

TESDA CIRCULAR

Subject: TESDA Training Monitoring Information System (T2MIS) Implementing Policies and Guidelines		Page 1 of 7 pages Number <u>02</u> s. 2017
Date Issued: January 11, 2017	Effectivity: As Indicated	Supersedes:
<p>In line with the implementation of TESDA's two-pronged strategy towards poverty reduction and relative to the directive of the President to use ICT to improve service delivery to its clients, TESDA pursued the development and improvement of its MIS, which includes the TESDA Training Management Information System (T2MIS). This is a back office application that shall monitor the agency's performance in training, assessment and certification. This is linked with recently introduced Online Scholarship Application System as identified in the TESDA 17-Point Reform Agenda. Prior to the deployment of T2MIS, users' training and initial testing have been conducted to all regions. The TESDA and its TVET partners in training and assessment will use the T2MIS. To ensure the effectiveness of the system operation, these Implementing Policies and Guidelines are hereby issued:</p> <p>A. Background:</p> <p>The existing Manual-based Monitoring/Reporting System for MIS-03-02 and RWAC were enhanced into a Web-based Information System incorporating the Unique Learner Identifier (ULI). The ULI is mandatory for learners embarking on TVET programs that can be used by TESDA to post results into the Philippine TVET Qualification Framework. ULI will remain with learners so that in the future all their engagement with TESDA will be linked together. The T2MIS is an in-house developed system, a web-enabled platform to facilitate the organized collection, storage, processing, analysis and dissemination of all Technical-Vocational Education and Training (TVET) data inclusive of outputs from training, assessment and certification, employment of graduates. It maintains the central agency's databases for the following:</p> <ul style="list-style-type: none">a) Profile of the Institutions with registered programs;b) Trainers' Profiles;c) Accredited Assessment Centers;d) Assessor's Profiles; ande) Trainees /Candidates Profiles. <p>The system can be accessed via Internet and the website URL is http://t2mis@tesda.gov.ph. It can also be accessed using various devices (e.g. personal computer, laptop, tablets, cellphone, etc.) connected to the internet.</p>		

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<p>In October 25 up to December 16, 2016, a total of 1,728 participants attended the T2MIS Version 4.0 Users' Training in different regional sites. This system version is part of continual process improvement, to include the module on auto generation of codes and numbering for assessment and certification process.</p>		
<p>B. Main Objective</p> <p>To strengthen TESDA's role and capacity in managing the TVET sector through an improved and effective TVET Monitoring System.</p>		
<p>C. Specific Objectives</p> <ol style="list-style-type: none">1. Improve program monitoring to track TESDA's outputs/ performance as covered by the T2MIS;2. Establish database and generate relevant, accurate and timely information for policy formulation and program improvement; and3. Implement unique learner's ID for TESDA's clients/beneficiaries in Training and Assessment.		
<p>D. Expected Output/Outcomes</p> <ol style="list-style-type: none">1. Established T2MIS with central database for easy retrieval of data and generation of different reports such as:<ol style="list-style-type: none">a. List and Profiles of Enrollees and Graduatesb. Registry of Workers Assessed and Certifiedc. Registry of Certified TVET Trainersd. Registry of Accredited Assessorse. Compendium of TVET Providersf. Compendium of Accredited Assessment Centers2. Reduced time in generating the required monthly and annual performance reports to be used by the management for decision making; and3. Unique Learner Identifier (ULI) system implemented to facilitate verification of the programs availment of TESDA clients/beneficiaries.		

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E. General Policies

1. The **T2MIS** shall be the **official report monitoring system** to be used by TESDA Offices/operating units of the agency for training programs, and assessment and certification process.
2. Initial implementation of the system is scheduled from January to June of 2017, with parallel run of the existing excel-based templates for MIS-03-02 and Registries to be submitted to the concerned Executive Offices.
3. The Regional Director, as the Area Manager, shall have the overall responsibility in ensuring the smooth implementation of the deployed information system He/she shall provide feedback using the T2MIS Feedback-Monitoring Form 001 which can be downloaded in the Corporate Intranet – File Sharing: T2MIS Feedback Monitoring
4. The Regional and Provincial Offices shall strengthen their respective MIS Units and shall designate a dedicated MIS focal and their alternates who shall collaborate with UTPRAS, CACs, AC Processing Officers and designated TVI-MIS Officers to manage the system.
5. A monthly review of the system implementation shall be done by the process owners to be submitted to the LMID/Planning Office using T2MIS FM Form 001. However, system errors and problems encountered by the users during the initial run should be immediately reported to LMID/Planning Office for system modification/revision.
6. Operating Units with no internet connection will still use the existing monitoring templates, to be submitted to the concerned executive offices, while the T2MIS OFFSITE facility is not yet installed.
7. User's Manual will be posted in the T2MIS mainpage.

F. Phases of Implementation

Phase 1 – INITIAL IMPLEMENTATION		
Activity 1 - Database Build-up		
Activity	Schedule	Responsible Office/Person
Encode the required data - Institution's Profile - Trainers - Registered Programs	2 nd - 3 rd week of January	UTPRAS/MIS Focal Persons (Provincial Office)

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Phase 1 – INITIAL IMPLEMENTATION		
Activity 1 - Database Build-up		
Activity	Schedule	Responsible Office/Person
Create TVIs User's Account and email to the concerned MIS officers	2 nd week of January	
Create Assessment Center's Users Account and email to the concerned focal persons	2 nd week of January	CAC/MIS Focal Persons (Provincial Office)
Encode Assessment Center Profile (AC name based on certificate of accreditation, address, telephone, center manager, email address, website, longitude, latitude)	2 nd – 3 rd week of January	CAC/MIS Focal Persons (Provincial Office)
Assessor's Profile (name, complete permanent mailing address, contact number, sex, bdate, educational attainment)		
Accredited Qualification		
Review/Edit encoded data	2 nd – 3 rd week of January – up to March	MIS – Focal Person (Regional Office)
Activity 2 – System Activation		
For Training Process		
Create Training Schedules and Encode Learner's Profile	3 rd week of January up to June	TVI MIS Officer
Update status of Learners		

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Activity	Schedule	Responsible Office/Person
Activity 2 – System Activation		
For Training Process		
Assessment and Certification		
Create Assessment Schedules	3 rd week of	Assessment Center – Processing Officer
Encode Candidate’s Profile (for walk in applicants)	January up to June	
Note: Encoding of learners/trainees profiles who will undergo mandatory assessment shall be encoded by the TVI.		
Activity 3 – Process Transactions		
For Assessment and Certification Process		
AC request approval of assessment schedule from TESDA PO	2 nd week of January up to June	AC Processing Officer
Approve/disapprove assessment schedule and assessor		PO- PD /CAC Focal Person
Input Results to the RWAC		AC Processing Officer
Activity 4 – Report Generation		
Generate MIS -03-02 and Statistical Reports	3 rd week of January up to June	CO/RO/PO MIS Focal Persons
RWAC – and posting to TESDA Website	3 rd week of January up to June	
Other reports: Compendium, List of Accredited Assessment Centers, List of Trainers, List of Assessors, etc.	2 nd week of January up to June	

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Activity	Schedule	Responsible Office/Person
Activity 5 – Review/Modify System		
Feedback from the users	January - June	RO/PO + TVET Partners
Evaluate the reports generated	January - June	Central Office Process Owners (CO, QSO and PO)
Modify the system if needed	January - June	LMID/Planning Office
Phase 2 – FULL IMPLEMENTATION		
Monitor the full implementation	July - onwards	Central Office Process Owners
Assess performance		LMID/Planning Office
Maintain IT infrastructure		
Phase 3 – UPGRADE/INTEGRATE with TMCIS as indicated in TESDA ISSP		
Link to the TESDA Mission Critical Information System (TMCIS) to be developed	September - onwards	Planning Office

G. MONITORING AND EVALUATION

1. To ensure that the system will generate accurate results, the initial phase implementation will be closely monitored by the process owners of the **T2MIS** as follows:

Type of Data	Process Owner
Qualification Titles & Alpha Codes	Qualification and Standards Office
List and Profiles of Enrollees and Graduates	Planning Office
Compendium of TVET Providers	Certification Office

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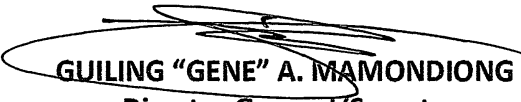
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Compendium of Accredited Assessment Centers	Certification Office
Registry of Workers Assessed and Certified	Certification Office
Registry of Certified TVET Trainers	Certification Office
Registry of Accredited Assessors	Certification Office

2. Monitoring of Monthly Reports (Compendium, MIS-03-02 and Registries) will be reviewed and validated by the Regional/Provincial Offices as main source of inputs. Final validation will be the responsibility of the process owners (Central Office). If T2MIS reports are consistent with the manual based reports, the Region has the option to withdraw the excel templates and rely on the new system.
3. For Full Implementation, entries in the downloaded reports of ROPOTI and AC through the Online T2MIS shall be evaluated by the concerned Executive Offices on a regular basis and provide corresponding feedback/analysis and recommendations through their respective Deputy Director General.

The Labor Market Information Division (LMID) – Planning Office shall be responsible for the overall maintenance of the Online T2MIS and shall act as the Overall Administrator of the said system.

These Guidelines shall take effect immediately and shall supersede any issuance inconsistent hereof. Wide dissemination and strict implementation of this Circular by all concerned are hereby enjoined.


GUILING "GENE" A. MAMONDIONG
 Director General/Secretary

TESDA TRAINING MANAGEMENT INFORMATION SYSTEM (T2MIS)
FEEDBACK MONITORING FORM

Date: _____

Region	
Province	
User's Name	

Part I – System Operation

T2 MIS Module	Issues/Problems encountered	Remarks
1. Global Data - ULI - Qualification Titles - QualAlpha Code - List of Values (LOVs)		
2. Training		
3. Assessment & Certification		

Part II – Data build-up and Reports Generation

Required Reports	Number of records encoded in Manual-based (excel templates)	Number of records encoded in the T2MIS	Remarks
MIS 03-02			
RWAC			