TESDA CIRCULAR

Subject: **Amendments to TESDA Circular No. 009 s. 2023 on the 2023 Omnibus Guidelines for the Implementation of TESDA Scholarship Programs**		Page 1 of 6 page/s Number 009-A series of 2023
Date Issued: July 03, 2023	**Effectivity:** As indicated	**Supersedes:** TESDA Circular No. 009, s. 2023

In the interest of the service, the following amendments to Section VI of TESDA Circular No. 009 s. 2023 on the 2023 Omnibus Guidelines for the Implementation of TESDA Scholarship Programs are hereby issued.

II. SCOPE AND COVERAGE

In addition to the scholarship programs specified under TESDA Circular 009 s. 2023 which will be implemented for FY 2023, the **TESDA Overseas Scholarship Program** shall be included to further support the OFWs in enhancing their skills and find better, more decent jobs through the provision of quality training programs as well as assessment and certification to our OFWs.

VI. IMPLEMENTATION MECHANICS

1. SEEK

All Regional and Provincial Offices shall continue to proactively identify the skills that are currently in demand through the Area-Based Demand-Driven TVET process. All programs identified in the Regional and Provincial Skills Priorities Report shall be the basis in the development of a purposive Regional and Provincial Sectoral Target and Scholarship Allocation Plan. This is to support the following priority sectors identified in the 8-point Socio-Economic Agenda of the National Government, including the supply chain, value chain, and emerging industries in the area:

- Agriculture
- Construction
- Health
- Education
- Tourism
- Manufacturing
- Transportation & Logistics
- IT-BPM
- Creative Industries
- Energy

The identified programs to be covered by scholarship funds shall continue to follow the provisions in Section VI, item numbers **1.1 to 1.3,** of TESDA Circular No. 009 s. 2023, and in the selection of training providers, Section VI, item numbers **1.4 to 1.5** of the same circular, shall still be implemented, except for item number 1.5.2, wherein the Rubrics for TVI Evaluation was amended as follows:

1.5.2 Criteria for Provision of Additional Scholarship Allocation to Eligible TVIs

Criteria	Weighted Score	Indicators
Vetted Absorptive Capacity (30 pts)	30	7 or more batches of qualifications aligned to the sectoral target of the province/region; 175 or more training seats
	24	5-6 batches of qualifications aligned to the sectoral target of the province/region; 125 to 150 training seats
	18	3-4 batches of qualifications aligned to the sectoral target of the province/region; 75 to 100 training seats

	12	1-2 batches and below of qualifications aligned to the sectoral target of the province/region; 50 and below training seats
Scholarship Slots Utilization Rate (15 pts) - based on the slots utilization rate of the previously granted scholarship allocation to the TVI/TTI	15	75% and above
	12	67% - 74%
	9	59% - 66%
	6	51% - 58%
	0	50% and below
Billing Submission Compliance Rate (15 pts) – based on the compliance in the submission of billing statements with complete and proper documentation for the qualifications previously granted to the TVI/TTI within seven (7) working days once the services had been rendered	15	Within 7 working days upon completion of the program
	12	8-14 working days upon completion of the program
	9	15-21 working days upon completion of the program
	6	22-30 working days upon completion of the program
	0	More than 30 working days upon completion of the program
Assessment Rate (15 pts) - based on the % of TVET graduates who have undergone assessment for certification for the qualifications previously granted to TVI/TTI within six (6) months after finishing a program, if applicable;	15	50% and above
	12	40%-49%
	9	30%-39%
	6	20% - 29%
	0	19% and below
Employment Rate (15 pts) – based on the % of graduates who are employed within six (6) months to one (1) year after finishing a program for the qualifications previously granted to the TVI/TTI. The report on employment rate shall be only for programs that have been completed within one (1) year prior to the new application	15	65% and above
	12	57% - 64%
	9	49% - 56%
	6	41% - 48%
	0	40% and below
TVI's Awards, Recognition, and Participation (5 pts) - TVIs with ISO Certification, Philippine Quality Awards (PQA) recipients, with Tagsanay awardees, active participation in the Skills Competitions;	5	With ISO Certification or PQA and have participated in Tagsanay or Skills Competition (for the past 2 years)
	3	With ISO/PQA or have participated in Tagsanay/Skills Competition (for the past two years)
	0	No ISO/PQA and have not participated in Tagsanay or Skills Competition (for the past 2 years)
TVIs with registered programs which are PQF Levels III and higher (5 pts)	5	With at least 2 PQF Level III or Higher programs actively implemented for the past 2 years
	3	With at least 1 PQF Level III or Higher program actively implemented for the past 2 years
	0	No PQF Level III or Higher program implemented for the past two years

Note: If the criteria on Assessment Rate and/or Employment Rates are not applicable, the revised Annex E2 to E4 shall be used.

TVIs which garnered at least sixty (60) points shall be eligible to receive additional scholarship allocation. Additional batches shall be given subject to prioritization based on the Criteria and availability of funds.

1.2. Preparation and Approval Process of Scholarship Allocation Plan and Qualification Maps

Upon determination of the qualified programs and training providers, the following activities shall be undertaken:

1.2.1. For RO Funds (TWSP-RO Allocation and PESFA)

Office of Primary Responsibility	Procedures	Process Cycle Time
Provincial/District Office	1.6.1.1 Prepare the Provincial/District Scholarship Allocation Plan (PSAP) based on the following: • Alignment of programs/qualifications to the Provincial Skills Priorities; • Budget allocation for the province and equitable distribution of allocation; • Vetted absorptive capacity of TVIs/TTIs; • Compliant programs and TVIs/TTIs based on pre-qualification and performance evaluation criteria; and • Percentage share allocation is 30% for TTIs and 70% for both public/private institutions. *NOTE: Project proposals should first be approved by the Director General prior to inclusion in the PSAP.*	2 working days
	1.6.1.2 Submit approved PSAP to the Regional Office.	
Regional Office	1.6.1.3 Evaluate the submitted PSAP based on the following: • Alignment of programs/qualifications to the Provincial Skills Priorities; • Budget allocation for the province and equitable distribution of allocation; • Vetted absorptive capacity of TVIs/TTIs; • Compliant programs of the TVIs/TTIs based on pre-qualification and performance evaluation criteria; and • Percentage share allocation is 30% for TTIs and 70% for both public/private institutions.	3 working days
	1.6.1.4 Consolidate all compliant programs of the TTIs/TVIs from the submitted PSAP and prepare the Regional Scholarship Allocation Plan (RSAP).	
	1.6.1.5 Generate the Regional Qualification Map (RQM) from the Scholarship Information System (SIS) based on the RSAP. Ensure and verify the correctness of the generated RQM.	
	1.6.1.6 Finalize the RQM for the approval of the Regional Director.	
	1.6.1.7 Upload the approved RQM in the SIS within one (1) day upon approval of the Regional Director	
	1.6.1.8 After uploading the approved RQM, the RO scholarship focal shall click the "Approve RQM" button on the SIS.	
TOTAL NO. OF DAYS		**5 working days**

1.2.2. For Centrally-Managed Funds (TWSP-CO, STEP, TTSP, UAQTEA, RCEF-RESP, and CFSP)

Office of Primary Responsibility	Procedures		Process Cycle Time
Provincial/District Office	1.6.2.1	Prepare the Provincial/District Scholarship Allocation Plan (PSAP) based on the following: • Alignment of programs/qualifications to the Provincial Skills Priorities; • Budget allocation for the province and equitable distribution of allocation; • Vetted absorptive capacity of TVIs/TTIs; • Compliant programs and TVIs/TTIs based on pre-qualification and performance evaluation criteria; and • Percentage share allocation is 30% for TTIs and 70% for both public/private institutions. *NOTE: Project proposals should first be approved by the Director General prior to inclusion in the PSAP.*	2 working days
	1.6.2.2	Submit approved PSAP to the Regional Office.	
Regional Office	1.6.2.3	Evaluate the submitted PSAP based on the following: • Alignment of programs/qualifications to the Provincial Skills Priorities; • Budget allocation for the province and equitable distribution of allocation; • Vetted absorptive capacity of TVIs/TTIs; • Compliant programs and TVIs/TTIs based on pre-qualification and performance evaluation criteria; and • Percentage share allocation is 30% for TTIs and 70% for both public/private institutions.	2 working days
	1.6.2.4	Consolidate all compliant programs from the submitted PSAP and prepare the Regional Scholarship Allocation Plan (RSAP) for the approval of the Regional Director.	
	1.6.2.5	Submit the approved RSAP to ROMO-SMD.	
ROMO-SMD	1.6.2.6	Validate if the programs and TVIs/TTIs in the submitted RSAP are compliant based on the following: • Alignment of programs/qualifications to the Provincial Skills Priorities; • Budget allocation for the province and equitable distribution of allocation; • Vetted absorptive capacity of TVIs/TTIs; • Compliant programs and TVIs/TTIs based on pre-qualification and performance evaluation criteria; and • Percentage share allocation is 30% for TTIs and 70% for both public/private institutions.	5 working days
	1.6.2.7	Consolidate all compliant programs from the submitted RSAP and prepare the National Qualification Map (NQM) for the approval of the Secretary/Director General.	

ROMO/TESDO/ AF/ODG	1.6.2.8	Endorse the NQM for approval of the Secretary/Director General, through ODDG-TESDO and ODDG-AF.	1 working day
ROMO-SMD	1.6.2.9	Upload the approved NQM in the SIS.	1 working day
Regional Office	1.6.2.10	Generate the RQM from the SIS based on the approved NQM. Ensure and verify the correctness of the generated RQM.	1 working day
	1.6.2.11	Finalize the RQM for the approval of the Regional Director.	
	1.6.2.12	Upload the approved RQM in the SIS.	
	1.6.2.13	After uploading the approved RQM, the RO scholarship focal shall click the "Approve RQM" button on the SIS.	
TOTAL NO. OF DAYS			**12 working days**

2. FIND

2.1 Target Beneficiaries

To include the **Overseas Filipino Workers (OFWs)** as special clients to be given priority that will benefit from TESDA Scholarship Programs in consideration of the implementation of Overseas Scholarship Program.

2.2 Eligibility of Beneficiaries

2.2.2 In case there are inconsistencies in the trainee entry requirement and the eligibility criteria for the scholars, the trainee entry requirement in the promulgated training requirement shall prevail.

2.2.4 For Tulong Trabaho Scholarship Program:

2.2.4.3 Approval of List of Qualified Recipients

The process on the approval of the list of qualified recipients shall still follow the provisions in Section VI, item numbers 2.2.4.3.1 to 2.2.4.3.3 of TESDA Circular No. 009 s. 2023. However, the template for the List of Qualified Recipients is revised to include the qualification title. (Annex W)

3. TRAIN

3.2. Issuance of Notice to Proceed (RO Funds and Centrally-Managed Funds)

Office of Primary Responsibility	Procedures		Process Cycle Time
Regional Office	3.1.1	Notify the Provincial Office regarding the approved RQM uploaded in the SIS	within the day of RQM uploading
Provincial Office	3.1.2	Request the concerned TVIs to submit a valid Notarized Affidavit of Undertaking (AOU), following the provisions in Section VI, item numbers 3.1.2.2 to 3.1.2.3 of TESDA Circular No. 009 s. 2023.	within five (5) working days upon RQM approval
	3.1.3	Notify the Regional Office regarding the submission of valid AOU of concerned TVIs.	1 working day
Regional Office	3.1.4	Click the "Send Notice to Proceed" button in the SIS for the issuance of the Notice to Proceed to the concerned TVIs, through their registered email address.	1 working day

	3.1.5	Notify the Provincial Office regarding the issued Notice to Proceed to the TVIs.	
TOTAL NO. OF DAYS			**7 working days**

4. ASSESS & CERTIFY

The provisions in Section VI, item numbers 4.1 to 4.4 of TESDA Circular No. 009 s. 2023 shall still be followed, except for the preparation of the Qualification Map on Assessment as follows:

4.2. Preparation and Submission of Regional Qualification Map on Assessment

Office of Primary Responsibility	Procedures		Process Cycle Time
Provincial Office	4.2.1	Prepare the corresponding Provincial Qualification Map (PQM) on Assessment, ensuring that all accredited Competency Assessors are given assignment, and that the rotation of Competency Assessors are equitably distributed.	within 5 working days upon approval of RQM for training
	4.2.2	Submit approved PQM to the Regional Office.	
Regional Office	4.2.3	Consolidate all submitted PQMs for Assessment and prepare the RQM for Assessment for the approval of the Regional Director.	2 working days
	4.2.4	Submit approved RQM to ROMO-SMD.	
TOTAL NO. OF DAYS			**7 working days**

The conduct of assessment and issuance of National Certificates shall follow the existing guidelines and operating procedures on Competency Assessment.

In case the training duration is inclusive of the Supervised Industry Learning (SIL) component, the conduct of assessment may be scheduled after the institution-based training, before the learners undergo SIL.

VII. ADMINISTRATIVE AND FINANCIAL GUIDELINES

5. Payment of Training Costs, Miscellaneous Fees, and/or Entrepreneurship Costs:

5.1. The total training costs, miscellaneous fees, and/or entrepreneurship costs shall be paid upon completion of the training programs (including the completion of the duration for the SIL component, if applicable). Payments shall be made subject to the submission of verified documents indicated in Section VII, item number 5.1.1 to 5.1.4 of TESDA Circular No. 009 s. 2023;

5.2. For Diploma Programs, if the semester includes SIL, the training costs and miscellaneous fees shall be paid upon completion of the semester including the completion of the duration for the SIL component.

This Circular shall take effect fifteen (15) days after publication and/or posting in the TESDA website. This shall also be published in the Office of the National Administrative Register (ONAR), and shall supersede any issuance inconsistent herewith.

SEC. SUHARTO T. MANGUDADATU, Ph.D.

Annex E-1
Rev. 01 s. 2023

Rubrics for TVI Evaluation

Criteria	Weighted Score	Indicators
Vetted Absorptive Capacity of the previous year (30 points)	30	7 or more batches of qualifications aligned to the sectoral target of the province/region; 175 or more training seats
	24	5-6 batches of qualifications aligned to the sectoral target of the province/region; 125 to 150 training seats
	18	3-4 batches of qualifications aligned to the sectoral target of the province/region; 75 to 100 training seats
	12	1-2 batches and below of qualifications aligned to the sectoral target of the province/region; 50 and below training seats
Scholarship Utilization Rate (15 points) (at least 75% utilization rate of the previously granted scholarship allocation under the qualification being applied for)	15	75% and above
	12	67% - 74%
	9	59% - 66%
	6	51% - 58%
	0	50% and below
Billing Submission Compliance Rate (Within 7 working days) **(15 points)** (at least 95% billing submission compliance rate in a particular qualification previously granted and being applied for)	15	Within 7 working days upon completion of the program
	12	8-14 working days upon completion of the program
	9	15-21 working days upon completion of the program
	6	22-30 working days upon completion of the program
	0	More than 30 working days upon completion of the program
Assessment Rate (15 points) (At least 50% of TVET graduates have undergone assessment for certification within 6 months after finishing a program, if applicable)	15	50% and above
	12	40%-49%
	9	30%-39%
	6	20% - 29%
	0	19% and below
Employment Rate (15 points)	15	65% and above
	12	57% - 64%

Criteria	Weighted Score	Indicators
(At least 65% employment of graduates within 1 year after finishing a program in a particular qualification previously granted and being applied for)	9	49% - 56%
	6	41% - 48%
	0	40% and below
TVI Awards, Recognition, Participation (5 points)	5	With ISO Certification or PQA **and** have participated in Tagsanay or Skills Competition (for the past 2 years)
	3	With ISO/PQA **or** have participated in Tagsanay/Skills Competition (for the past two years)
	0	**No** ISO/PQA and have not participated in Tagsanay or Skills Competition (for the past 2 years)
TVIs with PQF Level III and Higher (5 points)	5	With at least **2** PQF Level III or Higher programs actively implemented for the past 2 years
	3	With at least **1** PQF Level III or Higher program actively implemented for the past 2 years
	0	**No** PQF Level III or Higher program implemented for the past two years
Perfect Score - 100 points		

Rubrics for TVI Evaluation
(Employment Rate - not a Criterion)

Criteria	Weighted Score	Indicators
Vetted Absorptive Capacity of the previous year (30 points)	30	7 or more batches of qualifications aligned to the sectoral target of the province/region; 175 or more training seats
	24	5-6 batches of qualifications aligned to the sectoral target of the province/region; 125 to 150 training seats
	18	3-4 batches of qualifications aligned to the sectoral target of the province/region; 75 to 100 training seats
	12	1-2 batches and below of qualifications aligned to the sectoral target of the province/region; 50 and below training seats
Scholarship Utilization Rate (20 points) (at least 75% utilization rate of the previously granted scholarship allocation under the qualification being applied for)	20	75% and above
	15	67% - 74%
	10	59% - 66%
	5	51% - 58%
	0	50% and below
Billing Submission Compliance Rate (Within 7 working days) **(20 points)** (at least 95% billing submission compliance rate in a particular qualification previously granted and being applied for)	20	Within 7 working days upon completion of the program
	15	8-14 working days upon completion of the program
	10	15-21 working days upon completion of the program
	5	22-30 working days upon completion of the program
	0	More than 30 working days upon completion of the program
Assessment Rate (20 points) (At least 50% of TVET graduates have undergone assessment for certification within 6 months after finishing a program, if applicable)	20	50% and above
	15	40%-49%
	10	30%-39%
	5	20% - 29%
	0	19% and below

Criteria	Weighted Score	Indicators
Employment Rate	NA	NA
TVI Awards, Recognition, Participation (5 points)	5	With ISO Certification or PQA **and** have participated in Tagsanay or Skills Competition (for the past 2 years)
	3	With ISO/PQA **or** have participated in Tagsanay/Skills Competition (for the past two years)
	0	**No** ISO/PQA and have not participated in Tagsanay or Skills Competition (for the past 2 years)
TVIs with PQF Level III and Higher (5 points)	5	With at least **2** PQF Level III or Higher programs actively implemented for the past 2 years
	3	With at least **1** PQF Level III or Higher program actively implemented for the past 2 years
	0	**No** PQF Level III or Higher program implemented for the past two years
Perfect Score - 100 points		

Rubrics for TVI Evaluation
(Assessment Rate - not a Criterion)

Criteria	Weighted Score	Indicators
Vetted Absorptive Capacity of the previous year (30 points)	30	7 or more batches of qualifications aligned to the sectoral target of the province/region; 175 or more training seats
	24	5-6 batches of qualifications aligned to the sectoral target of the province/region; 125 to 150 training seats
	18	3-4 batches of qualifications aligned to the sectoral target of the province/region; 75 to 100 training seats
	12	1-2 batches and below of qualifications aligned to the sectoral target of the province/region; 50 and below training seats
Scholarship Utilization Rate (20 points) (at least 75% utilization rate of the previously granted scholarship allocation under the qualification being applied for)	20	75% and above
	15	67% - 74%
	10	59% - 66%
	5	51% - 58%
	0	50% and below
Billing Submission Compliance Rate (Within 7 working days) **(20 points)** (at least 95% billing submission compliance rate in a particular qualification previously granted and being applied for)	20	Within 7 working days upon completion of the program
	15	8-14 working days upon completion of the program
	10	15-21 working days upon completion of the program
	5	22-30 working days upon completion of the program
	0	More than 30 working days upon completion of the program
Assessment Rate	NA	NA
Employment Rate (20 points) (At least 65% employment of graduates within 1 year after finishing a program in a particular qualification	20	65% and above
	15	57% - 64%
	10	49% - 56%
	5	41% - 48%
	0	40% and below

Criteria	Weighted Score	Indicators
previously granted and being applied for)		
TVI Awards, Recognition, Participation (5 points)	5	With ISO Certification or PQA **and** have participated in Tagsanay or Skills Competition (for the past 2 years)
	3	With ISO/PQA **or** have participated in Tagsanay/Skills Competition (for the past two years)
	0	**No** ISO/PQA and have not participated in Tagsanay or Skills Competition (for the past 2 years)
TVIs with PQF Level III and Higher (5 points)	5	With at least **2** PQF Level III or Higher programs actively implemented for the past 2 years
	3	With at least **1** PQF Level III or Higher program actively implemented for the past 2 years
	0	**No** PQF Level III or Higher program implemented for the past two years
Perfect Score - 100 points		

Rubrics for TVI Evaluation
(Assessment and Employment Rates - not Criteria)

Criteria	Weighted Score	Indicators
Vetted Absorptive Capacity of the previous year (30 points)	30	7 or more batches of qualifications aligned to the sectoral target of the province/region; 175 or more training seats
	24	5-6 batches of qualifications aligned to the sectoral target of the province/region; 125 to 150 training seats
	18	3-4 batches of qualifications aligned to the sectoral target of the province/region; 75 to 100 training seats
	12	1-2 batches and below of qualifications aligned to the sectoral target of the province/region; 50 and below training seats
Scholarship Utilization Rate (30 points) (at least 75% utilization rate of the previously granted scholarship allocation under the qualification being applied for)	30	75% and above
	23	67% - 74%
	16	59% - 66%
	9	51% - 58%
	0	50% and below
Billing Submission Compliance Rate (Within 7 working days) **(30 points)** (at least 95% billing submission compliance rate in a particular qualification previously granted and being applied for)	30	Within 7 working days upon completion of the program
	23	8-14 working days upon completion of the program
	16	15-21 working days upon completion of the program
	9	22-30 working days upon completion of the program
	0	More than 30 working days upon completion of the program
Assessment Rate	NA	NA
Employment Rate	NA	NA
TVI Awards, Recognition, Participation	5	With ISO Certification or PQA **and** have participated in Tagsanay or Skills Competition (for the past 2 years)

Criteria	Weighted Score	Indicators
(5 points)	3	With ISO/PQA **or** have participated in Tagsanay/Skills Competition (for the past two years)
	0	**No** ISO/PQA and have not participated in Tagsanay or Skills Competition (for the past 2 years)
TVIs with PQF Level III and Higher (5 points)	5	With at least **2** PQF Level III or Higher programs actively implemented for the past 2 years
	3	With at least **1** PQF Level III or Higher program actively implemented for the past 2 years
	0	**No** PQF Level III or Higher program implemented for the past two years
Perfect Score - 100 points		

ANNEX W

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

TULONG TRABAHO SCHOLARSHIP PROGRAM
LIST OF QUALIFIED RECIPIENTS
(QUALIFICATION TITLE)

Region: _____
Province: _____

Project Proponent:
Name of the proponent
Address of the proponent organization/company

NO.	NAME	AGE	TYPE OF NOMINEE
1			
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Reviewed by:

Provincial Director
Date:

Endorsed by:

Regional Director
Date:

Approved by:

SEC. SUHARTO T. MANGUDADATU, Ph.D.