

TESDA CIRCULAR

Subject: Omnibus Guidelines for 2018 Training for Work Scholarship Program (TWSP) and Special Training for Employment Program (STEP)		Page 1 of 10 pages Number <u>3</u> , series of 2018
Date Issued: January 25, 2018	Effectivity: Immediately	Supersedes: TESDA Circular No. 10, s. of 2017 TESDA Circular No. 13, s. of 2017

In the interest of the service and in line with the TESDA Reform and Development Agenda, the following implementing guidelines are hereby adopted and shall be observed in awarding the scholarship grants under the 2018 Training for Work Scholarship Program (TWSP) and Special Training for Employment Program (STEP).

I. Rationale

The National TESD Plan for 2017 – 2022, coupled with TESDA's 17-point Reform Agenda, espouses 3 TVET directions for the next 5 years: 1) TVET for Global Competitiveness, 2) TVET for Job Readiness and 3) TVET for Social Equity. TVET is being re-positioned to respond to the new challenges brought about by the local as well as global drivers of change which impact on how industries operate – streamlined business processes, use of global value chain, and adoption of high technology and information technology and mobile workforce. With the fast-paced and complex way of doing business, TVET has to respond to these challenges of addressing the diversified industry requirements and at the same time making sure that no one is left behind in TVET.

It is in this context that TESDA has been implementing scholarship programs, **Training for Work Scholarship and Special Training for Employment Programs**, to enhance TVET access and encourage technical education and skills development for the needed workers of key employment generating as well as emerging industries.

The **Training-for-Work Scholarship Program (TWSP)** seeks to support rapid, inclusive and sustained economic growth through course offerings in priority industries and key employment generators such as **agri-fishery/agri-business/agro-industrial, tourism, information technology-business process management (IT-BPM), semi-conductor and electronics, automotive, other priority manufacturing industries, logistics, general infrastructure, and new and emerging sectors**. The program is addressing poverty reduction through **TVET for Global Competitiveness** and **TVET for Job Readiness**.

The **Special Training for Employment Program (STEP)** is a community-based training program that seeks to address the specific skills needs of the communities and promote employment, through entrepreneurial, self-employment, and service-oriented activities. STEP is TESDA's response to address poverty in the informal sector by providing the disadvantaged sector training and employment through **TVET for Social Equity**, addressing the TVET requirements of the informal sector. Under STEP, the training programs are generally short-term and shall use the cluster of units of competencies prescribed in the Training Regulations (TRs) promulgated by TESDA, wherever applicable. After training, the scholars are given allowance while on training and starter toolkits. The qualifications of the target clients are less rigid than the clients for TWSP. The clients are identified in the 17-point Reform Agenda of TESDA mainly belonging to the disadvantaged sectors – workers in the informal sector, senior citizens, victims of calamities and disasters, IPs and cultural communities, among others.

II. Definition of Terms

In order to provide a common frame of reference in understanding the key terminologies used in this circular, the following terms are hereby operationally defined:

1. **Qualification Map (QM)** – is a document prepared by the Provincial Office (PO) based on the Scholarship Allocation Plan (SAP) or the skills training needs of a community or special clients. Such document shall contain, among others, the name of the trainer, name of the qualified training provider, the qualification title and corresponding number of slots, the inclusive period of training and date of assessment, costing and total amount.

TESDA CIRCULAR

Subject: Omnibus Guidelines for 2018 Training for Work Scholarship Program (TWSP) and Special Training for Employment Program (STEP)	Page 2 of 10 pages Number <u>3</u> , series of 2018	
Date Issued: January 25, 2018	Effectivity: Immediately	Supersedes: TESDA Circular No. 10, s. of 2017 TESDA Circular No. 13, s. of 2017

2. ***New and Emerging Technology*** – refers to new and emerging trades or crafts in the industry without TESDA-promulgated Training Regulations (TRs) as determined and recommended by local and international industry bodies/associations resulting from local and international researches/studies, authenticated labor market information/publications, among others that have current or forecasted employment opportunities. These include local in-demand trades of crafts in the local industry that are not identified as key employment generators but have existing employment opportunities evidenced by job orders or authenticated job vacancies or assurance of employment from the industries.
3. ***Scholarship Allocation Plan*** – is the process and/or the document used to determine and match the absorptive capacity of registered TVET providers and the in-demand qualifications/critical skills requirements and key employment generators in order to determine the target number of scholarship training seats per industry/sector needed in an area (Region/Province) and the budgetary requirements to implement the scholarship program in the respective Region/Province.
4. ***Special Clients*** – refers to special target beneficiaries as identified in the 17-point Agenda and those belonging to the disadvantaged sectors of the society, namely: (1) **farmers and fishermen**, (2) **workers in the informal sectors**, (3) **migrant workers**, (4) **indigenous people and cultural communities**, (5) **women**, (6) **differently-abled persons**, (7) **senior citizens**, (8) **victims of calamities and disasters**, (9) **out-of-school youths**, (10) **urban poor**. These special clients also include solo parents and their children, OFW and their dependents, victims of human trafficking, Wounded-in-action AFP and PNP personnel and their dependents, killed-in-action dependents, rebel returnees/decommissioned combatants, inmates and detainees and their dependents, micro entrepreneurs and their dependents, members of cooperatives, employees with contractual/job order status, displaced Higher Education Institution (HEI) teaching and non-teaching personnel, and **other related or similarly situated clients**.
5. ***TVET for Global Competitiveness*** – is one of the three-pronged directions under the 17-Point Reform and Development Agenda geared towards upscaling the TVET in accord with the ASEAN Qualification Reference Framework (AQR) and at par with international standards and upgrading the skills and competencies of TVET graduates and trainees for global competitiveness. The target clients under this strategy are the industry workers obtaining skills upgrading, TVET trainers and currently employed workers, among others.
6. ***TVET for Social Equity*** – is one of the three-pronged directions under the 17-Point Reform and Development Agenda that resonates the TESDA's commitment in supporting the basic and marginalized sectors and special clients through TVET. This strategy aims to provide free skills training, assessment and starter toolkits to target beneficiaries to increase their productivity, employability and economic status.
7. ***TVET for Job Readiness*** – is one of the three-pronged directions of TVET which addresses the requirements of workers in industries with steady growth rate. The target clients are secondary or high school completers/graduates wanting to take TESDA for ready employment in industries which are key employment generators.
8. ***Scholarships Management Office – Communities and Local Government Units Services (SMO-CLGUS)*** – is the office that takes lead role in the planning, monitoring and evaluation of the various TESDA Scholarship Programs in close collaboration with EOs, ROs and POs, as well as the National Inspectorate for Scholarship Program (NISP).
9. ***National Inspectorate for Scholarship Program (NISP)*** – group of TESDA employees who are tasked to ensure that the implementation of various scholarship programs is in accordance with the guidelines set forth by TESDA.

TESDA CIRCULAR

Subject: Omnibus Guidelines for 2018 Training for Work Scholarship Program (TWSP) and Special Training for Employment Program (STEP)		Page 3 of 10 pages Number <u>3</u> series of 2018
Date Issued: January 25, 2018	Effectivity: Immediately	Supersedes: TESDA Circular No. 10, s. of 2017 TESDA Circular No. 13, s. of 2017

10. **APACC or ISO 9001:2000 Certified TVIs** – are institutions with an internationally recognized seal of quality assurance.
11. **STAR-rated Programs**– programs with recognized accomplishments, innovations and improvements that TVIs have instituted beyond the minimum requirements set in the UTPRAS.
12. **Green Skills/Jobs** – Green jobs are decent jobs that contribute to preserve or restore the environment, be they in traditional sectors such as manufacturing and construction, or in new, emerging green sectors such as renewable energy and energy efficiency.

III. Qualifications/Programs Covered

A. Qualifications/Programs under TWSP

1. The TWSP shall cover only the TVET programs registered with TESDA in accordance with the approved **2018 TWSP TVET Programs Coverage and Schedule of Costs**;
2. To meet the objectives of the program, the amount appropriated for the TWSP shall be utilized to support rapid, inclusive and sustained economic growth through course offerings in priority industries and key employment generators such as **agri-fishery/agri-business/agro-industrial, tourism, information technology-business process management (IT-BPM), semi-conductor and electronics, automotive, other priority manufacturing industries, logistics, general infrastructure, and new and emerging sectors**;
3. New and Emerging Industries shall be identified by the industry bodies/associations from the results of international and local researches, studies/labor market information/publications, among others and recommended by the Regional Offices concerned. This may include skills development for Green Jobs. Likewise, local in-demand qualifications including the regional and provincial priorities that are not identified as key employment generators may be covered provided there are existing employment opportunities as evidenced by job orders or authenticated job vacancies or assurance of employment (R/PTESDP);
4. For new and emerging qualifications with existing employment opportunities but no promulgated **Training Regulations**(TRs), the program shall be registered under **No Training Regulation** (NTR) in accordance with the omnibus guidelines on UTPRAS as per TESDA Circular 07 Series of 2016;
5. Higher level qualifications, NC III/IV, especially programs from TESDA's Specialized Training Centers shall be given priority;
6. **Trainers Methodology** (TM) Level I and TM Level II and skills upgrading program shall be covered under the TWSP for trainers;
7. **Language Programs** offered by TESDA Language Skills Institutes (LSIs);
8. **Competency Assessment and Certification for Workers** (CACW) shall be covered under the Program. There will be separate guidelines to be issued for the implementation of CACW;

TESDA CIRCULAR

Subject: Omnibus Guidelines for 2018 Training for Work Scholarship Program (TWSP) and Special Training for Employment Program (STEP)		Page 4 of 10 pages Number <u>3</u> , series of 2018
Date Issued: January 25, 2018	Effectivity: Immediately	Supersedes: TESDA Circular No. 10, s. of 2017 TESDA Circular No. 13, s. of 2017

9. **TVIs with STAR-rated programs and/or accredited under the Asia Pacific Accreditation and Certification Commission (APACC) or ISO 9001:2000 Certified** shall be given preference in the allocation of scholarship grants; and

10. The TWSP Allocation may include, among others, special programs for Indigenous People (IP) and Cultural Communities beneficiaries and Widows/Widowers of Killed-in-Action (KIA) Battle Casualties.

B. Qualifications/Programs under STEP

1. The STEP shall cover only the TVET programs registered with TESDA in accordance with the approved **2018 STEP TVET Programs Coverage and Schedule of Costs**; and

2. The ROs/POs shall ensure that Entrepreneurship Training is integrated in the programs being offered by TVIs.

IV. Scholarship Allocation Plan (SAP) Framework

To rationalize the allocation of the scholarship slots for TWSP and STEP, the SAP shall be prepared and used by the Regions/Provinces to distribute the training seats for scholarship among the TVET providers based on their absorptive capacity. Likewise, the SAP shall consolidate efforts to address priority skills covered in the Regional/Provincial TESD Plans and the Barangay Skills Need Survey (BSNS).

In view of the foregoing, the TWSP/STEP allocation under this Circular shall follow a three-stage process, namely: the approval of the ROs' scholarship budget allocation by the Central Office (CO), the distribution of scholarship budget to POs by the ROs, and the implementation of the skills training programs by the qualified TVIs.

In allocating the funds to ROs, the bases for fund allocation shall be the absorptive capacity, the KEGs and the Labor Force Participation Data (2015-2017) for each region/province. Applying the Principle of Area Management, the RDs and PDs shall determine and decide on the appropriate allocation for each province based on their absorptive capacity, in-demand skills/qualifications/critical skills requirements/KEGs identified in the Regional/Provincial Skills Priorities. In addition, the sectoral allocation as identified in the National Sectoral Allocation shall be adopted by each RO in deciding the distribution of allocation as well as the Three-Focus Points for Philippine TVET and Available Training Delivery Mix.

Finally, the POs shall allocate the scholarship slots to the qualified TVIs upon submission of their Qualification Maps (QMs) containing, among others, the name of trainers, the qualification title/s and corresponding number of slots, the inclusive period of training and date of assessment, costing and total amount, and submit the same to ROs. The RDs after thorough review of the Eligibility Requirements and Criteria for Selection of TVIs shall approve the submitted QMs and the TVIs to start the implementation of the skills training programs upon notice.

V. Procedures and Parameters in Preparing the SAP

A. Stage 1: Preparation and Approval

1. The TVI shall accomplish and submit the TVI's Absorptive Capacity Inventory (**SAP Form 1**) to Provincial Offices (POs);

2. The POs shall review the submitted SAP Forms 1 of TVIs and match it with the compendium of registered programs in the province. As such, only validated SAP Forms 1 shall be forwarded to ROs;

TESDA CIRCULAR

Subject: Omnibus Guidelines for 2018 Training for Work Scholarship Program (TWSP) and Special Training for Employment Program (STEP)		Page 5 of 10 pages Number <u>3</u> , series of 2018
Date Issued: January 25, 2018	Effectivity: Immediately	Supersedes: TESDA Circular No. 10, s. of 2017 TESDA Circular No. 13, s. of 2017

3. The Regional Offices (ROs) through the POs shall match the absorptive capacity of TVIs with the in-Demand Qualifications/Critical Skills Requirements and Key Employment Generators (KEGs);
4. After matching the absorptive capacity and in-demand qualifications/critical skills requirements and KEGs, the POs shall prepare and submit the **Scholarship Allocation Plan (SAP Form 2)** to ROs;
5. The ROs shall consolidate and validate the SAPs of POs and submit **SAP Form 3** to SMO-CLGUS; and
6. The SMO-CLGUS shall consolidate and review the submitted SAP Forms 3 of all ROs. On the basis of the consolidated/reviewed SAP Forms 3 and the targets set forth in 2018 GAA, the **Director General/Secretary** shall determine and approve the **Regional Targets and Distribution of Scholarship Budget Allocation**.

B. Stage 2: Distribution of the Regional Scholarship Budget Allocation

1. The approved Regional Targets and Distribution of Scholarship Budget Allocation shall be the basis of the PO concerned in preparing the Qualification Maps of respective eligible TVET providers.
2. Applying the **Principle of Area-Management**, the RDs shall consider the following in allocating the regional scholarship budget to POs:
 - 2.1. Three-Focus Points for Philippine TVET;
 - 2.2. Appropriate Sectoral Allocation Mix using the National Sectoral Allocation including New and Emerging Skills or Regional/Provincial Skills Priorities Plan;
 - 2.3. Absorptive Capacity; and
 - 2.4. Available Training Delivery Mix.

C. Stage 3: Awarding of Scholarship Grant Certificates (SGCs)

1. Preparation of Qualification Map (QM)

- 1.1. The POs shall notify the TVIs concerned on the proposed allocation;
- 1.2. The notified TVIs shall prepare the QM (**Annex A**), to be recommended by the PD for approval by the RD as Area Manager;
- 1.3. The POs shall evaluate the submitted QMs of TVIs using the **Eligibility Requirements and Criteria for Selection of TVIs** set forth in this Circular;
- 1.4. Upon approval of the QM and the submission of the **Notarized Affidavit of Undertaking (Annex B)**, the TVI concerned shall implement the program while waiting for the SGCs;
- 1.5. All approved QMs shall be numbered by the RO using the prescribed **Coding System for Approved TWSP/STEP QM (Annex C)**;
- 1.6. Immediately thereafter, the PO and the TVI shall schedule the conduct of the **Training Induction Program (TIP)**;
- 1.7. The ROs shall provide the SMO-CLGUS, copies of the approved QMs a day after its approval. The Notarized Affidavit of Undertaking shall also be submitted within five (5) days upon signing;

TESDA CIRCULAR

Subject: Omnibus Guidelines for 2018 Training for Work Scholarship Program (TWSP) and Special Training for Employment Program (STEP)	Page 6 of 10 pages Number <u>3</u> , series of 2018
Date Issued: January 25, 2018	Effectivity: Immediately
Supersedes: TESDA Circular No. 10, s. of 2017 TESDA Circular No. 13, s. of 2017	

- 1.8. The SMO-CLGUS shall issue the corresponding SGCs to the ROs based on the approved regional targets; and
- 1.9. For TVI/s that fail to start the training within fifteen (15) calendar days upon notice, except for force majeure or for reasons beyond the control of the TVI, their corresponding scholarship allocation/s shall be subject for reallocation.

2. Eligibility Requirements

- 2.1. Program is compliant based on the latest **Compliance Audit**;
- 2.2. 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; and
- 2.3. The TVI must not be involved in an unlawful exaction of fees and/or unlawful offering of any program within the jurisdiction of TESDA; and
- 2.4. The TVI shall have complied with the mandatory assessment for the qualification/program in the immediately preceding year, in cases where such program has promulgated Competency Assessment Tools (CATs).

3. Criteria for Selection of TVIs

The RO/PO shall evaluate the participating TVIs based on their absorptive capacity, utilization and employment rates.

- 3.1. **Absorptive Capacity** refers to the number of trainees that a TVI can accommodate at one time 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 organization;
- 3.2. **Utilization Rate**—at least eighty percent (80%) utilization rate in a particular qualification previously granted in the immediately preceding year and being applied for; and
- 3.3. **Employment Rate**—at least fifty percent (50%) employment of graduates in a particular qualification previously granted and being applied for. The report on employment rate shall be applicable only for programs that have been completed at least for one (1) year prior to the new application in the same qualification; and
- 3.4. In case of new and existing TVIs which were not given any scholarship allocation prior to the issuance of this Circular, the RO, after looking into the Eligibility Requirements and Absorptive Capacity of said TVIs, shall consider allotment of scholarship slots for the qualification being applied for. The RD shall determine as area manager the appropriate distribution scheme.

The RDs and PDs shall be accountable on the appropriate distribution scheme of scholarship slots for eligible TVIs and shall also be accountable for the safekeeping and distribution of SGCs which are accountable forms.

The Deputy Directors General (DDGs) shall ensure that the ROs under their clusters shall be able to submit timely, accurate and consistent reports and make the necessary interventions to ensure the maximum utilization of scholarship funds.

TESDA CIRCULAR

Subject: Omnibus Guidelines for 2018 Training for Work Scholarship Program (TWSP) and Special Training for Employment Program (STEP)		Page 7 of 10 pages Number <u>3</u> , series of 2018
Date Issued: January 25, 2018	Effectivity: Immediately	Supersedes: TESDA Circular No. 10, s. of 2017 TESDA Circular No. 13, s. of 2017

VI. Modes of Availing TWSP Scholarship

The Procedural Guidelines on the Availment of Skills Training Programs under various TESDA Scholarship Programs (TESDA Circular No. 34, series of 2017) shall be observed. The POs shall submit the list of potential scholarship beneficiaries to the TVIs and ensure that this is equitably sourced from the three (3) modes of scholarship availment. **The PO shall exercise diligent efforts to update the T2MIS database which includes BSNS, online and walk-in applications.**

VII. Beneficiaries

1. Target Beneficiaries

The TWSP/STEP seeks to address the needs of prospective beneficiaries from industries, communities and the special clients.

Industries	Communities/Special Clients
<ul style="list-style-type: none"> ▪ OFWs ▪ Industry Workers/Wage Earners ▪ DTS-DTP ▪ Unemployed/Underemployed ▪ Displaced Workers ▪ Currently Employed Workers (CACW) ▪ Repatriated OFWs ▪ TVET Trainers and Assessors 	<ul style="list-style-type: none"> ▪ Family Enterprises ▪ Indigenous People(IP) and Cultural Communities ▪ Rebel Returnees and Combatants ▪ Out-of-School Youth (OSYs) ▪ Persons with Disabilities (PWDs) ▪ Self-employed Workers ▪ Informal Workers ▪ Women ▪ Senior Citizens ▪ Internally Displaced Persons ▪ Illegal Drug Dependents and Surrenderers ▪ Inmates and their Families ▪ Solo Parents and their children ▪ Displaced HEI teaching and non-teaching personnel ▪ Employees with Contractual/Job-Order Status ▪ Cooperative Members ▪ Microentrepreneurs and their family members ▪ Farmers and Fishermen and their families ▪ OFWs dependents ▪ Victims of Natural Disasters and Calamities ▪ Victim or Survivor of Human Trafficking ▪ Rebel Returnees/Decommissioned Combatants ▪ Wounded-in-Action (WIA)and AFP & PNP Personnel and their family members ▪ Dependents of Killed-in-Action (KIA) AFP & PNP Personnel ▪ Victims of Human Rights or their Authorized Beneficiaries ▪ Beneficiaries of DepEd - Alternative Learning System (DepEd-ALS) ▪ Other beneficiaries that may be identified by the EOs/ROs/POs in close coordination with partners.

TESDA CIRCULAR

Subject: Omnibus Guidelines for 2018 Training for Work Scholarship Program (TWSP) and Special Training for Employment Program (STEP)		Page 8 of 10 pages Number <u>3</u> , series of 2018
Date Issued: January 25, 2018	Effectivity: Immediately	Supersedes: TESDA Circular No. 10, s. of 2017 TESDA Circular No. 13, s. of 2017

1. Qualifications of Beneficiaries

- a. Filipino Citizen;
- b. Age Requirements:
 - i. For TWSP, at least 18 years of age at the time he/she finishes the training program;
 - ii. For STEP, at least fifteen (15) years old at the start of the training program; and
- c. Must not be a current beneficiary of other government educational scholarship or subsidy program for STEP beneficiaries.

VIII. Scholarship Benefits

Each scholar shall be entitled to the following benefits:

Benefits	TWSP	STEP
Free Skills Training	✓	✓
Free Assessment	✓	✓
Free Entrepreneurship Training		✓
Free Starter Toolkits		✓
Training Allowance		✓

The approved standard fees of **TWSP/STEP** shall be strictly applied. The TVIs shall not exact any additional training fees from the beneficiaries.

IX. Assessment and Certification

- 1. The Regional and Provincial Directors shall ensure that the qualifications included in the **TWSP/STEP** scholarship shall have readily available accredited assessment centers and assessors within the Region; and
- 2. In line with the TESDA policy on assessment and certification program, competency assessment shall be mandatory for qualifications with Training Regulations (TR) with Competency Assessment Tools (CATs).

X. Multiple/Dual Availment of Scholarship

- 1. Multiple Availment (TWSP) and Dual Availment (STEP) of scholarship is allowed provided that the training is availed of one at a time and only for scholar-beneficiaries covered under this Circular. The additional qualification must be related or towards higher level qualification.

XI. Administrative and Financial Procedures

- 1. A corresponding Sub-ARO and Notice of Transfer of Allocation (NTA) shall be released based on the approved **Regional Targets and Distribution of Scholarship Budget Allocation**;
- 2. NTA shall be released to ROs for downloading of the Cash Allocation/s and consequently RO to release to PO concerned the appropriate amount;

TESDA CIRCULAR

Subject: Omnibus Guidelines for 2018 Training for Work Scholarship Program (TWSP) and Special Training for Employment Program (STEP)		Page 9 of 10 pages Number <u>3</u> , series of 2018
Date Issued: January 25, 2018	Effectivity: Immediately	Supersedes: TESDA Circular No. 10, s. of 2017 TESDA Circular No. 13, s. of 2017

3. Payment of Training and/or Entrepreneurship Costs:

- a. One Hundred Percent (100%) of the total training and/or entrepreneurship costs shall be paid upon completion of the training programs, subject to the submission of the following documents, **provided that the TVI concerned shall be held accountable for the compliance of the mandatory assessment of the scholars, when applicable:**

- i. Billing Statements;
- ii. MIS 03-02 Terminal Report duly signed by the TVI's authorized signatories;
- iii. Daily Attendance Sheet (for the duration of the training); and
- iv. TESDA copy of the TWSP/STEP Scholarship Grant Certificates duly signed by the concerned officials.

4. Payment of Assessment Cost (if applicable):

- a. The **Assessment Centers** shall submit the corresponding Billing Statements immediately after the conduct of the assessment. The Assessment Cost shall be paid upon submission of the following supporting documents:

- i. Billing statement; and
- ii. Certified true copy of the RWAC.

5. Payment of STEP Training Allowance:

- a. The payment of Training Allowance, computed at Sixty Pesos (P60.00) per training day, shall be released by the concerned POs directly to the scholars (or his/her representative/s authorized under a Special Power of Attorney executed by the scholars), on a weekly basis;
- b. The first payment shall be given during the Training Induction Program (TIP) covering the 1st week of training; and
- c. Subsequent payments shall correspond to the actual number of days of attendance in the previous week.

6. The **technical specifications of toolkits under STEP** shall be standardized at the National Level through SMO-CLGUS in collaboration with Procurement Division-Administrative Services (PD-AS);

7. The ROs/POs, insofar as practicable shall release the toolkits to the scholars during the training program. Acceptance/Receipt by the trainee of the starter toolkit shall be supported by an **Acknowledgment Receipt (Annex D)** duly noted by the concerned Provincial Director; and

8. **All approved skills training programs must be completed within CY 2018.**

XII. Monitoring and Evaluation

1. To ensure effective management of the 2018 TWSP and STEP, the SMO-CLGUS shall take lead role in the planning, monitoring and evaluation of the program in close collaboration with the Executive Offices (EOs), Regional Offices (ROs) and Provincial Offices (POs), as well as the National Inspectorate for Scholarship Program (NISP).
2. The SMO-CLGUS shall monitor and evaluate the implementation of scholarship programs; and

TESDA CIRCULAR

Subject: Omnibus Guidelines for 2018 Training for Work Scholarship Program (TWSP) and Special Training for Employment Program (STEP)		Page 10 of 10 pages Number <u>3</u> , series of 2018
Date Issued: January 25, 2018	Effectivity: Immediately	Supersedes: TESDA Circular No. 10, s. of 2017 TESDA Circular No. 13, s. of 2017

3. The monitoring and reporting requirements of the SMO-CLGUS shall be observed, which shall include the **TWSP/STEP** Physical and Financial Monitoring Report and MIS-03-02/T2MIS. Regular and timely submission of accurate and consistent data shall be strictly followed and shall be submitted **every 3rd day of the month**;
4. Pursuant to the Special Provision of CY 2018 GAA for **STEP**, the RO shall also report to the SMO-CLGUS the following data/information:
 - a. Name of communities that participated and number of training beneficiaries;
 - b. Name and address of training beneficiaries with electronic signature; and
 - c. Type of training conducted, equipment and/or toolkits purchased and other related information.

The Labor Market Information Division-Planning Office (LMID-PO), Central Office shall be responsible for the posting of the said data/information:

XIII. Sanctions

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

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

This Circular takes effect as indicated and shall supersede all issuances inconsistent herewith.


GUILING "GENE" A. MAMONDIONG
Director General/Secretary

**Technical Education and Skills Development Authority
Scholarship Allocation Plan (SAP)
TESDA (PROVINCIAL OFFICE)
TVI's ABSORPTIVE CAPACITY INVENTORY**

Name of TVI : _____

Sector	Qualification Titles	Program Registration Category (WTR/MTP/NTR)	CTPR No.	Date Registered	Name of Trainer in the Program Registration Application	Name/s of Existing Trainers	NTTC for WTR Programs/TMC Number for NTR Programs	Validity of Trainer's Certificate	Technical/ Compliance Audit		Full Absorptive Capacity for 2018						PERFORMANCE INDICATORS (Latest or Next Available)						Status of JoLINS					
									Status	Date of Last CA	Actual Absorptive Capacity		Total Number of TRAINING SEATS	Indicative Schedule of Training and Assessment			UTILIZATION				Graduates	EMPLOYMENT			TOTAL POINTS (100pts)			
											No. of Full Time Trainers	Workshop		Start	End	Assessment	No. of Slots Received	Enrolled	Utilization Rate	Point (30pts)		Employed		Employment Rate		Points (40pts)		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)	(u)	(v)	(w)	(x)	(y)	(z)	(aa)	(ab)	

Prepared by: _____ Submitted by: _____ Reviewed by: _____

TVI UTPRAS Focal Person TVI Administrator/President TESDA PO Scholarship Focal

Date: _____ Date: _____ Date: _____

NOTE: *Either 2016 or 2017, whichever is applicable.

Technical Education and Skills Development Authority
 TESDA (PROVINCIAL/DISTRICT OFFICE)

Provincial Scholarship Allocation Plan

Sector	TVET Qualifications or Programs	No. of Scholarship Slots	Training Cost	Assessment Cost	PCC	Scholarship Cost	% Proportional Weight	No. of Qualified TVET Providers	
								WTR/MTP	NTR
(a)	(b)	(c)	(d)	(e)	(f=d+e)	(g=f*c)	(h)	(i)	(j)
TOTAL									

Note:
 The Demand shall be derived from industry consultation, PSPs, and N/R/P TESD plans.
 Prospective scholars shall be sourced out from the three modes of availing scholarship (BSNS, walk-in and online application)

Prepared by:

Submitted by:

PO Scholarship Focal

Provincial Director

Technical Education and Skills Development Authority
TESDA (PROVINCIAL/DISTRICT OFFICE)

Consolidated Sectoral Regional Scholarship Allocation Plan

Sector	TVET Qualifications or Programs	No. Of Scholarship Slots	Training Cost	Assessment Cost	PCC	Scholarship Cost	% Proportional Weight	No. of Qualified TVET Providers	
								WTR/MTP	NTR
(a)	(b)	(c)	(d)	(e)	(f=d+e)	(g=f*c)	(h)	(i)	(j)
TOTAL									

Prepared by:

Submitted by:

ROD Chief

Regional Director

FASD Chief

**Technical Education and Skills Development Authority
CY 2018 Special Training for Employment Program (STEP)
QUALIFICATION MAP (QM)**

QM Number: Ex.: STEP-QM-2018-0128-0001
(to be filled out by TESDA RO using the prescribed Coding System for Approved QM)

Region: _____
Province/District: _____
Name of TVI: _____
TVI's Complete Address: _____
TVI's Landline: _____

TVI's Cellphone No.: _____

TVI's Email Address: _____

QM Qualification Code	Scholarship Grant Certificates (SGCs) Serial Number		Qualification Title/ Cluster of Competency	CTPR No.	Name of Trainer	NTTC for WTR Programs/ TMC for NTR Programs Number	No. of Slots (per Batch)	Indicative Date of Training & Assessment (per Batch)			COSTING					TOTAL AMOUNT					Remarks	
	From	To						Start	End	Date of Assessment	Training Cost (PhP)	Training Allowance (PhP)	Entrepreneurship Fee (PhP)	Assessment Fee (PhP)	Per Capita Cost (PhP)	Total Training Cost (PhP)	Total Training Allowance (PhP)	Total Entrepreneurship Fee (PhP)	Total Assessment Fee (PhP)	Total Amount (PhP)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16=12+13+14+15)	(17=12*8)	(18=13*8)	(19=14*8)	(20=15*8)	(21=17+18+19+20)	(22)	
STEP-QM-2018-0128-0001-1																						
STEP-QM-2018-0128-0001-2																						
STEP-QM-2018-0128-0001-3																						
STEP-QM-2018-0128-0001-4																						
STEP-QM-2018-0128-0001-5																						
TOTAL:																						

Submitted by:

Recommended by:

Approved by:

School Administrator

Provincial Director

Regional Director

Technical Education and Skills Development Authority
 CY 2018 Training for Work Scholarship Program (TWSP)
QUALIFICATION MAP (QM)

QM Number: Ex.: TWSP-QM-2018-0128-0001

(to be filled out by TESDA RO using the prescribed
 Coding System for Approved QM)

Region : _____
 Province/District : _____
 Name of TVI : _____
 TVI's Complete Address : _____
 TVI's Landline : _____

TVI's Cellphone No.: _____

TVI's Email Address: _____

QM Qualification Code	Scholarship Grant Certificates (SGCs) Serial Number		Qualification Title/ Cluster of Competency	CTPR No.	Name of Trainer	NTTC for WTR Programs/TMC for NTR Programs Number	No. of Slots (per Batch)	Indicative Date of Training & Assessment			COSTING			TOTAL AMOUNT			Remarks
	From	To						Start	End	Date of Assessment	Training Cost (Php)	Assessment Fee (Php)	Per Capita Cost (Php)	Total Training Cost (Php)	Total Assessment Fee (Php)	Total Amount (Php)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15=12*8)	(16=13*8)	(17=15+16)	(18)
TWSP-QM-2018-0128-0001-1																	-
TWSP-QM-2018-0128-0001-2																	-
TWSP-QM-2018-0128-0001-3																	-
TWSP-QM-2018-0128-0001-4																	-
TWSP-QM-2018-0128-0001-5																	-
TOTAL:																	

Submitted by:

Recommended by:

Approved by:

 School Administrator

 Provincial Director

 Regional Director

Training for Work Scholarship Program (TWSP)

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S. S. _____

AFFIDAVIT OF UNDERTAKING

I, _____,

(name of duly authorized representative of TVI including personal circumstance) (position),

of _____ with office address at _____

(Name of TVI)

(Complete Address)

_____ after having been sworn into an oath in accordance with the law do hereby depose and say that in accordance with the TESDA Implementing Guidelines on the **TRAINING FOR WORK SCHOLARSHIP PROGRAM (TWSP)** embodied in TESDA Circular No. _____, Series of _____, issued on _____, hereby commit to the following:

1. Promote and advocate the TWSP in enhancing the competitiveness and productivity of the workforce through skills training programs;
2. Conduct the training program upon receipt of the TESDA's Notice to Proceed;
3. Inform the selected qualified scholarship grantees as identified by TESDA Provincial Office;
4. Ensure that each scholar shall undergo pre-qualification process in accordance with the industry pre-hiring requirements as applicable;
5. Check the Profile of the Trainees in the Application Forms if the same is properly, completely and legibly filled out;
6. Conduct, in coordination with the TESDA Provincial Office, the **Training Induction Program (TIP)** before the implementation of any training program;
7. Ensure that scholars fully understand the provisions of their **Commitment of Undertaking**;
8. Submit to the TESDA Provincial Office the **Enrolment Report** within thirty (30) calendar days after the start of training program while **Terminal Report** shall be submitted within fifteen (15) calendar days after the end of training period;
9. Shall not exact additional fees from the scholars;
10. Motivate and nurture the scholars to maintain One Hundred Percent (100%) completion of the training program;
11. Allow at least Eighty Percent (80%) attendance and participation of the scholars to qualify for completion of the training program;
12. Immediately after the training, ensure that 100% of the scholars shall undergo the mandatory Competency Assessment for Qualifications with Training Regulations (TRs) with Competency Assessment Tools (CATs) with the accredited assessment centers and assessors for the successful TWSP graduates;

13. Institutionalize a functional Job Linkaging and Networking Services (JOLiNS)—a delivery platform to facilitate job hunting for TVET graduates and alumni by providing them services and information to land a job;
14. Institutionalize effective monitoring system/database to establish reliable status reports such as but not limited to employment reports of the scholars-graduates;
15. Maintain the requirements of TESDA on absorptive capacity, employment rate and utilization rate; and
16. Submit to TESDA for purposes of facilitating claims for pay the following supporting documents:
 - 16.1. Billing Statement;
 - 16.2. MIS 03-02 Terminal Report duly signed by the TVI's authorized signatories;
 - 16.3. Daily Attendance Sheet (for the duration of the training); and
 - 16.4. Certified True Copy of the RWAC for the payment of assessment fees where applicable;
 - 16.5. TESDA copy of the TWSP Scholarship Grant Certificates duly signed by the concerned officials; and
17. Cooperate and allow TESDA to conduct on-the-spot random audits on the ongoing TWSP scholarship programs of the TVI where the subjects of inspection are the TVI's compliance with the required facilities, equipment, attendance and eligibility of trainers, acceptance 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.

*(Signature of Authorized Representative over Printed Name)

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____
AFFIANT EXHIBITING TO ME HIS/HER _____ ISSUED ON _____
AT _____
Doc. No. _____ **NOTARY PUBLIC**
Page No. _____
Book No. _____
Series of 2016

*The signatory must be duly authorized by the institution (TVI). Since the TVI is a corporation, there must be a Board Resolution authorizing the representative to sign for and in behalf of the TVI which will include the QM and required reports on TWSP.

Special Training for Employment Program (STEP)

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S. S. _____

AFFIDAVIT OF UNDERTAKING

I, _____,

(name of duly authorized representative of TVI including personal circumstance) (position),

of _____ with office address at _____

(Name of TVI)

(Complete Address)

_____ after having been sworn into an oath in accordance with the law do hereby depose and say that in accordance with the TESDA Implementing Guidelines on the **SPECIAL TRAINING FOR EMPLOYMENT PROGRAM (STEP)** embodied in TESDA Circular No. _____, Series of _____, issued on _____, hereby commit to the following:

1. Promote and advocate the STEP particularly through entrepreneurial, self-employment, and service-oriented activities;
2. Conduct the training program upon receipt of the TESDA's Notice to Proceed;
3. Inform the selected qualified scholarship grantees as identified by TESDA Provincial Office;
4. Ensure that each scholar shall undergo pre-qualification process in accordance with the industry pre-hiring requirements as applicable;
5. Check the Profile of the Trainees in the Application Forms if the same is properly, completely and legibly filled out;
6. Conduct, in coordination with the TESDA Provincial Office, the **Training Induction Program (TIP)** before the implementation of any training program;
7. Ensure that scholars fully understand the provisions of their **Commitment of Undertaking**;
8. Submit to the TESDA Provincial Office the **Enrolment Report** within thirty (30) calendar days after the start of training program while **Terminal Report** shall be submitted within fifteen (15) calendar days after the end of training period;
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10. Motivate and nurture the scholars to maintain One Hundred Percent (100%) completion of the training program;
11. Allow at least Eighty Percent (80%) attendance and participation of the scholars to qualify for completion of the training program;
12. Immediately after the training, ensure that 100% of the scholars shall undergo the mandatory 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;

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14. Institutionalize effective monitoring system/database to establish reliable status reports such as but not limited to employment reports of the scholars-graduates;
15. Maintain the requirements of TESDA on absorptive capacity, employment rate and utilization rate; and
16. Submit to TESDA for purposes of facilitating claims for pay the following supporting documents:
 - 16.1. Billing Statement;
 - 16.2. MIS 03-02 Terminal Report duly signed by the TVI's authorized signatories;
 - 16.3. Daily Attendance Sheet (for the duration of the training); and
 - 16.4. Certified True Copy of the RWAC for the payment of assessment fees where applicable;
 - 16.5. TESDA copy of the STEP Scholarship Grant Certificates duly signed by the concerned officials.
17. Cooperate and allow TESDA to conduct on-the-spot random audits on the ongoing STEP scholarship programs of the TVI where the subjects of inspection are the TVI's compliance with the required facilities, equipment, attendance and eligibility of trainers, acceptance 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.

*(Signature of Authorized Representative over Printed Name)

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____
AFFIANT EXHIBITING TO ME HIS/HER _____ ISSUED ON _____
AT _____
Doc. No. _____
Page No. _____
Book No. _____
Series of 2016

NOTARY PUBLIC

*The signatory must be duly authorized by the institution (TVI). Since the TVI is a corporation, there must be a Board Resolution authorizing the representative to sign for and in behalf of the TVI which will include the QM and required reports on STEP.

Coding System for Approved TWSP/STEP QM

QM Number						QM Qualification Code per Approved Qualification
1 st line	2 nd line	3 rd line	4 th line	5 th line	6 th line	
Type of Scholarship Program	QM	Calendar Year	TESDA Regional Office	TESDA Provincial Office	Sequence Number of Approved QM	QM Number + QM Qualification Code: Coding to be used: 1 to 1000

QM Number: **STEP-QM-2018-0128-0001**

STEP -Scholarship Program
 QM -Qualification Map
 2018 -Calendar Year
 01 -TESDA I
 28 -TESDA Ilocos Norte
 01 -Sequence Number of Approved QM

QM Qualification Code: **STEP-QM-2018-0128-0001-1**

STEP -Scholarship Program
 QM -Qualification Map
 2018 -Calendar Year
 01 -TESDA I
 28 -TESDA Ilocos Norte
 01 -Sequence Number of Approved QM
 A001 -QM Qualification Code

Note: Each line is separated by a dash (-).

The Regional and Provincial Codes shall be in accordance with the Unified Accounts Codes Structures (UACS) Manual (**Annex E**). In the absence of the Regional/Provincial Codes for some Regions/Provinces, the following codes shall be adopted:

TESDA NCR	CaMaNaVA-01 Manila-02 MuntiParLasTaPat-03 PaMaMaRiSan-04 PasMak-05 Quezon City-06
TESDA IX	Zamboanga City-73 Isabela City-07

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 _____, as follows:
(TESDA Provincial/District Office)

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

Signature Over Printed Name of Trainee

Date of Receipt of Starter Toolkit

Contact Number/Email Address of Trainee

Noted by:

Signature Over Printed Name of Provincial Director

#	Region / Province	UACS	Status
Region I - Ilocos			
1	Ilocos Norte	01 28	Active
2	Ilocos Sur	01 29	Active
3	La Union	01 33	Active
4	Pangasinan	01 55	Active
Region II - Cagayan Valley			
5	Batanes	02 09	Active
6	Cagayan	02 15	Active
7	Isabela	02 31	Active
8	Nueva Vizcaya	02 50	Active
9	Quirino	02 57	Active
Region III - Central Luzon			
10	Bataan	03 08	Active
11	Bulacan	03 14	Active
12	Nueva Ecija	03 49	Active
13	Pampanga	03 54	Active
14	Tarlac	03 69	Active
15	Zambales	03 71	Active
16	Aurora	03 77	Active
Region IVA - CALABARZON			
17	Batangas	04 10	Active
18	Cavite	04 21	Active
19	Laguna	04 34	Active
20	Quezon	04 56	Active
21	Rizal	04 58	Active
Region V - Bicol			
22	Albay	05 05	Active
23	Camarines Norte	05 16	Active
24	Camarines Sur	05 17	Active
25	Catanduanes	05 20	Active
26	Masbate	05 41	Active
27	Sorsogon	05 62	Active
Region VI - Western Visayas			
28	Aklan	06 04	Active
29	Antique	06 06	Active
30	Capiz	06 19	Active
31	Iloilo	06 30	Active
32	Negros Occidental	06 45	Active
33	Guimaras	06 79	Active
Region VII - Central Visayas			

#	Region / Province	UACS	Status
34	Bohol	07 12	Active
35	Cebu	07 22	Active
36	Negros Oriental	07 46	Active
37	Siquijor	07 61	Active
Region VIII - Eastern Visayas			
38	Eastern Samar	08 26	Active
39	Leyte	08 37	Active
40	Northern Samar	08 48	Active
41	Samar (Western Samar)	08 60	Active
42	Southern Leyte	08 64	Active
43	Biliran	08 78	Active
Region IX - Zamboanga Peninsula			
44	Zamboanga del Norte	09 72	Active
45	Zamboanga del Sur	09 73	Active
46	Zamboanga Sibugay	09 83	Active
47	City of Isabela (Not a Province)	09 97	Active
Region X - Northern Mindanao			
48	Bukidnon	10 13	Active
49	Camiguin	10 18	Active
50	Lanao del Norte	10 35	Active
51	Misamis Occidental	10 42	Active
52	Misamis Oriental	10 43	Active
Region XI - Davao			
53	Davao del Norte	11 23	Active
54	Davao del Sur	11 24	Active
55	Davao Oriental	11 25	Active
56	Compostela Valley	11 82	Active
57	Davao Occidental	11 86	Active
Region XII - SOCCSKSARGEN			
58	North Cotabato	12 47	Active
59	South Cotabato	12 63	Active
60	Sultan Kudarat	12 65	Active
61	Sarangani	12 80	Active
62	Cotabato City (Not a Province)	12 98	Active
National Capital Region (NCR)			
63	NCR, City of Manila, First District (Not a Province)	13 39	Active
64	NCR, Second District (Not a Province)	13 74	Active
65	NCR, Third District (Not a Province)	13 75	Active
66	NCR, Fourth District (Not a Province)	13 76	Active
Cordillera Administrative Region (CAR)			

#	Region / Province	UACS	Status
67	Abra	14 01	Active
68	Benguet	14 11	Active
69	Ifugao	14 27	Active
70	Kalinga	14 32	Active
71	Mountain Province	14 44	Active
72	Apayao	14 81	Active
Autonomous Region in Muslim Mindanao (ARMM)			
73	Basilan	15 07	Active
74	Lanao del Sur	15 36	Active
75	Maguindanao	15 38	Active
76	Sulu	15 66	Active
77	Tawi-Tawi	15 70	Active
Region XIII - CARAGA			
78	Agusan del Norte	16 02	Active
79	Agusan del Sur	16 03	Active
80	Surigao del Norte	16 67	Active
81	Surigao del Sur	16 68	Active
82	Dinagat Islands	16 85	Active
Region IVB - MIMAROPA			
83	Marinduque	17 40	Active
84	Occidental Mindoro	17 51	Active
85	Oriental Mindoro	17 52	Active
86	Palawan	17 53	Active
87	Romblon	17 59	Active
Negros Island Region			
88	Negros Occidental	18 45	Active
89	Negros Oriental	18 46	Active