**TESDA CIRCULAR**

| **SUBJECT:** 2016 Search for Idols ng TESDA Implementing Guidelines | | Page 1 of 11 pages<br>No. 21 series of 2016 |
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| **Date Issued:**<br>May 20, 2016 | **Effectivity:**<br>Immediately | **Supercedes:** |

## I. RATIONALE

For the last six 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 22nd anniversary, outstanding TVET graduates and their success stories shall be given due recognition in the 2016 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

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., 2015 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., 2015 or earlier).

At the national level, a special award dubbed as "Batang TESDA! TESDA Best" shall be given to winner/s who are 21-30 years of age, and inspite of their young age, have attained skills excellence and success in their chosen occupation and contributed to the economic growth in their communities.

## 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 per category, who shall compete for the national award.** Two national winners shall be chosen – one national winner for self-employed and one for wage-employed.

## 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; and
7. Working in the province/district, region that nominates him/her.

## 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** |
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| 1. Duly accomplished Nomination Form with 2 pcs. 2x2 colored ID picture (with soft copy) (IDOLS 01 Form) or (IDOLS 02 Form);<br>2. Certified true copy of NSO-issued Birth Certificate;<br>3. Certified true copies of Training Certificates, Diploma or Transcript of Records;<br>4. Certified true copy of National Certificate/Certificate of Competency, (if any);<br>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);<br>6. Certificates, citations, and other documentary support for Model Employee Award, Skills Competition and other awards;<br>7. Write-up and a 3-minute video presentation for innovations introduced to support the outstanding accomplishments, if any;<br>8. NBI Clearance/Police Clearance; |

| **Requirements for Self-Employed** | **Requirements for Wage-Employed** |
|---|---|
| 9. Certified true copy of Business Permit for the current year;<br>10. Write up for innovations, citations must be certified by a legitimate organization in the locality;<br>11. Certified true copy of latest payroll for the last three months indicating list of persons employed, their corresponding salaries and other benefits such as SSS, Philhealth, etc.; and<br>12. 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). | 9. Statement of Duties and Responsibilities attested by the Employer;<br>10. Write up for citation, innovation must be certified by the employer;<br>11. Certified true copy of latest payroll indicating salary earned for the last three months;<br>12. Certified true copy of latest Income Tax Return (ITR) for the last three years; and<br>13. 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. Same selection procedure is done at the RO, which shall establish a Regional Board of Judges. 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 elect 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 any of 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)

### 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:

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| 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 June 30, 2016.

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 2016 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 2016 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**<br>(80 x .60) | 70 | **28**<br>(70 x .40) | **76**<br>(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 |
|---|---|---|---|
| 1. Technical Vocational Education and Training (TVET) Attainment | Refers to relevant education or training process where it involves, in addition to general education, the study of technologies and related sciences and the acquisition of practical skills relating to occupations in various sectors of economic life, comprises formal and non-formal approaches attained by the nominee as his/her baseline at the time of his/her employment. | Diploma or Certificate of Training. | 15 |
| 2. Skills Certification | 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. | Copies of acquired National Certificates or Certificate of Competencies. | 15 |

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| | Multiple certificates shall be given weight provided that their impact to career success is clearly established.<br><br>In case the qualification level is only up to NC II or III, the nominee should earn the maximum points (refer to the latest list of training regulations).<br><br>In case the nominee has several qualifications, only the highest qualification achieved will be given points.<br><br>No points shall be given if the nominee's first job is a result of his/her college degree earned. | | |
| 3. Education and Training Programs Attended | This refers to TVET and related training programs attended for the last 3 years and related Post-secondary program attended after completing the TVET program. | | 18 |
| 3.1. Higher Education | Refers to the Post-secondary education attended after completing the TVET program.<br><br>All Post-secondary education taken should be consistent with his/her TVET Training. | Diploma or Transcript of Record | |
| 3.2. TVET Related Trainings attended | Refers to other technical vocational education and training related training programs attended after completing the TVET program. | Training certificates | |
| 4. Career History | Positions occupied from the first job taken after completing the TVET program up to the present position (for the last three years).<br><br>**Management Level** or top managers set goals for the organization and | | 12 |

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| | | 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.<br><br>**Supervisory Level** concerns with direction and controlling function of management whose work has to be largely with personal oversight and direction of operative employees. They perform the functions of middle level managers.<br><br>**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<br><br>**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.<br><br>**Skilled Worker** – performs prescribe range of functions involving known routines and procedures; has limited choice and complexity of functions, and has little accountability<br><br>**Semi-Skilled Worker** – performs a routine and predictable tasks; has little judgement; and works under supervision. | | |

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| 5. Employment Generation Index | | | 25 |
| 5.a. Self-Employed - Employment Generation Index | 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 such as SSS, Philhealth, etc. covering the period January – March of the current year duly signed by all employees. | |
| - Length of Business Operation | This refers to the number of years of business operation | Certified true copy of Business Permit for the current year | |
| 5.b. Wage-Employed – Employment Generation Index | 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. | |

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| 6. Citations and Awards | **Membership Affiliation** – This refers to accomplishments/ contributions/ positions occupied in the community relative to his/her line of work.<br><br>Recognition/awards/citations bestowed to an individual by a legitimate organization.<br><br>**Skills Competition Achievements** – This refers to the level of participation of the individual in Skills Competition either as competitor, coach, sponsor, etc.<br><br>Higher point shall be given if competitor. | Certification signed by the organization's authorized representative.<br><br>Certificates, Plaques, etc. | 15 |
| 7. Innovations *(applicable only in case of a tie)* | **Innovation** –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. | 2 (bonus) |
| **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 |

| | | |
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| 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 2016 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 winner/s who are 21-30 years of age and inspite of their young age, have attained skills excellence and success in their chosen occupation and contributed to the economic growth in their communities. 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.

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

**SEC. IRENE M. ISAAC**
Director General