

TESDA CIRCULAR

SUBJECT: 2017 Kabalikat Awards Implementing Guidelines		Page 1 of 9 pages No. <u>18</u> , series of 2017
Date Issued: 12 April 2017	Effectivity: Immediately	Supersedes: TESDA Circular No. 27 Series of 2016

In the interest of service and in line with the annual conduct of Kabalikat Awards this revised guideline is being issued to ensure uniformity, efficiency and effectiveness in the assessment/evaluation of the candidates for the Kabalikat Awards and for the guidance of all concern.

I. Rationale

The TESDA Kabalikat Awards is one of the primary reward mechanisms of TESDA that give due recognition and honor to outstanding partners from various sectors i.e. Local Government Unit (LGU), Legislative, National Government Agencies (NGA), Government-Owned Control Corporation (GOCC), Non-Government Organization (NGO), private business companies/organizations and international organizations on their contribution in the promotion and development of the Technical Vocational Education and Training (TVET).

Since its inception, TESDA Kabalikat Awards program has recognized and honored many partners from various sectors who have helped TESDA immensely in promoting and implementing technical vocational education and training. These partners further assisted in the development and enhancement of courses and programs to ensure that the training, skills and competencies of the Filipino workers are updated and aligned with the industry requirements resulting to better employability domestically and internationally. The partners also contributed in other various forms such as in the provision of infrastructure, machine and equipment, supplies and materials, experts/expertise, and financing thru scholarships, advocacy programs and others. TESDA, for its part provided the necessary assistance and services to ensure that the programs and goals of both parties were achieved.

The TESDA private-public partnerships have established efficiency and effectiveness in promoting and delivering TESDA programs and services. Thru the years, the partnership with various sectors continue to grow due to their trust and confidence in TESDA. Hence, in humble recognition of TESDA's outstanding partners, the Partnerships and Linkages Offices (PLO) commences the Search for the Kabalikat Awardee for 2017

II. DEFINITION OF TERMS

1. **Industry Partner** – this may be an individual private establishment / firm / company that adheres to good practices in the promotion and enhancement of TESD. This includes companies implementing the apprenticeship program, learnership program, DTS / DTP, OJT, and other enterprise-based training programs.

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2. **Local Government Unit** – refers to a municipality/city or provincial unit and its government offices which provide support and cooperation in the promotion and enhancement of TESD.
3. **Legislative Partner** – refers to the Office of a Congressman or Senator which provides support and cooperation in the promotion and enhancement of TESD.
4. **Development Partner** - refers to international or local organizations, non-government organizations, civil society organizations, people's organizations, government-owned or controlled corporations which provide funds or contributions to TESDA in the promotion and enhancement of TESD.
5. **National Government Agency** – refer to government agencies at the national level which provides support and cooperation in the promotion and enhancement of TESD.
6. **Investment to TESD** – refers to the amount invested by the partner to TESD programs such as but not limited to: skills training, scholarships, assessment and certification, standards development, research, etc.

The amount may be spent directly by the partner or transferred/contributed to TESDA to fund the TESD programs. It covers expenses for MOOE, training fee, assessment fee, supplies and materials, etc.

This can also be in the form of donations given to TESDA for buildings, equipment, lot, facilities and other infrastructure supported by a duly notarized Deed of Donation and Acceptance.

7. **Promotion and Advocacy Activities and Expenses** – refers to the development and/or actual implementation of TESD promotion and advocacy activities through print, broadcast, social media and interpersonal communication and the amount spent for such. These include flyers, brochures, tarpaulins, radio/TV pluggings, paid advertisements, holding of caravans, etc.
8. **Employment Facilitation Assistance** – refers to the assistance provided to clients in their search for employment opportunities through career guidance, job immersion, OJT, job referral, among others and the number of TESD graduates assisted.
9. **Employment Opportunities Provided** – refers to the company's absorption of the graduates in their workforce and the number of TESD graduates

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employed. This also includes apprentices and learners taken in by the company.

10. **Employment Rate** – refers to the ratio of employed TESD graduates to the total number of graduates.

11. **Quality Assurance Certification** – is defined as a planned and systematic pattern of all actions necessary to provide adequate confidence that the product, its components, packaging and labeling are acceptable for their intended use. Whereas the term certification is the authoritative act of determining compliance with agreed requirements. (TESDA Glossary of Terms)

12. **Continuous Support** – refers to the number of years the partner is implementing or supporting TESD and the number of programs / projects they are supporting.

III. Objectives

- To give recognition and honor to outstanding partners for their contribution and participation in the implementation and promotion of Technical Vocational Education and Training (TVET) in their respective sector;
- To encourage active participation from various sectors in the development and employment of Filipino workforce;
- To showcase the efficiency and effectiveness of public-private partnership in delivering TESDA programs and services; and
- To demonstrate sectoral good practices and sense of corporate social responsibility thru various TVET programs.

IV. General Policies

- a. The search for 2017 Kabalikat Awardee will be conducted in all TESDA Regional, Executive, Provincial Offices including TESDA Technology Institutions (TTIs);
- b. Who may qualify as Kabalikat Awardee:
 - All current and active TESDA partners from different sectors i.e. Local Government, Legislative, National Government Agencies, GOCCs, NGOs, private industry/business companies and local/international organizations;

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- Qualified Partners should have at least 3 years of ongoing partnership with TESDA (2014-2016);
- c. For uniformity, efficiency and effectiveness, Regional/Executive Screening Committee shall use the criteria and ratings system specified in this guideline on the assessment/evaluation of the candidates (Form 2-6);
- d. The Regional and Executive Office Awardee will be conferred the National Kabalikat Awardee upon the confirmation and approval by the Secretary during the annual celebration of TESDA anniversary;
- e. The Partnerships and Linkages Office (PLO) shall serve as the National Secretariat for the Kabalikat Awards. The PLO shall manage, coordinate and collaborate with appropriate offices on the implementation of the event.

V. SELECTION PROCESS AND GUIDELINES

First Phase: Regional/Executive Level

1. The Regional/Executive Offices shall conduct the search for the Kabalikat Awardee for each of the following categories:
 - a. Industry Partner;
 - b. LGU Partner;
 - c. Legislative Partners;
 - d. Development Partners; and
 - e. National Government Agencies
2. The Regional/Executive Offices shall create their respective Screening Committee who will be responsible in the assessment and selection of their nominee for the Kabalikat Award;
3. Selection of awardee(s) shall be based on the set of criteria specified in this guideline.

Assessment Forms per Category

- a. Form 2 – Industry Partner
- b. Form 3 – LGU Partner

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- c. Form 4 – Legislative Partner
 - d. Form 5 – Development Partner
 - e. Form 6 – National Government Agency (NGA) Partner
4. The Regional/Executive Offices Awardee(s) must meet the minimum required score of at least 75 points to be considered in the National Kabalikat Awards.
 5. The Regional/Executive Offices shall submit one (1) nominee from any of the categories for recognition at the National Level;
 6. The Regional/Executive Offices shall submit to PLO their respective nominee together with the following accomplished documents/forms:
 - a. Nomination Form (Form 1);
 - b. Assessment Form (Forms 2,3,4,5 or 6 whichever is applicable);
 - c. Summary of data from submitted evidences (Forms A-1,2,3, B, C & D)
 - d. Short write-up/citation (maximum of 50 words) highlighting the awardees contribution based on the given criteria in hard and soft copy;
 - e. Picture or Logo of the Organization (5" x 5", high resolution); and
 - f. A 2-minute video or PowerPoint presentation on the awardee's major accomplishments based on the given criteria.

Second Phase: National Level (PLO/Secretariat)

1. The Secretariat will be responsible for the validation of the submitted documents of nominees from the Regional and Executive offices. The list of qualified nominees for the National Kabalikat Awards shall be submitted to the Secretary for his approval.

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VI. Matrix of Criteria per Category

a. This matrix serves as guide on the points allocated per criteria;

CRITERIA/CATEGORY	Industry Partner	LGU Partner (Municipality, Provincial and City)	Legislative	Development Partner	NGAs
A. NUMBER OF PERSONS BENEFITED	20	30	40	30	20
• Training	10	15			
• Assessment	10	15			
B. INVESTMENT TO TESD	30	30	25	40	40
• Scholarship					
• Support to Maintenance and other Operating Expenses related to TVET	15	15			
• Promotion and Advocacy Activities and Expenses	5	5			
• Donation	10	10			
C. NO. OF TESD GRADUATES PROVIDED EMPLOYMENT FACILITATION SERVICES	20	25	10		
D. CONTINUOUS SUPPORT TO TVET	10	15	25	15	15
• No. of Years	5	7.5	12.5	7.5	
• No. of Programs/ Projects	5	7.5	12.5	7.5	
E. PERFORMANCE BASED ON EMPLOYMENT RATE					
F. PROVISION OF EMPLOYMENT OPPORTUNITIES IN THE LOCALITY/AREA	20				10
G. COMPLIANCE WITH TESDA REQUIREMENTS					
H. SCOPE/COVERAGE OF FUNDING SUPPORT				15	15
TOTAL	100	100	100	100	100

b. Assessment and evaluation of the candidates should be based on the criteria and procedure stated in the Assessment Forms 2,3,4,5 & 6 (see attached).

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VII. DOCUMENTARY REQUIREMENTS AND FORMS

1. The following forms shall be used in the selection of awardees at the Regional and Executive Office levels.

FORM	TITLE OF FORM	DESCRIPTION
Form 1	Nomination Form for Industry, LGU, Legislative, Development Partners and NGAs	Shall be used to nominate the Industry / Legislative / LGU / Development Partners / NGAs
Form 2	Assessment Form for Industry Partner	Shall be used to assess nominees for the Industry Category
Form 3	Assessment Form for Local Government Unit (LGU) Partner	Shall be used to assess nominees for the municipality/ city/ province
Form 4	Assessment Form for Legislative Partner	Shall be used to assess nominees for the Legislative Category
Form 5	Assessment Form for Development Partner	Shall be used to assess nominees for the Development Partner
Form 6	Assessment Form for National Government Agencies	Shall be used to assess nominees for the National Government Agencies
Form A-1	Total Number of Persons Benefited (Training)	Shall be used to present the total number of persons trained for the period 2013 – 2015
Form A-2	Total Number of Persons Benefited (Assessment)	Shall be used to present the total number of persons assessed for the period 2013 – 2015
Form A-3	Total Number of Persons Benefited (Employment Facilitation Services)	Shall be used to present the total number of persons provided with employment assistance services for the period 2013 – 2015
Form B	Total Investments to TESD	Shall be used to present the total investments to TESD
Form C	Total Number of TESD Graduates / Beneficiaries Provided Employment Facilitation Services	Shall be used to present the total number of TESD graduates / beneficiaries provided employment facilitation services
Form D	Total Number of Employment Opportunities to TVET Graduates	Shall be used to present the total number of employment opportunities to TVET graduates


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VII. General Administration

1. Endorsement of the Regional and Executive Offices nominee must be received by the Secretariat on or before the end of June 2017. Failure to submit on the prescribed period will forfeit the chance to be considered for the National Awards;
2. The travelling and accommodation expenses of the Regional/Executive Awardees shall be charged to the respective funds of the Regional/Executive Offices.

This Circular amends any other issuances inconsistent thereof.


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