

# TESDA CIRCULAR

<b>SUBJECT: Implementing Guidelines on the Conduct of National Inspectorate</b>		Page 1 of 6 page/s Number <del>54</del> Series of 2017
Date Issued: October 26, 2017	Effectivity: As issued	Supersedes:

## I. RATIONALE

Section 32 of Republic Act No. 7796 otherwise known as the TESDA Act of 1994 provides that "Scholarship Grants – The Authority shall adopt a system of allocation and funding of scholarship grants which shall be responsive to the technical education and skills development needs of the different regions of the country." As such, it is also provided in Section 10 of the same Act that "The TESDA Secretariat xxx shall in Section 10.c xx recommend measures, and implement the same, upon approval of the Authority, for the effective and efficient implementation of the national technical education and skills development plan." In so doing, Section 10.e requires the TESDA Secretariat to "submit to the Authority periodic reports on the progress and accomplishment of work programs of implementation of plans and policies for technical education and skills development." Hence, the conduct of nationwide inspection of TESDA scholarship programs.

## II. OBJECTIVES

The aim of the nationwide inspection is to ensure that scholarship programs are implemented in accordance with applicable policies and guidelines. The results of the inspection shall serve as basis in the identification of areas for improvement in terms of the process/procedures adopted in the implementation of scholarship programs.

## III. SCOPE

The nationwide inspection shall cover all TESDA Scholarship Programs conducted by public and private TVIs.

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## IV. MECHANICS OF IMPLEMENTATION

### 1. Inspection Team Composition

Team Leader	-	Central Office representative
Members	-	Regional Office representative
	-	TESDA ACE Representative
	-	Contract-out Inspector/s

Note: The Chair/Director In-Charge and/or the Vice-Chair shall have the option to join any team

### 2. Pre-Inspection

- a. Orientation/familiarization on the implementing guidelines of different scholarship programs shall be provided to the members of the Inspectorate Team and other relevant guidelines and procedures such as Program Registration and Competency Assessment and Certification.
- b. Preparation of Inspection Plan which will include the following:
  1. Schedule of inspection in consideration with approved Qualification Map, manpower, distance and logistical requirements. Other inputs may include:
    - Updated Compendium of registered programs
    - Map of target place/location/address of TVI for inspection
    - Time management plan to cover 12 programs per day per sub-team of 2 inspectors.
  2. Cost-efficient itinerary of travel with maximum inspection coverage

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3. Calibration of the Inspectorate Team for common understanding on the following:

- Taking/writing notes, observations, findings on Inspection Form 1 which should be complete, accurate, concise and clear;
- Conducting interviews which should be of proper positive decorum, and demeanor, calm, polite and reassuring. The inspector should never talk down, never act superior and should speak clearly and carefully, and
- Emergency procedures such as emergency exits and assembly points.

4. Authority and identification, tools, forms, references and documents such as:

- Identification Card
- TESDA Order of the National Inspectorate
- Inspection Plan detailing names of Inspectors, TVI and programs/qualifications for inspection
- Inspection Form 1 with extra copies
- Compendium of Registered Programs
- Registry of Accredited Trainers
- List of trainees as indicated in MIS-0302 supporting the Request for Tender
- List of Tools and Equipment per program/qualification
- Camera
- Voice recorder

**3. Conduct of Inspection**

**a. Courtesy Visit to the Regional Director**

- Informative discussion about the purpose of the Inspection

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- Introduction of the members of the Inspectorate Team
- Presentation of the Regionwide Inspection Plan

## **b. Identified TVI Inspection**

### **1. Opening Meeting**

- Introduce members of the Team to the TVI Head or representative
- Discuss the Objective, Purpose and Scope of the Inspection
- Request permission from TVI Head or representative to secure additional information/data or objective evidence, when needed

### **2. Inspection Proper**

- Use the Inspection Form 1 as guide in the conduct of the inspection. Fill-in entries or mark options accordingly
- Trainees Enrolment Forms may be requested for verification of trainees in attendance
- Take pictures of the school facilities and the being training conducted at the time of inspection
- Avoid disrupting on-going trainings unless required during inspection
- Avoid touching or handing tools and equipment without permission from the TVI Head or representative
- Avoid asking personal information not relevant to the inspection
- In case training is already completed or not conducted at the time of inspection, request for the Daily Attendance Report/Logsheet. Enter findings on Inspection Form 1. Contact at least three trainees from the list by phone to inquire about the training attended

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<ul style="list-style-type: none"><li>• If an incident occurs during the inspection, the designated Inspection Team Leader should review the situation with the TVI Head or representative and agree whether the inspection should be interrupted, rescheduled or continued</li></ul> <p><b>3. Closing Meeting:</b></p> <ul style="list-style-type: none"><li>• Discuss the result of the inspection</li><li>• Request TVI representative/administrator to sign the inspection report together with the members of the Inspection Team</li><li>• Provide copy of the report to the TVI</li><li>• When there are adverse findings that have to be addressed immediately, conduct meeting with the Provincial Director concerned and discuss the matter</li></ul> <p><b>c. Exit Conference with the Regional Director</b></p> <ul style="list-style-type: none"><li>• Provide copy of Inspection Report Form 2</li></ul> <p><b>V. PREPARATION AND SUBMISSION OF REPORTS</b></p> <p>In the preparation of Inspection Reports, the Inspection Team shall:</p> <ol style="list-style-type: none"><li>1. Review the completeness and correctness of entries on Inspection Report Form 1</li><li>2. Have Inspection Report 1 notarized</li><li>3. Prepare the consolidated report using Inspection Report Form 2 per province/region</li><li>4. Ensure daily reporting and uploading in the Google Forms or encoding in the Excel-based Templates, in case there is no internet connection</li></ol>		

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## VI. ATTACHMENTS

Inspection Report Form 1 - Form to be used during on-site inspection  
Inspection Report Form 2 - Consolidated report taken from Inspection Report 1

## VII. EFFECTIVITY

This Circular takes effect as indicated.

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

Scholarship Type: TWSP / PESFA / STEP / Others: \_\_\_\_\_

Region \_\_\_\_\_ PO/DO \_\_\_\_\_  
 TVI Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Program \_\_\_\_\_ CTPR No \_\_\_\_\_  
 Trainer \_\_\_\_\_  
 NTTC No. \_\_\_\_\_ Validity: \_\_\_\_\_  
 Delivery Mode: Institution-School-based \_\_\_\_\_ Institution-Mobile Training Program \_\_\_\_\_  
 No. Slots per QM/RFT4 \_\_\_\_\_ Duration \_\_\_\_\_ No. of Hours \_\_\_\_\_  
 Training Hours From \_\_\_\_\_ To \_\_\_\_\_ Daily? \_\_\_ Every \_\_\_\_\_  
 Ongoing \_\_\_ Date Started: \_\_\_\_\_ Completed \_\_\_ Date Started \_\_\_\_\_ Date Completed \_\_\_\_\_  
 With Allowance \_\_\_\_\_ How Much Received by Trainee \_\_\_\_\_ When \_\_\_\_\_  
 With Toolkits \_\_\_ When Received \_\_\_\_\_ Remarks \_\_\_\_\_

Trainee Scholars					Remarks
Per MIS 03-02	In Class		Name of Trainee Present	Signature	
	Yes	No			
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					

Basic Tools and Equipment	Required	On-Site	Remarks
1.			
2.			
3.			
4.			
5.			

**General Impression/s**

The Classroom/Lecture Area
Workshop/Laboratory
Remarks

Inspected by: \_\_\_\_\_ Noted: \_\_\_\_\_  
Name of TVI Head/Representative

Inspected by: \_\_\_\_\_ Noted: \_\_\_\_\_  
Name of TVI Head/Representative

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBSCRIBED AND SWORN** to before me, this \_\_\_\_\_, the following, who exhibited their respective identification cards as follows:

\_\_\_\_\_

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Notary Public





