

TESDA CIRCULAR

Subject: Implementing Guidelines for 2017 TESDA Emergency Skills Training Program (TESTP)		Page 1 of 3 pages Number <u>20</u> , series of 2017
Date Issued: April 27, 2017	Effectivity: Immediately	Reference Documents: TESDA Circular No. 55, Series of 2016 TESDA Circular No. 02, Series of 2016 TESDA Circular No. 57, Series of 2016 TESDA Circular No. 12, Series of 2017 TESDA Circular No. 22, Series of 2017 TESDA Circular No. 16, Series of 2017 TESDA Circular No. 10, Series of 2017 Memorandum No. 69, Series of 2017 Memorandum (unnumbered), Series of 2017

In support to the Economic Sustainability Plan to reduce underemployment in the face of economic crisis and to assist the affected Filipinos to enroll in job-directed training programs and earn the corresponding qualification that will enhance their employability without cost to the scholar, the **TESDA Emergency Skills Training Program (TESTP)** is hereby implemented.

The Regional Offices (ROs) supported by its existing Regional Scholarship Evaluation Committee (RSEC) is hereby instructed to give utmost priority in the implementation of TESTP that will address the urgent needs of the following identified **priority beneficiaries provided with training seats between May 01 – 30, 2017**, such as but not limited to:

- Returning OFWs specially those given amnesty recently by the Saudi Government;
- Family members of AFP and PNP personnel killed and wounded in-action (KWIA);
- Internally displaced workers caused by insurgency among others;
- Dependents of Traffic Enforcers;
- Identified drug dependents and their families; and
- Informal settlers specially those living in resettlement areas

Class/batch size: the TESTP adheres to a minimum of fifteen (15) and a maximum of twenty five (25) beneficiaries per batch.

I. Objective

To provide immediate skills training opportunities for the identified beneficiaries who are considered marginalized or in distress.

II. Qualifications/Programs Covered

1. Only registered training programs included in **TESDA Circular No. 02 and 57, Series of 2016** and **TESDA Circular No. 12, Series of 2017** shall be offered under TESTP;
2. Consistent with existing TWSP 2016-2017 guidelines, TESTP shall cover programs with approved RFTs or QMs; and
3. **Programs with currently available starter toolkits (under STEP) shall be prioritized** in the identification of programs to be offered under TESTP (*subject to the latest inventory as of April 28, 2017 per Memo of March 30, 2017*).



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III. Modes of Availing TESTP Scholarship

Modes of availing this program shall be consistent with the provisions stipulated in the TESDA Circular No. 10 and 16, Series of 2017. However, the program beneficiaries shall be filtered based on the TESTP priority beneficiaries. Furthermore, the RO/PO shall establish and maintain an express lane to ensure that the identified and qualified beneficiaries shall be provided with the training seats.

IV. ASSISTANCE / BENEFITS

1. The trainee shall be entitled with the following:
 - ✓ Free training;
 - ✓ Free assessment; and
 - ✓ Training Support Fund (TSF).
2. The TSF shall cover the food and transportation computed at One Hundred Pesos (Php100.00) per training day.
3. The approved standard costing per TESDA Circular No. 02 and 57, Series of 2016 and TESDA Circular No. 12, Series of 2017, shall be applied strictly. The TVIs shall not exact additional training fees from the scholars of this program.
4. Subject to the availability (*per latest inventory as of April 28, 2017 per Memo of March 30, 2017*), starter toolkits will also be given to each trainee as applicable.

V. SINGLE AVAILMENT

Single availment shall only be allowed under this program.

VI. ADMINISTRATIVE AND FINANCIAL PROCEDURES

1. Central Office allocations issued thru Sub-AROs to the Regional Offices (ROs) under 2017 1st and 2nd Semester shall be utilized for payment of TSF;



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2. Payment of TSF:

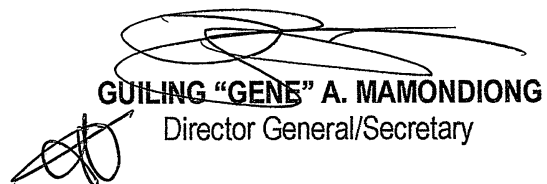
- ✓ The payment of TSF, computed at One Hundred Pesos (P100.00) per training day, shall be released by the concerned Provincial Office (POs) directly to the scholars on a weekly basis;
- ✓ The first payment shall be provided during the Training Induction Program (TIP) covering the 1st week of training;
- ✓ Subsequent payments shall correspond to the actual number of days of attendance in the previous week;

VII. MONITORING AND EVALUATION OF REPORTS

1. Between the period May 01, 2017 to May 30, 2017, the RO shall ensure the real time (**via Google drive**) submission of TESTP reports by the PO concerned using **Annex A** form to Scholarship Management Office (SMO) with the following information:
 - a) Name of TESTP Enrollees per batch by qualification;
 - b) Type of beneficiary by sex and age; and
 - c) Date of start (DOS) and Date of finish (DOF) of training.

Concerns on the Assessment and Certification and regular monitoring and evaluation reports shall be consistent with the existing TWSP Guidelines.

This Circular takes effect as indicated.


GUILING "GENE" A. MAMONDIONG
Director General/Secretary

