

# TESDA CIRCULAR

<b>Subject: Implementing Guidelines for 2017 Special Training For Employment Program (STEP)</b>		Page <u>1</u> of <u>7</u> pages Number <u>13</u> , series of 2017
<b>Date Issued:</b> February 2, 2017	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> TESDA Circular No. 10, Series of 2016

The Special Training for Employment Program (STEP) is a community-based training program that will address the specific skills needs of the communities and promote employment, particularly through entrepreneurial, self-employment and service-oriented activities. Training programs are generally short-term and shall use the cluster of competencies prescribed in the Training Regulations promulgated by TESDA, whenever applicable.

## I. Objective

To provide skills training opportunities for the beneficiaries in the barangays / communities to make them employable and productive.

## II. Qualifications/Programs Covered

1. Only training programs specified in TESDA Circular No. 11, Series of 2017, shall be offered under STEP. These programs shall be registered with TESDA.
2. RO/POs shall ensure that Entrepreneurship Training is integrated in the programs being offered by the training providers.

## III. Criteria in the Selection of Training Provider

### a. TVIs with Previous Scholarship Allocation

1. Program is compliant based on the latest **Technical Audit**;
2. Must have absorptive training capacity in terms of facilities, tools and equipment, and trainers;
3. The TVI must not be a subject of any unsettled **Notice of Disallowance (ND)** that has become final and executory involving any scholarship program of TESDA;
4. The TVI must not be involved in an unlawful exaction of fees and/or unlawful offering of any program within the jurisdiction of TESDA;

### b. TVIs without Previous Scholarship Allocation

1. Program is compliant based on the latest **Technical Audit**;
2. Must have absorptive training capacity in terms of facilities, tools and equipment, and trainers; and
3. The TVIs with newly registered programs shall be allowed to participate. In lieu of the technical audit report, the TVI shall submit the UTPRAS inspection report.

## IV. Criteria for Evaluation of Qualification Map

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**a. TVIs with Previous Scholarship Allocation**

1. **Absorptive Capacity** refers to the number of trainees that a TVI can accommodate per batch based on Training Regulation requirements on physical facilities, tools and equipment, and number of trainers. This includes existing/ongoing scholarship programs with other government agencies and other funding organizations. – **30 points**

ABSORPTIVE CAPACITY	POINTS
Not within absorptive capacity	0
Within absorptive capacity	30 points

2. **Employment Rate** refers to the number of employed graduates in a particular qualification previously granted and being applied for. The report on employment rate shall be applicable only for the STEP programs that were completed at least six (6) months to one (1) year prior to the new application under the STEP in the same qualification. An electronic copy of the MIS-03-02 report, which includes the employment status, shall be submitted to the Scholarship Management Office (SMO). – **40 points**

EMPLOYMENT RATE	POINTS
Below 50%	0
50% to 70%	10 points
71% to 90%	20 points
91% and above	40 points

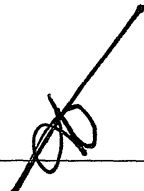
3. **Utilization Rate** refers to the number of enrollees based on the MIS 03-02 report against the approved slots of the scholarship previously granted (in a particular qualification previously granted and being applied for). – **30 points**

UTILIZATION RATE	POINTS
Below 80%	0
80% to 90%	25 points
91% and above	30 points

Those eligible TVIs which garnered a total of fifty-five (55) points and above shall be given priority in the allocation of available scholarship slots.

**b. TVIs without Previous Scholarship Allocation**

In case of new and existing TVIs which were not given any scholarship allocation prior to the issuance of this Circular and after looking into the eligibility requirements of said TVIs, scholarship slots shall be allotted for the qualification/cluster of competencies being applied



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for. The TVI shall be provided scholarship allotment equivalent to one (1) batch per qualification/cluster of competencies.

## V. Approval of Qualification Maps (QMs) and Issuance of Scholarship Grants

1. The TVIs with registered programs shall submit Qualification Maps (QMs) using STEP Form 01 with training cost based on the identified qualifications/cluster of competencies as specified in the TESDA Circular No. 11, Series of 2017 {2017 Special Training for Employment Program (STEP) Schedule of Costs} to the Provincial Offices (POs);
2. The submitted Qualification Maps (QMs) as evaluated by the Provincial Offices (POs) shall meet all the Criteria in the Selection of Training Provider (STEP Form 02) and Criteria for Evaluation (STEP Form 03), the same shall be forwarded to the Regional Offices (ROs) for evaluation. Otherwise any lacking requirements, the Provincial Offices (POs) concerned shall notify the TVIs for the compliance thereof;
3. After the evaluation, the Regional Offices (ROs) shall forward the Step Forms (01, 02 and 03) to the Scholarships Management Office-CLGUS (SMO-CLGUS);
4. The SMO-CLGUS shall prepare and forward CSW and Qualification Maps (QMs) (STEP Form 01) together with STEP Forms 02 and 03 to the ODDG-CLGUS for its recommendation and submit the same to the Director General/Secretary for his approval;
5. Approved Qualification Maps (QMs) shall be forwarded to SMO-CLGUS for the issuance of STEP Scholarship Grant certificates to the Regional Offices (ROs);
6. The Regional Offices (ROs) shall release the STEP Scholarship Grant certificates to the Provincial Offices (POs) based on the approved Qualification Maps (QMs) (STEP Form 01);
7. After a Memorandum of Agreement (MOA) has been entered between TESDA Provincial Director and TVIs, the Provincial Offices (POs) shall release the STEP Scholarship Grant certificates to the TVIs for the implementation of the training programs;
8. Revision of targets or qualifications is not allowed once approved since the corresponding toolkits are procured through public bidding.

## VI. Modes of Availing STEP Scholarship

### 1. Barangay Listing of Prospective Beneficiaries

Every Barangay Chairman or his/her designated representative shall submit the list of potential beneficiaries for skills training from the accomplished Barangay Skills Need Survey (BSNS) Form 1 to the TESDA Regional/Provincial Office. The submitted list is expected to be inclusive and non-limiting in number, indicating the skills training needed by the prospective beneficiaries.

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## 2. Online Scholarship Application

Any interested person whose name, for any reason, was not included in the BSNS can apply for scholarship program through the Online Scholarship Application ([www.tesda.gov.ph/Barangay](http://www.tesda.gov.ph/Barangay)) available at the TESDA Regional and Provincial websites.

## 3. Walk-in Application

Any interested person who desires to avail of the scholarship programs may apply either at the TESDA Central, Regional or Provincial Offices with regard to the processing of his/her scholarship application.

## VII. BENEFICIARIES

Target clientele shall include but not limited to the following:

- Drug dependent surrenderers and family members;
- Out-of-school youths;
- Unemployed;
- Underemployed;
- Industry workers obtaining skills upgrading training programs;
- Construction workers;
- OFWs and their dependents;
- Basic and marginalized sectors such as:
  - ✓ Persons with Disabilities (PWDs);
  - ✓ Farmers and fishermen;
  - ✓ Disadvantaged women;
  - ✓ Indigenous Peoples (IPs);
  - ✓ Solo parents and their children;
  - ✓ Senior citizens;
  - ✓ Rebel returnees/decommissioned combatants;
  - ✓ Wounded in-action (WIA) AFP and PNP personnel;
  - ✓ Urban & rural poor;
  - ✓ Victims of Natural Disasters and Calamities;
  - ✓ Victims of Human Trafficking;
  - ✓ Micro entrepreneurs and their family members;
  - ✓ Cooperatives intending to engage or expand business enterprise;
  - ✓ Employees with contractual/Job Order status to help them engage in entrepreneurial activities and consequently become contributors to jobs generation; and
  - ✓ Displaced Higher Education Institutions (HEIs) teaching personnel
- Other marginalized groups may also avail of the scholarship program subject to pre-qualification
- Other targeted special groups:
  - ✓ Family members of AFP and PNP personnel killed and wounded in-action (KWIA); and
  - ✓ Inmates and detainees including their families.
- A Filipino Citizen of at least fifteen (15) years old at the start of the training program;
- Must not be currently a beneficiary of other government educational scholarship and subsidy program.

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## VIII. ASSISTANCE / BENEFITS

1. The trainee shall be entitled to free training and assessment including the training allowance computed at Sixty Pesos (Php60.00) per training day. The approved STEP standard costing per TESDA Circular No. 11, Series of 2017 shall be applied strictly. The TVIs shall not exact additional training fees from the beneficiaries of this program.
2. Starter toolkits shall also be given to each trainee.

## IX. ASSESSMENT AND CERTIFICATION

1. The Regional and Provincial Directors shall ensure that the qualifications included in the STEP scholarship shall have readily available accredited assessment centers and assessors within the Region;
2. In line with the TESDA policy on assessment and certification program, competency assessment shall be mandatory for qualifications/cluster of competencies with Training Regulations (TR) with Competency Assessment Tools (CATs); and
3. Cost of assessment shall be based strictly on the TESDA Circular No. 11, Series of 2017.

## X. DUAL AVAILMENT

Dual availment scholarship shall be allowed provided that the training shall be availed one at a time and not simultaneously. The additional qualification must be related or towards higher level qualification.

## XI. ADMINISTRATIVE AND FINANCIAL PROCEDURES

1. Sub-AROs shall be issued to the Regional Offices (RO) based on the approved Qualification Maps (QMs);
2. Notice of Cash Allocations (NCAs) shall be requested by the ROs from the DBM-ROs to be consistent with the direct release scheme per DBM and DOLE –TESDA Joint Circular No. 2011-1 dated March 11, 2011 or transfer of funds shall be made by Central Office to Regional Office concerned;
3. All ROs shall submit Monthly Disbursement Programs to DBM-ROs as basis for the release of the NCAs;
4. Downloading of funds to the POs shall be made by the ROs either upon receipt of NCA from DBM-ROs or NTA from the Central Office;
5. Payment of training allowance:



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- ✓ The payment of training allowance computed at Sixty Pesos (P60.00) per training day shall be released directly to the scholars or his/her authorized representatives armed with Special Power of Attorney executed by the scholars;
  - ✓ The payment of training allowance shall correspond to the number of days of the scholar's attendance to the training program; and
  - ✓ The payment of training allowance shall be released by the POs after completion of the training.
6. Payment to TVIs of the training cost and entrepreneurship fee shall only be made upon submission of the following documents:
- ✓ Billing Statement;
  - ✓ MIS 03-02 report duly signed by the TVIs' authorized signatories;
  - ✓ Daily Attendance Sheets (DAS);
  - ✓ Certified true copy of RWAC; and
  - ✓ TESDA copy of the STEP Scholarship Grant duly signed by the concerned officials.
7. Payment to Assessment Centers of the assessment fee shall only be made upon submission of the following documents:
- ✓ Billing Statement;
  - ✓ Admission slips;
  - ✓ Copy of Attendance Sheets; and
  - ✓ Certified true copy of RWAC.
8. The procurement of toolkits shall be done through competitive bidding in accordance with Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, and its Revised Implementing Rules and Regulations. Said toolkits shall be released to the scholars by the PO concerned during the training program. Receipt by the trainee of the starter toolkit shall be supported by an Acknowledgment Receipt following the format hereto attached as Annex A. Such must be noted by the Provincial Director concerned.

## XII. MONITORING AND EVALUATION OF REPORTS

1. The monitoring and reporting requirements of the SMO CLGUS shall be observed. Regular and timely submission of accurate and consistent data shall be strictly followed and shall be submitted every 3<sup>rd</sup> day of the following month;
2. The physical and the financial reports as reflected in the template shall always be consistent for correct and accurate reporting to oversight agencies;
3. Pursuant to the Special Provision of CY 2017 GAA, the Regional Offices (ROs) are required to submit the MIS 03-02 to SMO CLGUS. Likewise, the Labor Market Information Division-Planning Office (LMID-PO) of the Central Office (CO) shall be responsible for the posting of MIS 03-02 to the TESDA website covering the following information/data:



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- (1) name of communities that participated and number of training beneficiaries;
- (2) type of training conducted, equipment and/or supplies purchased and other related information; and
- (3) Name and address of training beneficiaries.

### XIII. SANCTIONS

The following acts shall be grounds for the perpetual disqualification of the TVI to participate in any scholarship program and suspension or revocation of the Certificate of TVET Program Registration (CTPR), among others, subject to due process of law:

- Ghost training;
- Exaction of unauthorized fees from the trainees;
- Falsification, forgery, false declaration of absorptive capacity or misrepresentation in the submission by the TVI of the required reports to TESDA; and
- Other unlawful and illegal activities punishable under the Revised Penal Code.

This Circular takes effect as indicated and shall supersede any issuance inconsistent herewith.

  
**GUILING "GENE" A. MAMONDIONG**  
Director General/Secretary

**Technical Education and Skills Development Authority  
CY 2017 Special Training for Employment Program (STEP)  
QUALIFICATION MAP**

Region: \_\_\_\_\_

Province/District: \_\_\_\_\_

Name of Training Provider: \_\_\_\_\_

Qualification Title/ Cluster of Competency	No. of Slots (per Batch)	CTPR No.	Name of Trainer and NTTC No.	Indicative Date of Training & Assessment			COSTING					TOTAL AMOUNT					Remarks
				Start	End	Date of Assessment	Training Cost (PhP)	Training Allowance (PhP)	Entre- preneurship Fee (PhP)	Assessment Fee (PhP)	Per Capita Cost (PhP)	Total Training Cost (PhP)	Total Training Allowance (PhP)	Total Entre- preneurship Fee (PhP)	Total Assessment Fee (PhP)	Total Amount (PhP)	
(1)	(2)			(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10=6+7+8+9)	(11=6*2)	(12=7*2)	(13=8*2)	(14=9*2)	(15=11+12+13+14)	(16)
											-	-			-	-	
											-	-			-	-	
											-	-			-	-	
											-	-			-	-	
<b>TOTAL</b>	-										-	-			-	-	

Submitted by:  
\_\_\_\_\_  
School Administrator

Recommended by:  
\_\_\_\_\_  
Provincial/District Director

Concurred by:  
\_\_\_\_\_  
Regional Director

Recommending Approval:  
  
**ATTY. DIOSDADO O. PADILLA**  
 Deputy Director General for  
 Communities and Local Government Unit Services (CLGUS)

Approved by:  
  
**GUILING "GENE" A. MAMONDIONG**  
 Director General/Secretary



**Technical Education and Skills Development Authority  
CY 2017 Special Training for Employment Program (STEP)  
CRITERIA IN THE SELECTION OF TRAINING PROVIDER**

**Region** : \_\_\_\_\_  
**Province/District** : \_\_\_\_\_  
**Name of TVI** : \_\_\_\_\_  
**Qualification Title** : \_\_\_\_\_

**A. TVI with Previous Scholarship Allocation**

PARTICULARS	RESULT	
	Pass (/)	Fail (/)
a. Program is compliant based on the Technical Audit.		
b. The TVI has not been a subject of any unsettled Notice of Disallowance (ND) that has become final and executory involving any scholarship program of TESDA.		
c. The TVI has not been involved in unlawful exaction of fees and/or unlawful offering of any program within the jurisdiction of TESDA.		

EVALUATION RESULT:

**B. TVI without Previous Scholarship Allocation**

PARTICULARS	RESULT	
	Pass (/)	Fail (/)
a. Program is compliant based on the Technical Audit.		
b. Must have an absorptive training capacity in terms of facilities, tools and equipment and trainers.		

EVALUATION RESULT:

Evaluation done and submitted by:

\_\_\_\_\_  
**Date Evaluated**

\_\_\_\_\_  
**Provincial/District Scholarship Focal**

\_\_\_\_\_  
**Provincial/District Director**

\_\_\_\_\_  
**Regional Director**

*This form shall be submitted to the SMO.*



**ACKNOWLEDGEMENT RECEIPT  
(STEP Starter Toolkit)**

I, \_\_\_\_\_, of \_\_\_\_\_  
(name of trainee) (address)

and a trainee of \_\_\_\_\_ in \_\_\_\_\_  
(school/training provider) (qualification/program)

which I attended on \_\_\_\_\_ hereby acknowledge receipt of the following  
starter toolkits issued by \_\_\_\_\_:  
(TESDA Provincial/District Office)

List	Item	Quantity
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

\_\_\_\_\_  
Date of Receipt of Starter Toolkit

\_\_\_\_\_  
Signature Over Printed Name of Trainee

\_\_\_\_\_  
Contact Number

NOTED BY:

\_\_\_\_\_  
Signature Over Printed Name of Provincial Director

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This **Agreement** made and entered into by and between:

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**, an agency of the national government created by virtue of Republic Act No. 7796, with main office address at TESDA Complex, East Service Road, South Superhighway, Taguig City, represented herein by its Provincial Director for TESDA Region \_\_\_\_\_, Province of \_\_\_\_\_, hereinafter referred to as "**FIRST PARTY**".

-and-

\_\_\_\_\_, an educational corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office address at \_\_\_\_\_, represented herein by its Chief Operations Officer \_\_\_\_\_, hereinafter referred to as the "**SECOND PARTY**";

**WITNESSETH: That**

**WHEREAS**, as the lead agency of the government in charge of the development and implementation of technical education and skills development in the country, **FIRST PARTY** has been providing various scholarship grants to the qualified beneficiaries under Special Training for Employment Program (STEP);

**WHEREAS**, the training programs shall cover only the TVET programs registered with TESDA in accordance with the appropriate guidelines;

**WHEREAS**, to meet the objectives of the program, the amount appropriated for the training scholarship programs shall be utilized to address the specific skills needs of the communities and promote employment, particularly through entrepreneurial, self-employment and service-oriented activities;

**WHEREAS**, the **SECOND PARTY** has been subjected to evaluation and is rated qualified to conduct the training program under the STEP as per screening done by the TESDA Provincial Office (PO) and Regional Offices (RO), reviewed and recommended by the Deputy Director General for Communities and Local

Government Unit Services (CLGUS) and finally was approved by the TESDA Director General;

**NOW THEREFORE**, for and in consideration of the foregoing premises, the Parties hereby voluntarily agree, as they hereby agreed on the following covenants, to wit:

**A. NATURE OF THE CONTRACT:** By virtue of this Agreement, **FIRST PARTY** confirms the award of scholarship grants for STEP in favor of the herein **SECOND PARTY** for distribution to the qualified grantees selected by TESDA based on the approved Qualification Map (QM).

**B. OBLIGATIONS OF THE PARTIES:**

The **FIRST PARTY** shall perform the following functions:

1. Accept application for scholarship, screen those applications and eventually identify and select the qualified scholarship applicants under the STEP;
2. Provide the **SECOND PARTY** of the list of qualified and approved scholarship grantees who shall undergo the desired training program under the STEP;
3. Monitor and ensure that the **SECOND PARTY** shall maintain its standard requirements on absorptive capacity, employment rate and utilization rate;
4. Ensure that in TESDA's skills training scholarship program shall be inclusive of all applicants, provided they meet the trainees' entry requirements of the TR;
5. Ensure that Entrepreneurship Training is integrated in the programs conducted by the **SECOND PARTY**;
6. Issue the corresponding National Certification (NC) for successful trainees who have passed the competency assessment conducted therefore; and
7. Pay the **SECOND PARTY** upon submission of the following documents:
  - 1) Billing statement;
  - 2) MIS 03-02 report duly signed by the TVIs authorized signatories;
  - 3) Daily Attendance Sheet (for the duration of the training);
  - 4) Admission Slips
  - 5) Certified true copy of RWAC from POs for payment of Assessment Fee;
  - 6) Copy of Attendance Sheets; and
  - 7) TESDA copy of the STEP Scholarship Grant duly signed by the concerned officials.

The **SECOND PARTY** shall perform the following functions:

1. Inform the selected qualified scholarship grantees as identified by the **TESDA** Provincial Office;
2. Ensure that each grantee shall undergo pre-qualification process in accordance with the industry pre-hiring requirements as applicable;
3. Check the Learner's Profile Form if the same is properly and appropriately filled out;
4. Conduct, in coordination with the Provincial Office, the **Training Induction Program** before the implementation of any training program;
5. Conduct the training program integrating Entrepreneurship Training after receipt of the scholarship grants from the **TESDA** Provincial Office;
6. Ensure that no additional training fees shall be exacted from the beneficiaries of this program;
7. Facilitate the conduct of the competency assessment for qualifications with Training Regulations (TRs) with Competency Assessment Tools (CATs) with the accredited assessment centers and assessors for the successful STEP graduates;
8. Institutionalize a functional Job Linkaging and Networking Services (JLNS) – a delivery platform to facilitate job hunting for TVET graduates and alumni by providing them services and information to land a job;
9. Institutionalize effective monitoring system/database to establish reliable status reports (employment reports) of the scholars-graduates; and
10. Maintain the requirements of **TESDA** on absorptive capacity, employment rate and utilization rate;
11. Submit to TESDA for purposes of facilitating claims for payment the following supporting documents:
  - a. Billing Statement;
  - b. MIS 03-02 report duly signed by the TVIs authorized signatories;
  - c. Daily Attendance Sheet (for the duration of the training);
  - d. Admission Slips for the payment of assessment fees;
  - e. Certified true copy of the Registry of Workers Assessed and Certified (RWAC) for payment of assessment fees; and
  - f. TESDA Copy of the STEP Scholarship Grant duly signed by the concerned TESDA official.
12. Ensure that the scholars fully understand the provisions of their Commitment of Undertaking.

**C. TERM OF CONTRACT:** This contract shall be valid and enforceable upon signing hereof until the training program and competency assessment had been concluded.

**D. ATTENDANCE AND DEDUCTION FOR ABSENCE:**

Regular attendance is essential for the trainees to achieve their fullest potential and attain the maximum learning in their chosen training program. For this purpose, it is the obligation of the **SECOND PARTY** to ensure and promote regular and complete attendance among the trainees all throughout the training period. As part of their due diligence, the **SECOND PARTY** must record and monitor the attendance of each trainee.

**E. MONITORING AND COMPLIANCE:**

At its discretion, the **FIRST PARTY** may conduct on-the-spot random audits of every participating TVI in the scholarship programs of TESDA including herein **SECOND PARTY**. During the audit, the subject of inspection shall be the TVI's compliance with the required facilities, equipment, attendance and eligibility of trainers acceptability of methods of training being conducted, updated government registrations and licenses to operate, TVET program registration and attendance of trainees among others.

Nonetheless, in all instances, due process must be observed at all times.

**F. MISCELLANEOUS PROVISIONS:**

The **SECOND PARTY** herein warrants that the programs are compliant based on technical audit report; has valid Certificates of TVET Program Registration (CTPR); 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.

The **SECOND PARTY** also warrants that it 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.

Subject to due process of law, the conduct of ghost training, exaction of any unauthorized fees from the trainees, falsification, forgery, false declaration of absorptive capacity or misrepresentation in the submission of the required reports to **TESDA** by the **SECOND PARTY** and other unlawful and illegal activities punishable under the Revised Penal Code shall be considered as grounds for perpetual disqualification of the said **SECOND PARTY** from participating in any scholarship program of **TESDA** and suspension or revocation, as the case may be, of its Certificate of TVET Program Registration (CTPR), among others.

**IN WITNESS WHEREOF**, the Parties have hereunto voluntarily signed this Memorandum of Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ City, Philippines.

**FOR TESDA:**

**FOR TRAINING PROVIDER:**

By:

By:

\_\_\_\_\_  
**PROVINCIAL DIRECTOR**  
TESDA

\_\_\_\_\_  
**TRAINING PROVIDER**



**ACKNOWLEDGEMENT**

**BEFORE ME**, a Notary Public for the City of \_\_\_\_\_, Philippines, and on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ personally appeared the following:

Name

Government ID No.

PROVINCIAL DIRECTOR  
TRAINING PROVIDER

\_\_\_\_\_  
\_\_\_\_\_

all known to me and to me known to be the same persons who executed the foregoing instrument and they acknowledge to me that the same is their own free and voluntary act and deed.

This instrument consisting of six (6) pages including this page wherein this acknowledgment clause is written refers to the Memorandum of Agreement signed by the parties and their instrumental witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL on the date and at the place first above written.

Doc. No. \_\_\_\_\_,  
Page No. \_\_\_\_\_,  
Book No. \_\_\_\_\_,  
Series of 2017