

TESDA CIRCULAR

Subject: Amendment to 2024 Omnibus Guidelines for the Implementation of TESDA Scholarship Programs		Page 1 of 2 page/s Number 004-A series of 2024
Date Issued: JUN 03 2024	Effectivity: As Indicated	Supersedes:

In the interest of the service, the following amendments to Sections V, VI, and VII of TESDA Circular No. 004, series of 2024 on the Omnibus Guidelines for the Implementation of TESDA Scholarship Programs are hereby issued.

V. SCHOLARSHIP BENEFITS

2. The coverage of the scholarship benefits are as follows:
 - 2.1. Each scholar attending asynchronous eLearning programs shall be entitled to Internet Allowance of Php 1,000.00, regardless of the training duration, instead of the training support fund (TSF) of Php 160.00 per day;

VI. IMPLEMENTATION MECHANICS

3. TRAIN

3.1 Notice to Proceed

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 Understanding (AOU) (Annex J) <i>For succeeding implementation, if the TVI has already submitted a Notarized AOU to the PO/DO for the current fiscal year, the TVI can immediately proceed with the implementation of the program upon receipt of the Notice to Proceed</i>	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
	3.1.4. Issue Notice to Proceed (Annex K) to the concerned TVIs, through their registered email address.	1 working day
	3.1.5. Notify the Regional Office regarding the issued Notice to Proceed to the TVIs	
TOTAL NO. OF DAYS		7 working days

3.4.2.3.3. Message from the Regional Director

- 3.4.2.3.3.1. Responsibilities of a TESDA scholar as stipulated in the **revised** Commitment of Undertaking (**Annex M**). A scholar must provide valid reason/s for dropping out from the training. Non-compliance will cause disqualification from participating in any of the TESDA scholarship programs for one (1) year.

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3.5.4.2.2 Exemption from BSRS attendance

3.5.4.2.2.4. For Asynchronous eLearning programs, the Learner's Achievement Monitoring Report (LAMR) (**Annex R**), or any similar monitoring system of the training provider's Learning Management System (LMS), shall be the basis for monitoring the attendance and learning progress of each learner, in lieu of the BSRS attendance taking.

VII. ADMINISTRATIVE AND FINANCIAL GUIDELINES

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

5.1.4. For training programs conducted through flexible learning, project-based learning, or RPL, the following shall be submitted, in lieu of the daily attendance sheet:

5.1.4.1. Learner's Achievement Monitoring Report (**Annex R**), or any similar monitoring system of the training provider's Learning Management System (LMS) duly signed by the Trainer, Training Supervisor, and School Administrator of the TTI/TVI or Certificate/s of Achievement given when the scholar completed and passed the institutional/modular assessment (This may be generated from the T2MIS or BSRS, if applicable); and

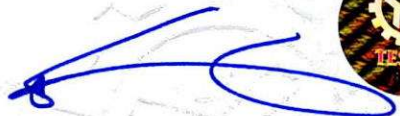
5.1.4.2. Other supporting documentary evidence, as applicable, demonstrating that the TVIs actually conducted the training and the actual number of scholars who attended the program, such as, but not limited to attendance sheets with the electronic signature of the scholars, and screenshots, gallery photos of learners or other relevant images related to the training conducted or actual training outputs produced during the performance of tasks/institutional assessment.

10. Administrative Cost

10.1. The Administrative Cost shall be used for the mobilization and other administrative expenses in the implementation of the scholarship programs, such as:

10.1.7. Processing fee of Php35.00 for the application for E-Certificate

This Circular shall take effect as indicated.



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