploma and transcript of record.

C.2 TVET Related Training attended ..... 6 pts.

Refers to other TVET related training programs attended after completing the TVET program.

Number of Hours	Points	REMARKS
▪ 200 hours or more	5	
▪ 100-199 hours	43	
▪ 99 hours and below	1.7	

Note: Attendance to training programs must be supported by a training certificates.

D. *Career History* .....*15 pts.*

Positions occupied from the first job taken after completing the TVET program up to the present position (for the last three years)

Category of Job	Points	REMARKS
▪Management Level (CEO, President, VP, Corporate Head, etc.)	15	
▪Supervisory Level (middle level managers)	12.5	
▪Foreman (performs wide range of application, responsibilities that are complex and non-routine, provides some leadership and guidance to others and performs evaluation and analysis to work practices)	10	
▪Technician (performs a wide range of skills, contributes to problem solving and work processes and shows responsibility for self and others	7.5	
▪Skilled Worker (performs prescribed range of functions involving known routines and procedures,	5	

has limited choise and complexity of functions, and has little accountability.		
▪Semi-Skilled Worker (performs a routine and predictable tasks, has little judgment, and works under supervision. routinary work requiring very close supervision/ guidance)	2.5	

Note: This must be supported by a Certificate of Employment or Employment Contract.

E. Employment Generation Index..... 15 pts.

E.1 Employment Generation Index .....7.5 points

This shall consider the number of people employed by the nominee on a permanent or contractual basis.

Number of Employees	Points	Remarks
▪ 20 and above	7.5	
▪ 15 – 19	6	
▪ 10 – 14	4.5	
▪ 5 – 9	3	
▪ 1 – 4	1.5	

*6Note: This must be supported by **a)** copy of the official payroll indicating the names, position, salaries, and other benefits such as SSS, Philhealth, etc. covering the period January –March of the current year duly signed by all employees; and **b)** Business Permit.*

E.2 Length of Business Operation ....7.5 pts.

This refers to the number of years of business administration.

Number of Years in Business	Points	Remarks
▪ 9 and above	7.5	
▪ 7 – 8 years	6	
▪ 5 – 6 years	4.5	
▪ 3 – 4 years	3	
▪ *1 – 2 years*	*1.5*	

1.5

Note: This must be supported by a Certified true copy of Business Permit for the current year.

F. Citations/awards/recognition ..... 15 pts.

This refers to the accomplishments/contributions/positions occupied in the community relative to his/her line of work.

Recognition/awards/citations bestowed to an individual by a legitimate organization.

F.1 Membership Affiliation ..... 3pts.

This refers to the membership affiliation of an individual to a legitimate organization relative to his/her line of work.

Number of Memberships	Points	REMARKS
▪ 4 or more	3	

▪ 3	2.25	
▪ 2	1.5	
▪ 1	.75	

Note: This must be supported by a Certification signed by the organization's authorized representative.

F.2 Recognition/Award/Citation ..... 3 pts.

This refers to recognition/awards/citations bestowed to an individual by a legitimate organization relative to his/her line of work.

Number of recognition/awards/citation received	Points	REMARKS
▪ 4 or more	3	
▪ 3	2.25	
▪ 2	1.5	
▪ 1	.75	

Note: This must be supported by a Certification signed by the organization's authorized representative.

F.3 Skills Competition Achievements ..... 9 pts.

This refers to the level of participation of the individual in Skills Competition either as competitor, coach, sponsor, etc. Higher point shall be given if competitor.

	Award Level	Points	Remarks
Competitor	International	9	
	National	8.25	
	Regional	7.5	
	Provincial	6.75	
Coach	International	6	
	National	5.25	
	Regional	4.5	
	Provincial	3.75	
Sponsor	International	3	
	National	2.25	
	Regional	1.5	
	Provincial	.75	

Note: This must be supported by Certificates, Plaques, etc.

G. Innovations ..... 10 pts.

Innovation refers to any product, service or process developed or modified by an individual using his technical expertise, which leads to a significant savings on cost, time and or effort.

Award Level	Points	REMARKS
▪ International Level	10	
▪ National Level	7.5	

▪ Regional Level	5	
▪ Provincial Level	.2.5	

Note: This must be supported by a certificate, plaque and/or other supporting documents, e.g. Proof of Ownership/ Intellectual Property Rights.

Assessed by: _____

(Signature over printed name)
Member, Pre-Assessment Committee

Date: _____

PART II – INTERVIEW (100 pts.)

INTERVIEW GUIDE

Rate the nominee by encircling the appropriate rating corresponding to the observable characteristics and traits displayed by the nominee.

CHARACTERISTICS & TRAITS					
1. Poise and Eye Contact.....20 pts. - does he/she displays self-confidence and self relaxed feeling and holds attention of the entire Panel of Judges with the use of direct eye contact?	Timid, hesitant, easily influenced **(4.00)**	Appears to be over self conscious **(8.00)**	Moderately confident of himself **(12.00)**	Wholesomely self-confident **(16.00)**	Shows super self-assurance **(20.00)**
2. Verbal Communication Skills.....20 pts. - does he able to present ideas and thoughts in organized manner, clarity of speech and correct pronunciation of terms?	Confused and illogical **(45.00)**	Tends to scatter or to become uninvolved **(8.00)**	Usually gets ideas across well **(12.00)**	Shows superior ability to express him/herself **(16.00)**	Exceptionally logical and convincing **(20.00)**
3. Enthusiasm in Responding to Questions .....20 pts. - does he/ she demonstrates a positive feeling on the topic being discussed and provides acceptable and accurate answers.?	Over sensitive, easily disconcerted **(4.00)**	Occasionally impatient or irritated **(8.00)**	Well poised most of the time **(12.00)**	Superior self-command **(16.00)**	Exceptionally poised, calm and good humored under stress **(20.00)**
4. Organization of responses.....20 pts. - does he/she able to present information in logical and interesting sequence in answering questions?	Unprepossessing or unsuitable **(4.00)**	Creates rather unfavorable impression **(8.00)**	Suitable, acceptable **(12.00)**	Creates distinctly favorable impression **(16.00)**	Impressive, commands admiration **(20.00)**
5. Over-all Impact ..... 20 pts. - Does all the Panel of Judges can relate/visualize the achievements and behavior attributed to the nominee?	Poor **(4.00)**	Fair **(8.00)**	Good **(12.00)**	Very Good **(16.00)**	Excellent **(20.00)**
TOTAL					

Assessed by: _____

(Signature over printed name)

Member/Chairman,

Provincial/Regional/National Board of Judges

Date: _____

WAGE-EMPLOYED RATING SHEET

TOTAL SCORE [ ]

Name of Candidate: _____
(Last Name) *(First Name)* *(Middle Initial)*

Region: _____

***Instructions**: Based on your assessment and using the criteria indicated in each Table, please encircle the appropriate number of points earned by the candidate. Please provide explanation for points earned under Remarks Column.*

PART I – Documentary (100 pts.)

A. Technical Education and Skills Development Attainment.....15 pts.

This refers to the National Certification level attained by the nominee as a result of his/her completion of relevant education and/or skills training program. The National Certification level shall be the basis of his/her FIRST employment.

Technical Education and Skills Development Attainment	Points	REMARKS
▪ National Certificate IV	15	
▪ National Certificate III	12.5	
▪ National Certificate II	10	
▪ National Certificate I	7.5	
▪ Certificate of Competency	5	
▪ College Degree	2.5	

Note: This must be supported by diploma or certificate. In case the nominee has several qualifications, only the highest qualification achieved related to the employment will be given points.

Maximum points shall be given to the nominee who has been certified to the highest qualification level. The highest qualification level shall be determined based on the promulgated training regulations.

B. Skills Certification.....15 pts.

Refers to valid related National Certificate/Certificate of Competency issued by TESDAand certifications awarded by other nationally/internationally recognized bodies to an individual after passing the competency assessment and/or caused career success.

Number of NCs attained	Points	REMARKS
▪ 4 or more NCs	15	
▪ 3 NCs	12	
▪ 2 NCs	9	
▪ 1 NC	6	
▪ COC	3	

Note: This must be supported by copies of acquired National Certificates or Certificate of Competencies. Additional 2 points shall be given for any International Certificates duly certified by the issuing association/ organization.

Multiple certificates shall be given weight provided that their impact to career success is clearly established.

C. Education and Training Programs Attended .....15 pts.

Refers to TVET and related training programs attended for the last 3 years and related Post-secondary program attended after completing the TVET program.

C.1 Higher Education.....10 pts.

Refers to the Post-secondary education attended after completing the TVET program.
All Post-secondary education taken should be consistent with his/her TVET training

Extent of College Education Taken	Points	REMARKS
▪ Ph.D graduate	10	
▪ Ph.D units earned	8.3	
▪ Masteral graduate	6.7	
▪ Masteral units earned	5	
▪ College graduate	3.4	
▪ College level	1.7	

Note: This must be supported by a diploma and transcript of record.

C.2 TVET Related Training attended ..... 5 pts.

Refers to other technical vocational education and training related training programs attended after completing the TVET program.

Number of Hours	Points	REMARKS
▪ 200 hours and above	5	
▪ 100 – 199 hours	3	
▪ 99 hours and below	1.5	

Note: Attendance to training programs must be supported by a training certificates.

D. Career History .....15 pts.

Positions occupied from the first job taken after completing the TVET program up to the present position (for the last three years)

Category of Job	Points	REMARKS
▪Management Level (CEO, President, VP, Corporate Head, etc.)	15	
▪Supervisory Level (middle level managers)	12.5	
▪Foreman (performs wide range of application, responsibilities that are complex and non-routine, provides some leadership and guidance to others and performs evaluation and analysis to work practices)	10	
▪Technician (performs a wide range of skills, contributes to problem solving and work processes and shows responsibility for self and others	7.5	
▪Skilled Worker (performs prescribed range of functions involving known routines and procedures, has limited choise and complexity of functions, and has little accountability.	5	

PART II – INTERVIEW (100 pts.)

INTERVIEW GUIDE

Rate the nominee by encircling the appropriate rating corresponding to the observable characteristics and traits displayed by the nominee.

CHARACTERISTICS & TRAITS					
1. Poise and Eye Contact.....20 pts. - does he/she displays self-confidence and self relaxed feeling and holds attention of the entire Panel of Judges with the use of direct eye contact?	Timid, hesitant, easily influenced **(4.00)**	Appears to be over self conscious **(8.00)**	Moderately confident of himself **(12.00)**	Wholesomely self-confident **(16.00)**	Shows super self-assurance **(20.00)**
2. Verbal Communication Skills.....20 pts. - does he able to present ideas and thoughts in organized manner, clarity of speech and correct pronunciation of terms?	Confused and illogical **(45.00)**	Tends to scatter or to become uninvolved **(8.00)**	Usually gets ideas across well **(12.00)**	Shows superior ability to express him/herself **(16.00)**	Exceptionally logical and convincing **(20.00)**
3. Enthusiasm in Responding to Questions .....20 pts. - does he/ she demonstrates a positive feeling on the topic being discussed and provides acceptable and accurate answers.?	Over sensitive, easily disconcerted **(4.00)**	Occasionally impatient or irritated **(8.00)**	Well poised most of the time **(12.00)**	Superior self-command **(16.00)**	Exceptionally poised, calm and good humored under stress **(20.00)**
4. Organization of responses.....20 pts. - does he/she able to present information in logical and interesting sequence in answering questions?	Unprepossessing or unsuitable **(4.00)**	Creates rather unfavorable impression **(8.00)**	Suitable, acceptable **(12.00)**	Creates distinctly favorable impression **(16.00)**	Impressive, commands admiration **(20.00)**
5. Over-all Impact ..... 20 pts. - Does all the Panel of Judges can relate/visualize the achievements and behavior attributed to the nominee?	Poor **(4.00)**	Fair **(8.00)**	Good **(12.00)**	Very Good **(16.00)**	Excellent **(20.00)**
TOTAL					

Assessed by: _____

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Date: _____

▪Semi-Skilled Worker (performs a routine and predictable tasks, has little judgement, and works under supervision. routinary work requiring very close supervision/ guidance)	2.5	

Note: This must be supported by a Certificate of Employment or Employment Contract.

E. Income Generation Index.....15 pts.

This refers to the amount of wage and other benefits received from an employer and/or income derived from related business/trade received in a month.

Income Range	Points	REMARKS
▪31% and above minimum wage	15	
▪21% - 30% above minimum wage	12	
▪11% - 20% above minimum wage	9	
▪1% - 10% above minimum wage	6	
▪Minimum wage	3	

Note: This must be supported by a copy of the latest payroll/ pay slip or any verifiable document of income duly signed by authorized official. Monthly income shall not be less than the prevailing legislated minimum wage for the given region.

F. Citations and Awards.....15 pts.

This refers to accomplishments/contributions positions occupied in the community relative to his/her line of work.

Recognition/awards/citations bestowed to an individual by a legitimate organization

F.1 Membership Affiliation .....3 pts

This refers to accomplishments/contributions positions occupied in the community relative to his/her line of work.

Recognition/awards/citations bestowed to an individual by a legitimate organization

Number of Membership	Points	REMARKS
▪ 4 or more	3	
▪ 3	2.25	
▪ 2	1.5	
▪ 1	.75	

Note: This must be supported by Certificates, Plaques, etc.

F.2 Recognition/Award/Citation ..... 3 pts.

This refers to recognition/awards/citations bestowed to an individual by a legitimate organization.

Number of recognition/awards/citation received	Points	REMARKS
▪ 4 or more	3	
▪ 3	2.25	
▪ 2	1.5	
▪ 1	.75	

Note: This must be supported by a Certification signed by the organization's authorized representative.

F.3 Skills Competition Achievements ..... 9 pts.

This refers to the level of participation of the individual in Skills Competition either as competitor, coach, sponsor, etc. Higher point shall be given if competitor.

	Award Level	Points	Remarks
Competitor	International	9	
	National	8.25	
	Regional	7.5	
	Provincial	6.75	
Coach	International	6	
	National	5.25	
	Regional	4.5	
	Provincial	3.75	
Sponsor	International	3	
	National	2.25	
	Regional	1.5	
	Provincial	.75	

Note: This must be supported by Certificates, Plaques, etc.

G. Innovations .....10 pts.

Innovation refers to any product, service or process developed or modified by an individual using his technical expertise, which leads to a significant cost- savings.

Award Level	Points	Remarks
▪ International Level	10	
▪ National Level	7.5	
▪ Regional Level	5	
▪ Provincial Level	2.5	

Note: This must be supported by a certificate, plaque and/or other supporting documents, e.g. Proof of Ownership/ Intellectual Property Rights.

Assessed by: _____

(Signature over printed name)
Member/Chairman,
Provincial/Regional Board of Judges
Pre-Assessor, Pre-Assessment Committee

Date: _____