

TESDA CIRCULAR

SUBJECT: CONTINUING PROGRAMS FOR TESDA
ALUMNI (GRADUATES)

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I. BACKGROUND AND RATIONALE

Based on the results of the *Study on Employability of TVET Graduates*, only 66.2% of the 1,785,679 TVET graduates were employed in 2014 (*Policy Research and Evaluation Division, Planning Office, TESDA*). To augment the economic opportunities of TESDA alumni, they can be “**beneficiaries**” of the skills upgrading and entrepreneurship programs or employment facilitation services offered by TVIs/TTIs nationwide as stated in TESDA Circular 038-2016, “*Establishing a Job Linkaging and Networking Services (JoLiNS) in Public and Private TVIs and TTIs.*” TVET graduates can also be potent “**partners**” of TESDA by providing programs and services to the public.

Therefore, in view of the 17-point Agenda of the undersigned (i.e. continuing program for TESDA’s alumni and global access to the list of TVET graduates and certified workers) and in pursuit of its implementation thereof, the following Implementing Guidelines for the Continuing Programs for TESDA Alumni (Graduates) are hereby issued:

II. OBJECTIVES

These Continuing Programs for TESDA Alumni (Graduates) are intended to develop ways on how tech-voc graduates become active change agents in the TVET sector of the country. In particular, it aims to meet the following objectives:

1. To assist TVET graduates as “beneficiaries” in order to access TESDA programs and services for further skills enhancement and/or employment assistance; and
2. To facilitate TVET graduates as “partners” in supplementing the programs and services offered by TESDA to its clients and beneficiaries.

III. DEFINITION OF TERMS

1. **Dualized Training Program (DTP)** – a transitory phased implementation modality of DTS. It facilitates and leads the partnership arrangements between the school and the workplace into DTS modality overtime (*RA 7796/ TESDA Law*).
2. **Dual Training System (DTS)** – an instructional delivery system of TVET that combines in-plant and in-school training based on a training plan collaboratively designed and implemented by

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accredited dual systems agricultural, medical, industrial, and business establishments (*Section 4B of RA 7686/ DTS Law*).

3. **Job Linkaging and Networking Services (JoLiNS)** – a four-platform delivery service by TESDA to provide job seekers relevant Labor Market Information (LMI), strategies, approaches, and techniques in looking for job opportunities in the easiest and most systematic manner (*TESDA Circular 038-2016*).
4. **TESDA Alumni** – graduates of training programs offered by public and private TVIs/TTIs leading to a National Certificate (NC) for With-Training-Regulations (WTR) Qualifications, Certificate of Training for No-Training-Regulations (NTR) Qualifications, Certificate of Competency (COC), or Trainers Methodology Certificate (TMC).

IV. COVERAGE

This Circular covers the guidelines on institutionalizing Continuing Programs for TESDA Alumni (Graduates) in all public and private TVIs/TTIs.

V. GENERAL PROVISIONS

A. Alumni as “Beneficiaries”

1. Through the JoLiNS, public and private TVIs/TTIs shall equip the TVET graduates/ alumni with relevant information, techniques, and strategies to find an employer or to start/ expand a business (*TESDA Circular 038-2016*).
2. TVIs/TTIs should develop programs and services that will lead to the enhancement of the technical and employment capabilities of TVET graduates.
3. TVIs/TTIs may offer the following programs and services:
 - a. **Skills Upgrading Programs** – as part of lifelong learning and continuing skills enhancement of the workforce, skills upgrading programs shall be made available to TESDA alumni or the previous recipients of TESDA training and scholarship programs.

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- b. **Entrepreneurship Training** – TESDA shall provide training on entrepreneurship so that TESDA graduates, who opt to become self-employed by setting up their own businesses, could be assisted. TVIs/ TTIs shall prioritize provision of entrepreneurship training for family/group enterprises over individual enterprises.
- c. **Assistance for Employment Facilitation and Business Financing** – to facilitate job hunting for alumni by providing them services and information to land a job. TESDA shall establish partnerships with the industries/ enterprises and government agencies to hasten the employment-seeking period of TVET graduates. Moreover, TESDA shall partner with microfinancing institutions to provide financial assistance to TVET graduates who opt to establish their own businesses.

B. Alumni as “Partners”

1. TVIs/TTIs may tap the services of TESDA alumni to perform the following functions:
 - a. **TVET Trainer** – the alumnus/a can be employed as a regular/permanent or part-time trainer of training programs he/she is qualified to teach/train, *provided*: That the alumnus/a shall only teach the qualification/s he/she has obtained through the national assessment.
 - b. **TVET Assessor** – after meeting the necessary requirements, tech-voc graduates can perform a national assessment of TVET qualifications.
 - c. **Technical Resource Person** – TVET graduates can also be hired/tapped as a Resource Person to provide technical expertise for instruction, training, curriculum/learning materials development, and development of higher level qualifications, among others.
 - d. **Direct Employer or Link to the Employer** – TESDA alumni, being a business owner/employer or link to the employer, can provide employment opportunities to clients seeking a job.

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- e. **DTS/DTP Manager/Coordinator** – a TVET graduate who owns a business can also facilitate the training of apprentices and TVET students under the Dual Training System/Program.
 - f. **TVET Career Advocate/ Ambassador** – a TVET graduate may be eligible to provide, among others, career talks, advocacy campaigns, and resource speakers for various broadcast media and other platforms to advocate TESDA programs and services.
 - g. **Member of the TVI/TTI's Policy Making Body** – any representative of the alumni association of a certain TTI/TVI may be invited to give inputs to formulate and develop the policies governing the school's administration.
 - h. **Member of the Panel of Judges in the Institutional Awards of TVIs/TTIs** – any representative of the alumni association, preferably the president, may be invited to sit as a member of the panel of judges in any awards conferred by the TVI/TTI.
2. As their Individual Social Responsibility (ISR), TESDA alumni may be encouraged by the TVIs/TTIs to provide/ upgrade equipment and facilities for training institutions/centers and assessment centers. TESDA alumni may also assist in the provision of community extension programs of TVIs/TTIs and financial assistance to qualified and deserving tech-voc students.

C. Strategies

Below are the strategies to enjoin all TVET graduates to become active "beneficiaries" and "partners" of TESDA:

1. **Direct Provision of TVIs/TTIs' Programs and Services** - TVIs/TTIs may organize programs and services directly provided to the alumni.
2. **Partnering with an Alumni Association** – TVIs/TTIs may organize an alumni association to coordinate and facilitate JoLiNS, provision of skills upgrading, and entrepreneurship training (*TESDA Circular 038-2016*).

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3. **Information Dissemination through Networking and Social Media** – TVIs/TTIs shall actively utilize social media websites to disseminate information and attract more alumni to participate herein.
4. **Recognition System** – TVIs/TTIs may recommend successful TESDA Alumni who have contributed significantly to the development of TVET in the country as candidates for institutional awards (i.e. Idols ng TESDA, Kabalikat Award, Tagsanay Award).
5. **Alumni Homecoming** – TVIs/TTIs may organize alumni homecoming programs at least once a year.

D. Alumni Association Activities

The following are the possible programs, projects, and activities for TVIs/TTIs with existing alumni associations:

1. Innovation Programs
2. Skills Olympics
3. Alumni Homecoming
4. Community Based Training (i.e. Skills Training for Indigents and Far-Flung communities)
5. Entrepreneurship Training
6. Publication of Competency Based Learning Materials (CBLMs) and TVET Advocacy Materials (i.e. TR-oriented Career Advocacy Quadrants)
7. Job Fairs
8. Greening TVET
9. Community Extension (Outreach) Programs
10. Scholarship Programs/ Grants
11. Marketing and Networking

VI. SPECIAL PROVISIONS

- A. TESDA shall create an online system for alumni, with an accessible database, for monitoring and tracking TVET graduates in the country and abroad.

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- B. TESDA shall provide an "online link" on its website for TVET graduates to access available job openings, further training and scholarships, microfinancing options, consultancy services, and other government services, among others.

VII. MONITORING AND REPORTING

- A. TVIs/TTIs shall prepare two (2) semestral monitoring reports on the programs and services provided to and by the TESDA alumni. TVIs/TTIs shall submit these reports to their respective TESDA Provincial Offices, which in return, will submit monitoring reports to their respective TESDA Regional Offices.
- B. The National Institute for TESD of TESDA Central Office shall prepare a consolidated monitoring report based on the reports submitted by the Regional Offices.

VIII. EFFECTIVITY

This Circular takes effect as indicated.


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Director General/Secretary