

TESDA CIRCULAR

**Subject: Guidelines on the Distribution of Unclaimed/
Undistributed Starter Toolkits under FYs 2014-2016
STEP Implementation**

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In the interest of service and in order to fully utilize the unclaimed/undistributed starter toolkits under FYs 2014-2016 Special Training for Employment Program (STEP) implementation, the following guidelines shall be adopted:

I. Rationale/Background

The provision of starter toolkits is one of the major components of the Special Training for Employment Program (STEP). This allows the beneficiaries to become self-employed after the training. In cases where these starter toolkits were unclaimed or undistributed due to reasons such as inability to locate the graduates after the training, trainees dropping out and scholarship slots without enrollees, the starter toolkits must be reallocated/given to other beneficiaries in order to avoid exposing these toolkits to loss, misuse and deterioration.

II. Definition of Terms

Undistributed/Unclaimed Starter Toolkits refer to toolkits that were not distributed to the graduates or beneficiaries and remained unclaimed for at least six (6) months after graduation. These also include the toolkits available due to dropouts and slots without enrollees during the implementation of the program.


III. Scope/Coverage

This Circular shall cover undistributed/unclaimed starter toolkits under the FYs 2014-2016 STEP implementation. **The toolkits shall be reallocated/given to the beneficiaries of the Massive Skills Training Program (MSTP) as per TESDA Circular No. 35, s. of 2017 and the beneficiaries of the Yolanda Rehabilitation and Recovery Program (YRRP) as per TESDA Circular No. 28, s. of 2017.**

IV. Implementation Arrangements

1. The unclaimed toolkits shall be reallocated/given to MSTP and YRRP beneficiaries. Provided that the Provincial Offices (POs) concerned shall comply with the COA requirements: 1) be able to secure a Certification/s from the Barangay Captain/s that the original receiving beneficiary/graduate cannot be contacted/located anymore in the barangay; 2) he/she left no other forwarding address; 3) publication in conspicuous places the lists of graduates – claimants.
2. Likewise, the undistributed toolkits due to drop-outs and unutilized slots (during training) under the FYs 2014-2016 shall also be reallocated/given to MSTP and YRRP beneficiaries.
3. These toolkits shall be awarded only to those beneficiaries who successfully completed the training.
4. The **Procurement Division, AS** shall oversee the distribution and transportation of the starter toolkits to the Regional Offices (ROs) concerned implementing the MSTP and YRRP.

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


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