

# TESDA CIRCULAR

<b>SUBJECT:</b> Implementing Guidelines for the 2017 Training for Work Scholarship Program (TWSP) Allocation for TESDA Technology Institutions (TTIs)		Page <b>1</b> of 7 page/s No. <u>16</u> , Series of 2017
<b>Date Issued:</b> 31 March 2017	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

In the interest of the service and in line with the implementation of 2017 TWSP, the TTIs are exempted from Tendering System and scholarship allocations shall be based on the following guidelines:

## I. Scholarship Slot Allocation/Distribution

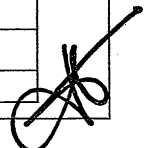
1. One hundred fifty (150) TWSP scholarship slots shall be allocated per TTI across the board;
2. Additional scholarship slots shall be allocated based on TTI's Incentivized Scheme:
  - a. **Performance in attaining the 2016 GAA indicators** - Additional twenty five (25) scholarship slots shall be given to TTIs that meet all the three GAA indicators (*average training hours per trainee, percentage of training programs implemented within one month of the original plan, and, percentage of training applications acted upon in two weeks*) as monitored by NITESD.
  - b. All TTI recipients of Quality Awards such as: Star Rating, APACC, and EAS TVET QAF shall be given the allocation as follows:

APACC	Star Rating	EAS TVET QAF
Bronze – 25	1 Star – 25	EAS TVET QAF – 25
Silver – 50	2 Star – 50	
Gold – 75	3 Star - 75	

- c. All TTIs that participated in any of the following NITESD-initiated activities such as Tagsanay, Innovation, and Technology Research shall be given an additional twenty-five (25) scholarship slots per participation per program.

Based on the above requirements, the following scholarship slots allocation/distribution shall be adopted:

Region	Regional Allocation	TESDA Technology Institutions	Across the Board	Incentivized Scheme	Total Target Slots per TTI
CAR	1,150	RTC - Baguio	150	100	250
		Baguio City School of Arts and Trades	150	100	250
		PTC - Abra	150		150
		PTC - Mountain Province	150	25	175
		PTC - Ifugao	150		150
		PTC - Kalinga	150	25	175

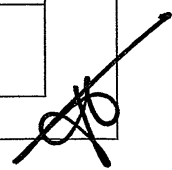


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Region	Regional Allocation	TESDA Technology Institutions	Across the Board	Incentivized Scheme	Total Target Slots per TTI
I	1,300	Bangui Institute of Technology	150	50	200
		Marcos Agro-Industrial School	150	25	175
		Luciano Millan Memorial School of Arts and Trades	150	25	175
		Pangasinan School of Arts and Trades	150	25	175
		PTC - Pangasinan	150	50	200
		Pangasinan Technological Institute	150	25	175
		RTC -La Union	150	50	200
II	1,325	Aparri Polytechnic Institute	150	100	250
		Lasam Institute of Technology	150	25	175
		RTC - Tuguegarao	150	50	200
		Southern Isabela College of Arts and Trades	150	125	275
		Isabela School of Arts and Trades	150	125	275
		Nueva Vizcaya Polytechnic Institute (formerly KNAS)	150		150
III	1,925	Concepcion Vocational School	150	175	325
		PTC - Tarlac	150		150
		Gonzalo Puyat School of Arts and Trades	150	25	175
		KorPhil IT Training Center - Bulacan	150		150
		PTC - Calumpit	150	25	175
		RTCCL - Guiguinto	150		150
		PTC - Baler	150		150
		PTC - Iba	150		150
		PTC - Bataan	150	25	175
		RTC - Mariveles	150	25	175
		PTC - Palayan	150		150
IV-A	1,675	Jacobo Z. Gonzales Memorial School of Arts and Trades	150	150	300
		PTC-Rosario	150	100	250
		PTC - Paliparan	150	25	175
		RTC - Batangas	150		150
		Quezon National Agricultural School	150	175	325
		RPTESDC-Binangonan	150		150
		Bondoc Peninsula Technological Institute	150		150
Rizal Provincial Technical Education and Skills Development Center (RPTESDC)	150	25	175		



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Region	Regional Allocation	TESDA Technology Institutions	Across the Board	Incentivized Scheme	Total Target Slots per TTI
IV-B	1,075	Alcantara National Trade School	150	25	175
		Buyabod School of Arts and Trades	150		150
		TorrijosPoblacion School of Arts and Trades	150	25	175
		Simeon Suan Vocational and Technical College	150	100	250
		Puerto Princesa School of Arts and Trades	150	175	325
NCR	825	TESDA Women's Center	150	75	225
		Quezon City Lingkod Bayan Skills Development Center	150		150
		Human Resource Development Institute, Philippines-Korea Technological and Cooperation Center	150		150
		National Language Skills Institute	150		150
		National TVET Trainers' Academy	150		150
V	2,125	Bulusan Vocational Technical School	150	125	275
		Sorsogon National Agricultural School	150	75	225
		Cabugao School of Handicraft and Cottage Industries	150	25	175
		Masbate Institute of Fisheries and Technology	150	25	175
		PTC-Camarines Norte	150		150
		Camarines Sur Institute of Fisheries and Marine Sciences	150	125	275
		PTC-Camarines Sur	150		150
		RTC - Pili	150		150
		PTC - Malilipot	150	25	175
		PTC - Guinobatan	150		150
		San Francisco Institute of Science and Technology	150	75	225
VI	2,025	RTC-Talisay	150	25	175
		PTC - Kabankalan	150	25	175
		PTC - Cadiz	150		150
		PTC - Aklan	150		150
		PTC-Antique	150		150
		Dumalag Vocational Technical School	150	75	225
		RTC - Iloilo	150	25	175
		Passi Trade School	150	75	225
		Leon Ganson Polytechnic College	150	125	275
		New Lucena Polytechnic College	150	175	325

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Region	Regional Allocation	TESDA Technology Institutions	Across the Board	Incentivized Scheme	Total Target Slots per TTI
VII	2,175	Regional Training Center VII	150	75	225
		PTC - Carmen	150	50	200
		PTC - Daanbantayan	150		150
		PTC - Minglanilla	150	50	200
		PTC - Toledo	150		150
		PTC-Samboan	150		150
		PTC-Bilar	150		150
		PTC-Pilar	150	50	200
		PTC-Jagna	150	25	175
		PTC-Tubigon	150	25	175
		PTC-Inabanga	150	50	200
		Lazi Technical Institute(formerly LNAS)	150	50	200
VIII	1,925	Cabucgayan National School of Arts and Trades	150	50	200
		Arteche National Agricultural School	150	75	225
		Balangiga National Agricultural School	150	25	175
		Samar National School of Arts and Trades	150	175	325
		Balicutro College of Arts and Trades	150	100	250
		Las Navas Agro-Industrial School	150		150
		PTC - Northern Samar	150	50	200
		Calubian National Vocational School	150	75	225
		RTC - Tacloban	150	25	175
IX	850	RTC - Zamboanga Peninsula	150		150
		Kabasalan Institute of Technology	150	50	200
		PTC - Pagadian	150		150
		Dipolog School of Fisheries	150	50	200
		PTC - Sindangan	150		150
X	1,650	Camiguin School of Arts and Trades	150	50	200
		RTC - Iligan	150		150
		Salvador Trade School	150		150
		Lanao del Norte National Agro-Industrial School	150		150
		PTC - Bukidnon	150		150
		PTC - Misamis Occidental	150		150
		Oroquieta Agro-Industrial School	150		150
		RTC -Tagoloan	150		150
Kinoguitan National Agricultural School	150		150		

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Region	Regional Allocation	TESDA Technology Institutions	Across the Board	Incentivized Scheme	Total Target Slots per TTI
		Cagayan de Oro (Bugo) School of Arts and Trades	150	100	250
XI	1,875	RTC/KorPhil - Davao	150	325	475
		PTC - Davao	150	75	225
		Wangan National Agricultural School	150	25	175
		Carmelo delos Cientos Sr. National Trade School	150	50	200
		Davao National Agricultural School	150	25	175
		Lupon School of Fisheries-Main and Mati Campus	150	475	625
XII	575	General Santos National School of Arts and Trades	150	100	250
		Surallah National Agricultural School	150	25	175
		PTC-Cotabato	150		150
CARAGA	875	Surigao del Norte College of Agriculture and Technology	150	25	175
		PTC-Surigao	150	25	175
		Northern Mindanao School of Fisheries	150		150
		PTC-Agusan del Norte	150		150
		Agusan Sur School of Arts and Trades	150	75	225
ARMM	475	Regional Manpower Development Center	150	25	175
		Provincial/City Manpower Development Center	150		150
		Provincial Training Center Basilan	150		150
<b>GRAND TOTAL</b>			<b>18,300</b>	<b>5,525</b>	<b>23,825</b>

3. In addition to the above distribution, additional TWSP allocation may be provided to the TTIs subject to their absorptive capacity.

## II. Eligibility Requirements for TTIs

1. The awarding of scholarship grant certificates to TTIs shall be subjected to the following criteria:

### a. TTI Programs with Previous Scholarship Allocation

- Program is compliant based on the latest Technical Audit;
- Program must have not been a subject of any unsettled Notice of Disallowance (ND) that has become final and executory involving any scholarship program of TESDA;

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- The TTI must not have been involved in an unlawful exaction of fees on a particular program;
- At least 50% **Employment Rate** (refers to the employment rate of all graduates in a particular qualification previously granted and being applied for. The report on employment rate shall be applicable only for the TWSP programs that have been completed at least six (6) months to one (1) year prior to the new application under the TWSP in the same qualification. An electronic copy of the MIS-03-02 report, which includes the employment status, shall be submitted to the SMO); and
- At least 80% **Utilization Rate** (Refers to the enrollment report against the approved slots of the scholarship previously granted for a particular qualification previously granted and being applied for). This definition shall be applicable to all TTIs.

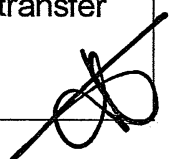
## b. TTI Programs Newly Subjected to TWSP Allocation

- Program is compliant based on the latest Technical Audit and/or must have established absorptive training capacity in terms of facilities, tools and equipment and trainers; and
- In lieu of the technical audit report, the TTIs with newly registered programs that have not been subjected to technical audit shall submit the UTPRAS inspection report.

## III. Mechanics in Granting the Scholarship Allocation

For regional total allocations of the TWSP scholarship grant certificates, the following shall be observed:

1. In consultation with the TTI Administrators and the Provincial Directors, the Regional Office shall evaluate eligibility requirements of TTIs using Form 01 and shall prepare Qualification Maps (QMs) of eligible/qualified TTIs using Form 02, indicative of the cost and corresponding to its TWSP Regional Total Allocation for programs across the TTIs. The preparation of the QM shall be based on the approved standard fees as per TESDA Circular No. 12 Series of 2017;
2. In case a TTI failed to comply with the eligibility requirements for a particular program being applied for, the Regional Director may redistribute/transfer scholarship slots to other eligible/qualified TTIs;

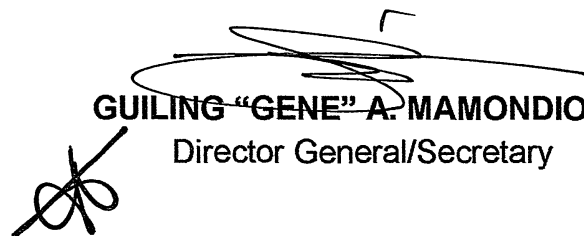


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3. The Regional Offices (ROs) shall submit Forms 01 and 02 to the Scholarship Management Office (SMO) CLGUS for evaluation;
4. After the evaluation of QM, SMO CLGUS shall endorse the same to ODDG-CLGUS for its recommendation to the Director General/Secretary for his approval;
5. Approved QMs shall be forwarded to SMO CLGUS for the issuance of scholarship grant certificates to the ROs;
6. The ROs shall ensure that the beneficiaries shall come from the three (3) modes of availing scholarship under Section VI of TESDA Circular No. 10, series of 2017;
7. The ROs shall release the scholarship grants certificates to the Provincial Offices (POs) based on the approved QMs; and
8. The TTIs shall conduct the training program only after receipt of the scholarship grants certificates from the POs.

This Circular shall take effect as indicated and shall revoke all other issuances inconsistent herewith.

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

**Technical Education and Skills Development Authority  
CY 2017 Training for Work Scholarship Program (TWSP)  
ELIGIBILITY REQUIREMENTS (Form 01)**

**Region** : \_\_\_\_\_  
**Province/District** : \_\_\_\_\_  
**Name of TTI** : \_\_\_\_\_  
**Qualification Title** : \_\_\_\_\_

**A. TTI Programs with Previous Scholarship Allocation**

PARTICULARS	RESULT	
	Pass (✓)	Fail (✓)
1. Program is compliant based on the latest Technical Audit.		
2. Program must have not been a subject of any unsettled Notice of Disallowance (ND) that has become final and executory involving any scholarship program of TESDA.		
3. The TTI must not have been involved in an unlawful exaction of fees on a particular program.		
4. At least 50% Employment Rate (refers to the employment rate of all graduates in a particular qualification previously granted and being applied for. The report on employment rate shall be applicable only for the TWSP programs that have been completed at least six (6) months to one (1) year prior to the new application under the TWSP in the same qualification. An electronic copy of the MIS-03-02 report, which includes the employment status, shall be submitted to the SMO);		
5. At least 80% Utilization Rate (Refers to the enrollment report against the approved slots of the scholarship previously granted for a particular qualification previously granted and being applied for).		

EVALUATION RESULT: \_\_\_\_\_

**B. TTI without Previous Scholarship Allocation**

PARTICULARS	RESULT	
	Pass (✓)	Fail (✓)
1. Program is compliant based on the latest Technical Audit and/or must have established absorptive training capacity in terms of facilities, tools and equipment and trainers;		
2. In case the TTIs with newly registered programs that have not been subjected to technical audit shall submit the UTPRAS inspection report conducted by the TESDA Provincial Office in lieu of the technical audit report.		

EVALUATION RESULT: \_\_\_\_\_

\_\_\_\_\_  
**Date Evaluated**

\_\_\_\_\_  
**Provincial Scholarship Focal**

\_\_\_\_\_  
**Provincial Director**

\_\_\_\_\_  
**Regional Director**





**Technical Education and Skills Development Authority  
CY 2017 Training for Work Scholarship Program (TWSP)  
QUALIFICATION MAP (Form 02)**

Region: \_\_\_\_\_

Province: \_\_\_\_\_

Name of TTI: \_\_\_\_\_

Qualification Title	No. of Slots (per Batch)	CTPR No.	Name of Trainer and NTTC No.	Indicative Date of Training & Assessment			COSTING			TOTAL AMOUNT			Remarks
				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=8+9)	(11=8*2)	(12=9*2)	(13=11+12)	(14)
									-	-	-	-	
									-	-	-	-	
									-	-	-	-	
									-	-	-	-	
<b>TOTAL</b>													

Submitted by:  
  
\_\_\_\_\_  
Center Administrator

Recommended by:  
  
\_\_\_\_\_  
Provincial Director

Concurred by:  
  
\_\_\_\_\_  
Regional Director

Recommending Approval:  
  
\_\_\_\_\_  
ATTY. DIOSDADO O. PADILLA  
Deputy Director General for  
Communities and Local Government Unit Services (CLGUS)

Approved by:  
  
\_\_\_\_\_  
GUILING "GENE" A. MAMONDIONG  
Director General/Secretary