# TESDA CIRCULAR

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| **Subject: Erratum on Annex H of the Omnibus Guidelines for the Implementation of FY 2025 TESDA Scholarship Programs** | | Page 1 of 1 page/s<br>Number 014-A series of 2025 |
| **Date Issued:** JAN 14 2025 | **Effectivity:** As indicated | **Supersedes:** |

Due to a typographical error in the encoding of Annex H – Affidavit of Understanding instead of Affidavit of Undertaking, an erratum is hereby issued to correct the title of the annex.

This Circular shall amend/supersede the concerned annex of TESDA Circular No. 14, Series of 2025, and shall take effect immediately.

**JOSE FRANCISCO "KIKO" B. BENITEZ**
Secretary/Director General, TESDA

REPUBLIC OF THE PHILIPPINES)
(PLACE) S.S.

## AFFIDAVIT OF UNDERTAKING

I,_____(Name)_____of_____(Name of TVI)_____, with office address at _____(Address)_____, and as authorized by our Board of Directors to execute this Undertaking, a copy of the Secretary's Certificate of which is herewith attached and after having been sworn into oath in accordance with the law do hereby depose and say, that in accordance with the **2025 OMNIBUS GUIDELINES FOR TESDA SCHOLARSHIP PROGRAMS** embodied in TESDA Circular No. _____ Series of 2025 issued on _____, hereby undertakes, commits **and warrants** the following:

1. Promote TESDA Scholarship Programs in enhancing the competitiveness and productivity of the workforce through skills training programs;

2. Ensure that each scholar shall undergo pre-qualification process in accordance with the industry pre-hiring requirements. All application forms should be properly and completely accomplished **with the latest Passport Size ID Photos of the Trainees duly attached**;

3. Notify the qualified scholarship grantees **of their acceptance and the actual training schedule;**

4. Ensure that scholars fully understand the provisions of their Commitment of Undertaking;

5. Shall **not exact additional fees** from the scholars;

6. Conduct, in coordination with the Provincial Office, the **Training Induction Program before the conduct of any training**;

7. Submit to the Provincial Office (PO) the Actual Training Schedules, as to the specific dates and time, including "On the Job Trainings" held outside of the school premises within **FIVE (5) CALENDAR DAYS** after the start of training. Said training schedules as submitted shall be **final and can no longer be amended unless force majeure occurs**. In said case however, the adjusted training schedules shall be submitted immediately one day after the occurrence of such an event;

8. After the start of the Training Program, the Enrolment Report together with the name of their respective Trainers for each particular batch should be submitted to the Provincial Office within the maximum period of **twenty percent (20%)** of the training duration.

   Likewise, the Terminal Report shall be submitted within seven (7) days calendar days after the end of the training period;

9. Motivate and nurture the scholars to maintain **one hundred percent (100%) completion** of the training program.

10. Exert effort to ensure a one hundred percent (100%) attendance of the trainees.

11. In case of accident during the conduct of training, shall be responsible for shouldering the expenses incurred to provide adequate financial assistance to the scholar or their dependents.

12. Comply with the documentary requirements for payment of the training and all other applicable costs based on the number of the scholars who have completed the training program, **as evidenced by the submitted attendance sheet, duly signed by the scholars and their respective trainers, or as supported by other documents in lieu of the attendance sheet.**

13. Immediately after the training, ensure that **one hundred percent (100%) of the scholars shall undergo the mandatory Competency Assessment** for Qualifications with Training Regulations (TR) with the corresponding Competency Assessment Tools (CATS), with accredited assessment centers and assessors for the successful graduates *(if applicable)*;

14. Institutionalize a functional Job Linkaging and Networking Services (JoLiNS) – a delivery platform to facilitate job hunting for TVET graduates and alumni by providing them services and information to land a job *(if applicable)*;

15. Institutionalize **effective monitoring system/database** to establish reliable status reports such as but not limited to employment reports of the scholars-graduates;

16. Comply with the requirements of TESDA on absorptive capacity, **sixty-five percent (65%) employment rate, and one hundred percent (100%) budget utilization rate;**

17. Ensure proper documentation of the training programs as to the conduct of training programs and attendance of trainees;

18. Comply with the requirements of the Data Privacy Act of 2012 on the processing and security of personal information;

19. **Allow TESDA Provincial Office reasonable time to conduct due diligence** in the examination of the submitted billing documents and verification of **at least twenty percent (20%) of the scholars** through random audit, by conducting personal calls or private messaging, and if necessary, face to face interviews, before any payment is made;

20. Provide TESDA *and the* ***Commission on Audit (COA)*** access to the TVI in the conduct of on-the-spot random audits on the ongoing and completed TWSP/STEP/PESFA scholarship programs of the TVI. The subject of the inspection/audit are the TVI's compliance with TESDA's training regulations, TVET program registration, and guidelines of the scholarship programs, among others;

21. Submit a **comment and/or reply within seventy-two (72) hours** from receipt of the findings of any spot audit, compliance audit or COA audit in observance of our constitutional right to due process;

22. **Submit all other documents as may be required by TESDA and/or the COA, within the stated period;**

23. Moreover, I also warrant the following:

    a) *that as of the date of the signing of this Affidavit of Undertaking, the TVI that I represent is a juridical person, duly organized and validly existing under the laws of the Philippines and it has all requisite legal power and authority to execute, deliver and implement this Undertaking, and that I have been authorized to sign the same for and on its behalf;*

    b) *that the programs we implement are compliant based on technical audit report; that our TVI has valid Certificates of TVET Program Registration (CTPR) or Certificate of Registration (COR); has absorptive training capacity in terms of facilities, tools and equipment, and trainers, inclusive of existing/on-going scholarship programs with other government agencies and other funding organizations;*

    c) *that our TVI has not been subjected to any unsettled final and executory Notice of Disallowance (ND) involving any scholarship program of TESDA and that it has not been involved in any case of unlawful exaction of fees and/or unlawful offering of any program within the jurisdiction of TESDA (if applicable);*

    d) *that all documents, most especially the billing documents that we have submitted to TESDA **are true and correct**, and that in the event of any findings of falsification, forgery and/or misrepresentation, then the TVI that I represent and I shall be **jointly and severally responsible** and liable for the same.*

24. I fully understand that sanctions to our TVIs shall be **based on current guidelines for TESDA Scholarship Programs and UTPRAS guidelines.**

**NAME OF OFFICIAL**
President/Administrator
Name of TVI

**SUBSCRIBED AND SWORN TO** before me in _____ this _____ affiant exhibiting to me his/her _____ **(Government ID) with ID number**_____.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____