TESDA CIRCULAR

SUBJECT: **Guidelines on the Implementation of International Faculty Exchange Program (IFEP) under the SEA-TVET Consortium**		Page 1 of 9 Pages Number 022 series of 2023
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In the interest of service and in pursuit of providing international standards for trainers, these implementing guidelines for the SEA-TVET International Faculty Exchange Program are hereby issued.

I. BACKGROUND

The Technical Education and Skills Development Authority (TESDA) is the Philippine agency tasked to manage and provide Technical and Vocational Education and Training (TVET) in the country. One of its major thrusts is "TVET for Global Competitiveness and Workforce Readiness". To improve the quality of skilled workers produced, one of the major factors contributing to an effective and efficient TVET system is the quality of trainers or faculty who facilitate TVET programs.

The 1st High Officials Meeting on SEA-TVET was hosted by the Office of the Vocational Education Commission, Ministry of Education Thailand on 24-26 August 2015 in Chiang Mai, Thailand with the goal of working together towards harmonization and internationalization of TVET in Southeast Asia. International faculty exchange encourages professional development through the stimulus of a socio-culturally varied faculty make-up and institutional setting.

Technical and Vocational Education and Training (TVET) has been identified as one of the seven priority areas for educational development in Southeast Asia from 2015 to 2035. This was officially confirmed by the Southeast Asian ministers of education at a meeting held in Lao PDR in September 2014.

TESDA has yet to implement an International Faculty Exchange Program (IFEP). In support of TESDA Circular No. 097 series of 2021, a clear policy direction is hereby presented on the internationalization of Philippine TVET for the enhancement of Philippine TVET quality to be at par with international standards and encourage mobility of workers across regions and countries. As a result, the implementing guidelines for IFEP under the SEA-TVET Consortium will serve as a springboard for other future TESDA international exchange programs in ensuring a globally competent trainer and leveraging the standard and competency of TVET in the Philippines through internationalization and harmonization, as well as creating a sustainable international networking platform among Philippine TVET institutions.

II. OBJECTIVES

This guideline generally intends to provide reference in the conduct of Faculty Exchange Programs under SEA-TVET Consortium and establish a procedure on the utilization of the TESDA Development Fund to support the program.

Specifically, it aims to achieve the following:

1. Utilize opportunities provided by exchange programs to enhance teaching and training abilities;
2. Develop professional progress through the stimulus of a different setting where exchanging institutions benefit from the knowledge and skills of the exchanged trainers;
3. Acquire knowledge and skills in emerging technologies and advanced TVET systems;
4. Develop mutual understanding in promoting international education and cultural exchange; and
5. Expose trainers to a culturally-varied and diverse faculty set-up with an opportunity to exchange ideas, observe a variety of teaching styles, and generate new/innovative ideas in line with international standards.

III. SCOPE

This guideline shall apply to all TESDA Technology Institutions that intend to participate in the International Faculty Exchange Program under SEA-TVET Consortium.

IV. DEFINITION OF TERMS

Faculty Exchange Program - is an inter-institutional agreement in which the expertise and services of one institute's faculty members are exchanged with the other. A faculty exchange will promote international teaching and research collaboration to the faculties of both institutions. *(Indian Institute of Management Ranchi)*

Full Members - is a member that has implemented the Staff Exchange Programme. The TVET institution must submit the Staff Exchange Agreement signed with another institution and a monitoring report. *(SEATVET Guidebook)*

Member TTI - this refers to the TESDA Technology Institution (TTI) who completed the application of membership in SEA-TVET and has the capacity to network with other members and identify relevant partners to carry activities in SEA-TVET Consortium. *(SEATVET Guidebook)*

National Human Resource Development Committee (NHRDC)- responsible for the review/evaluation of programs, plans, and budget within the committee's coverage for approval of the Director General. (TESDA Circular No. 053, s. 2018)

Probationary Members - are those who have registered in SEA-TVET by completing a form and submitting it to the Secretariat via email, printed form or uploaded to the website. *(SEATVET Guidebook)*

SEA-TVET Consortium - comprises the Technical and Vocational Education and Training (TVET) institutions in SEAMEO member countries that agree to work together in harmonizing and internationalizing their programmes through curriculum harmonization, students and staff exchange and industrial attachment and resource sharing. *(SEATVET Guidebook)*

V. GENERAL GUIDELINES

A. Application for Membership

Procedure for Membership. To become a preliminary member of the Consortium, the following steps must be followed:

1. Fill-up membership application form. (Application forms are available at https://seatvet.seameo.org).
2. Send application form online, through email or post to Consortium Secretariat (E-mail: tvet@seameo.org).
3. Receive response from Consortium Secretariat for acceptance as member.

Once accepted as a member, the institution can start negotiating for Student/Staff Exchange Agreement with other members.

B. Composition of Review Team

To ensure the effective and efficient implementation of the program, the following Review Teams shall be created:

Regional Review Team

Chair: Regional Director
Members: Provincial Director
TTI Administrators

NHRDC Representative

a. Screen, deliberate and select trainer participants.
b. Appraise and endorse Project Proposal and MOA to the NITESD-NTTA;
c. Provide support to TTIs in the IFEP implementation;
d. Oversee the IFEP implementation in the respective regions; and
e. Endorse Program post training documents to the NITESD-NTTA.

National Review Team

Chair: Deputy Director General for Policies and Planning
Co-Chair: Deputy Director General for Administration and Finance
Members: Executive Director, NITESD
Executive Director Planning Office
Director IV, FMS
NHRDC
Chief, HRMD
Head, Legal Division
Chief, Project Development Division
Chief, NTTA/NITESD
Secretariat: NTTA

a. Appraise and deliberate the IFEP proposal; and
b. Endorse proposal with resolution signed by NRT to the Director General.

C. Criteria for Selection of Participating TTIs

To ensure the quality of the participating TTIs intending to implement the IFEP, the Faculty Exchange Program Proposal shall be appraised by the RRT prior endorsement to the NRT.

The following documents shall be submitted to the NRT through the NTTA

1. Endorsement from the RRT;
2. Evidence of SEA-TVET membership;
3. Faculty Exchange Proposal (Annex A);
4. Draft MOA (Annex B);
5. *APACC and/or STAR Certificate.

**Additional requirement for the availment of TESDA Development Fund*

The proposal will be deliberated and rated by the NRT based on the following criteria:

Criteria	Description/Objective	Weight
Relevance	The proposed faculty exchange should fall under the TESDA Skills Priority and SEA-TVET Priority Industry Areas.	25
Feasibility	The proposal has a comprehensive work plan with clearly defined task schedule and task value consistent with the scope of work integrating appropriate technical methodology and processes that can be achieved in accordance with the MOA and activities of the SEA TVET Exchange Program.	25
Impact	The proposal has a significant positive effect and benefits the enhancement of the development of the trainers/participants and its institution.	25
Equity	The proposal provides a resource to be a part of the institution which did not previously have access to international collaboration/cooperation such as benchmarking and skills upgrading among International TVET institutions.	25
TOTAL		**100**

See Annex D for the evaluation matrix.

Regardless of funding source, the proposal must have a minimum cumulative weight of 70% in order to be recommended to the Director General by the National Human Resource Development Committee (NHRDC).

D. Approval

a. The Director General approved proposals will be forwarded to the Administrative Service (AS) to coordinate the administrative and financial requirements through the TESDA Development Institute (TDI) and Financial and Management Service (FMS) to facilitate the departure and arrival of participants.

b. The TESDA Development Institute (TDI) shall process the participants' needed documents such as but not limited to travel documents.

c. The Financial and Management Service (FMS) shall facilitate the financial requirements such as but not limited to Obligation Request and Status (ORS) and Disbursement Vouchers (DV).

E. Program Implementation

The program implementation shall be guided by the approved MOA and the SEA-TVET Staff Exchange Process. The amount to fund the IFEP for 5 years shall be proposed to the TESDA Board. The IFEP may also be funded through Institutional Fund, LGU Sponsorship, and Industry Sponsorship.

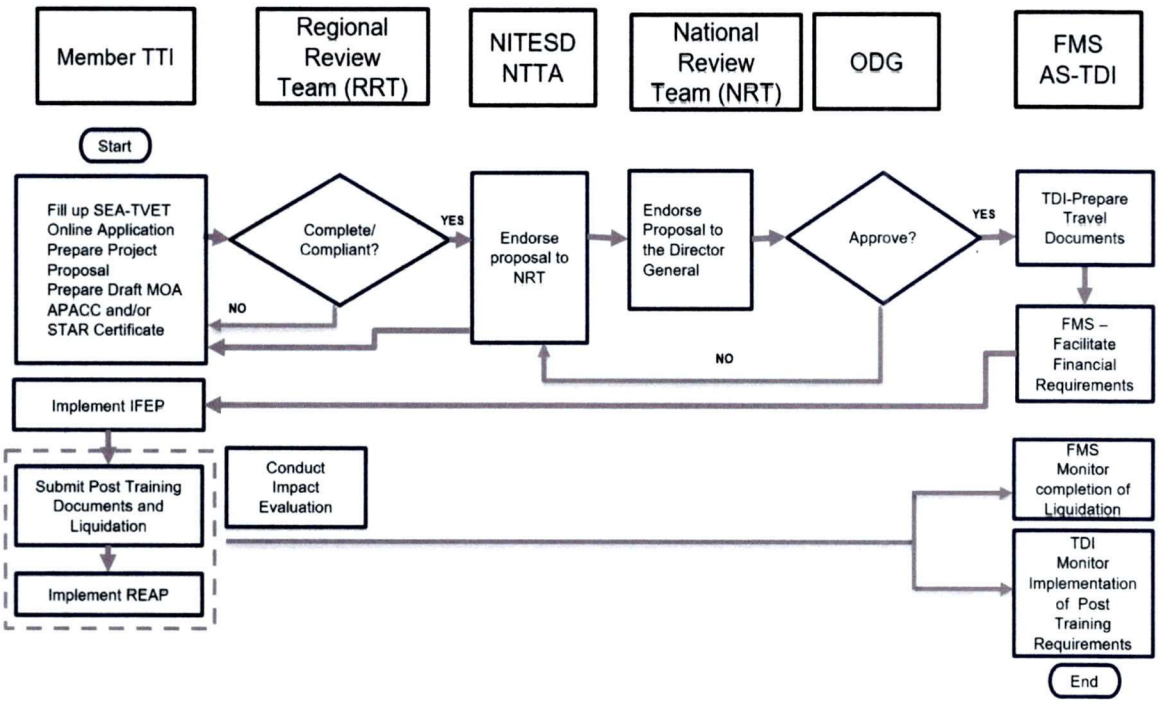
F. Monitoring and Evaluation

The ROs shall maintain a regional database of the beneficiaries of the IFEP and submit an annual report to NITESD-NTTA in order to determine the achievement of the program.

G. Reporting

a. The NTTA performs impact evaluation and presents the findings to the NITESD, Partnership and Linkages, Planning Office, Policies and Planning Cluster, and Inter-Cluster for discussion and recommendations.
b. The TTI presents the program completion report to the Provincial and Regional Offices for discussion and recommendations.
c. The member TTI shall submit Terminal and Re-entry Action Plan (TREAP) fifteen days after training and Training and Development Outcome Report (TDOR) six (6) months after the training to TDI and SEA-TVET.
d. The TTI shall prepare and submit a liquidation report to FMS subject to auditing rules and regulations.

H. Process Flow



VI. Roles And Responsibilities

A. Member TTI

1. Prepare Project proposal
2. Draft MOA
3. Implement the Faculty Exchange Program

   a. As Sending Institution
      i. Selecting eligible trainers;
      ii. Coordinating with SEAMEO and partners for preparation;
      iii. Preparing travel arrangement for outbound trainers;
      iv. Conducting pre-departure orientation for outbound trainers;
      v. Ensuring the important travel document which the outbound trainers must have: Valid Passport, International Health Insurance and Health Certificate;
      vi. Ensuring that the outbound trainer will submit the following three (3) reports to SEAMEO at the end of the exchange programme:
         - Initiative Proposal
         - Self-Evaluation Report and Overall Project Evaluation

b. As Receiving Institution
   i. Arranging the exchange programme according the agreed period, including orientation, class observation, actual teaching and cultural activities;
   ii. Coordinating with SEAMEO and partners for preparation;
   iii. Preparing accommodations for inbound trainers;
   iv. Coordinating with sending institution for arrangement of letter of acceptance, travel schedule and travel preparation;
   v. Ensuring the important travel documents which the inbound trainers must submit:
      - Valid Passport
      - International Health insurance
      - Health Certificate
   vi. Ensuring that the participating teachers will submit the following reports to SEAMEO at the end of exchange program:
      - Initiative Proposal
      - Self-Evaluation Report and
      - Overall Project Evaluation

4. Endorse post-training documents prepared by the trainer participant/s to the Regional Office (RO) and SEAMEO.

B. NITESD-NTTA

1. Serve as the secretariat of NRT;
2. Monitor and evaluate the implementation of IFEP; and
3. Maintain a database.
4. Conduct impact evaluation.

C. Administrative Service

1. Coordinate documentary requirements between TDI and FMS;
2. Coordinate funding requirements of the IFEP with the Financial and Management Service (FMS);
3. Responsible for the administrative arrangements of departing IFEP participants; and
4. Facilitate departure and arrival of participants.

D. Financial Management Service (FMS)

1. Facilitate the funding requirements of the IFEP; and
2. Monitor the submission of the required liquidation reports by the IFEP participant.

E. Human Resource Management Division

1. Process the travel exit documents of departing IFEP participant/s; and
2. Monitor the submission of the Terminal/Re-entry Action Plan of the IFEP participant/s and the Training & Development Outcome Report after six (6) months of program implementation.

F. TESDA Development Institute

1. Process travel documents;
2. Monitor re-entry activities; and
3. Post requirement documents.

VII. EFFECTIVITY

This Circular shall take effect as indicated.

DANILO P. CRUZ
Director General

Annex A

FACULTY EXCHANGE PROGRAM PROPOSAL

I. Rationale/Background

[*The rationale will cover the fundamental reason which includes the situation analysis, justification for intervention, policies, and strategies for the need to conduct the exchange program.*]

II. Objectives

[*This will enumerate the purposes and goals of the program.*]

III. Program Exchange Plan

[*This will indicate the timeline of activities, participants, and type of the exchange program participation.*]

IV. Budgetary Requirements

[*This section exhibits the breakdown of expenses to be incurred and fund utilization for the exchange program.*]

Attachments:

- SEA-TVET Teacher Exchange Program Form A- Institutional Profile *(link here)*
- SEA-TVET Teacher Exchange Program Form B- Number and Partner of Teacher Exchange *(link here)*
- Trainer's Application Form (TDI)
- Nomination Data Form
- Trainer-Participant Endorsement Memorandum from the Regional Director
- Requirements of Trainers based from Learning and Development Guidelines *(TESDA Circular No. 106 s.2021, page 17)*

Annex B

MEMORANDUM OF AGREEMENT

I. Selection of Participants

[This provision should indicate the criteria and the process of selecting the participants.]

II. Number of Participating Staffs

[The Staff Exchange program is based on the principle of reciprocity. Agreement on the number of participants per institution must be indicated.]

III. Selected Disciplines/Industry Areas

[The discipline/industry covered by the agreement and the industry areas covered must be indicated in the agreement.]

IV. Duration of Staff Exchange Agreements

[The total duration of the agreement must be specified in the document. The duration should also specify the industry attachment.]

V. Credit Transfer or Articulation

[A provision for credit transfer or articulation on the learning/training experience gained in the program must be specifically provided.]

VI. Language Use in Program Delivery

[All courses for staff must be in English. TVET institutions are responsible for ensuring that the curriculum is taught in English and should advise staff of this requirement before they enroll in the program.]

VII. Funding

[The expenses to be incurred and the responsibility of providing the funding for each cost item must be indicated in the agreement.]

Annex C

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
National TVET Trainers Academy

DOCUMENTARY REQUIREMENTS CHECKLIST

Documentary Requirements	Remarks
1. Endorsement from the RRT	
2. Proof of SEA-TVET Membership	
3. Faculty Exchange Proposal	
a. Trainer's Application Form (TDI)	
b. Nomination Data Form	
c. Trainer-Participant Endorsement Memorandum from the Regional Director	
4. SEA-TVET Teacher Exchange Program Form A- Institutional Profile	
5. SEA-TVET Teacher Exchange Program Form B- Number and Partner of Teacher Exchange	
6. Draft MOA	
7. APACC/STAR Certificate	

Annex D

EVALUATION MATRIX

	Poor - Insufficient Information (5)	Reasonable - Good Quality (10)	High Quality (15)	Very High Quality (20)	Exceptional (25)
Relevance	The proposal marginally involves stakeholders without thorough substantiation of the Industry partner functions.	The stakeholders are sufficiently involved in the proposal in a way that will contribute to the realization of the proposal. However, improvements can be made in the composition and/or functions.	The proposal provides good and relevant interaction with pertinent and representative stakeholders that have a clear involvement. Minor improvements can be made in the composition and/or functions.	The proposal provides very good and relevant interaction with pertinent and representative stakeholders that have a clear involvement. Attempts to include Industry partners were appropriate.	The proposal depicts highly relevant, strong, dynamic interaction with stakeholders, including Industry partners, involving them in a highly synergistic manner (co-creation) from the early stages of the proposal.

Feasibility	The work planning is not sufficiently adequate or sufficiently elaborated. Structural improvements are needed.	The work planning is elaborated in a reasonable way, but contains some gaps or shortcomings and leaves room for improvement.	The work planning is elaborated in a well-thought manner, allowing for minor improvements regarding efficiency, integration and synergy within the tasks.	The work planning is elaborated in an efficient and cost effective way, however allowing for few minor improvements regarding efficiency, integration and synergy within the tasks.	The work planning is elaborated in an extremely efficient and cost effective way, clearly focused on reaching a high level of integration and synergy within the tasks.
Impact	The proposal fails to acknowledge the principal domains of Kirkpatrick Model and its significance.	The proposal acknowledges the principal domains of Kirkpatrick Model and its significance.	The proposal rightly evaluates the targeted Kirkpatrick Model and its significance.	The proposal evaluates the targeted Kirkpatrick Model and its significance very well.	The proposal outstandingly evaluates the targeted Kirkpatrick Model and its significance.
Equity	The proposal has a low contribution to advancing equity. The TTI and participant/s had no foreign training attended for the last 2-3 years.	The proposal has a moderate contribution to advancing equity. The TTI and participant/s had no foreign training attended for the last 4-5 years.	The proposal has a high contribution to advancing equity. The TTI and participant/s had no foreign training attended for the last 6-7 years.	The proposal has a very high contribution to advancing equity. The TTI and participant/s had no foreign training attended for the last 8-9 years.	The proposal has an exceptional contribution to advancing equity. The TTI and participant/s had no foreign training attended for the last 10 years.