

TESDA CIRCULAR

SUBJECT: IMPLEMENTING GUIDELINES FOR THE HEAVY EQUIPMENT OPERATIONS UNDER THE PGMA TRAINING FOR WORK SCHOLARSHIP PROJECT (PGMA-TWSP)		Page 1 of ✓ pages Number <u>69</u> Series of 2006
Date Issued: October 27, 2006	Effectivity: October 27, 2006	Supersedes:
<p>For the effective implementation of the PGMA Training for Work Scholarship Project (PGMA-TWSP) on heavy equipment operation, the following operational guidelines are hereby issued:</p> <p>I. OBJECTIVES</p> <ol style="list-style-type: none">1. Consistent with the objectives of the PGMA-TWSP, the objective of the grant of scholarship certificates for the heavy equipment operation, is to provide the necessary skills/competencies to job seekers through appropriate training programs to increase the industry's intake of new heavy equipment operators.2. The scholarship certificates shall be provided in the following courses: <u>Earth Moving:</u><ol style="list-style-type: none">a. Bulldozer Operation, 216 hrsb. Backhoe Loader, 216 hrsc. Motor Grader, 216 hrsd. Wheel Loader , 216 hrse. Road Roller , 216 hrs<u>Lifting:</u><ol style="list-style-type: none">f. Forklift, 200 hrs<u>Hauling:</u><ol style="list-style-type: none">g. Hydraulic Excavator, 216 hrs3. The PGMA-TWSP scholarship certificate valued at P10,000.00 per equipment operation shall be used by the scholar when enrolling in any public and private education and training institutions offering any of the above courses registered with TESDA. <p>II. PROJECT IMPLEMENTATION</p> <ol style="list-style-type: none">1. The PGMA –TWSP for Heavy Equipment Operation (HEO) shall be managed thru the designated Action Officer, reporting directly to the Deputy Director General for Sectoral TVET. The Action Officer shall recommend policies, systems and procedures for smooth implementation of the project covered by the sector.2. The Action Officer shall serve as the coordinative link of TESDA with other project partners.		

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<p>3. The designated Action Officer for the HEO is Executive Director Irene M. Isaac of Qualifications and Standards Office.</p> <p>III. SCHOLAR'S QUALIFICATION</p> <p>To qualify, the applicant must meet the following requirements:</p> <ol style="list-style-type: none">1. At least high school graduate;2. 18-55 years old;3. Holder of professional driver's license;4. Can communicate both oral and written;5. Physically and mentally fit;6. Must have no pending criminal and administrative case <p>IV. APPLICATION AND SELECTION PROCESS</p> <p>The following application, pre-assessment and selection procedures shall be adopted:</p> <ol style="list-style-type: none">1. Interested applicants may apply directly in any of the nearest TESDA Regional/Provincial Offices or register on line and log-on to the TESDA website www.tesda.gov.ph.2. The TESDA Regional/Provincial Offices shall conduct the pre-training assessment to determine if the applicant is qualified for the PGMA-TWSP scholarship.3. Applicants who fail to qualify in the pre-training assessment may take the multi-aptitude test battery and profiling at any TESDA Regional/Provincial Offices, to determine if they would qualify in other courses. <p>V. ISSUANCE OF SCHOLARSHIP CERTIFICATES</p> <ol style="list-style-type: none">1. The Scholarship Certificates shall be issued to the qualified applicant through the TESDA Regional/Provincial Offices.2. There are three (3) parts/stubs of the Scholarship Certificate, i.e., the Scholar's copy, TESDA copy and the RO copy.3. Prior to the issuance of the Scholarship Certificates, the following procedures must be adopted:<ul style="list-style-type: none">☞ The TESDA Regional/Provincial Offices shall ascertain that the certificates are properly received by the scholars.☞ For purposes of monitoring, the Scholarship Certificate number shall be used as the code of the scholar and shall appear in all monitoring forms.		

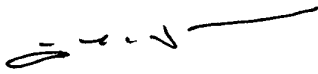
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<ul style="list-style-type: none">☞ Scholars shall submit to the issuing entities, 1 pc- 2"x2" picture, and 2 pcs – 1"x1" pictures which shall be placed in appropriate boxes indicated in the certificates.☞ The TESDA RO/PO copy shall be retained for validation purposes.☞ The TESDA copy is the redeemable copy. At the back portion of the TESDA copy, the line-spaces provided for should be signed by the:<ul style="list-style-type: none">a. TESDA Regional Directorb. Training Institution's authorized signatories, andc. Scholar. <ol style="list-style-type: none">4. The scholarship certificate is non-transferable and not for sale.5. The issuing entities shall provide the scholar with the list of education and training institutions with TESDA registered programs and shall advise the scholars to enroll only in institutions with registered programs in Heavy Equipment Operation, Leading to NC II.6. The scholars shall present the duly signed scholarship certificates to the educational and training institution they intend to enroll in.7. The list of training institutions with TESDA registered programs for Heavy Equipment Operation, Leading to NC II shall be uploaded in the TESDA website. The concerned Regional Offices shall provide the Action Officer with the list of the institutions with registered programs as soon as these are registered, for regular updating of the list in the website.8. The Training Institutions shall submit the enrolment report (MIS 050) to the TESDA Regional Office on the 2nd day of the conduct of training and the Terminal Report (MIS 100) two (2) days after the completion of the training program. <p>VI. PROGRAM REGISTRATION OF THE HEAVY EQUIPMENT OPERATION, NCII</p> <ol style="list-style-type: none">1. To participate in the PGMA-TWSP, education and training institutions are required to register with TESDA under WTR, the following priority areas in Heavy Equipment Operation, Leading to NCII:<ul style="list-style-type: none">a. Bulldozer Operation, 216 hrsb. Backhoe Loader, 216 hrsc. Motor Grader, 216 hrsd. Wheel Loader , 216 hrse. Road Roller , 216 hrsf. Forklift, 200 hrsg. Hydraulic Excavator, 216 hrs		

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<p>2. Programs shall be registered by TESDA to ensure compliance to industry requirements and standards.</p> <p>3. TESDA shall evaluate the following areas for technical compliance:</p> <ul style="list-style-type: none">☞ Curriculum – according to prescribed curriculum per TESDA Circular No.55, series of 2006;☞ Facilities – the Training Institution is equipped with the proper equipment needed by the instructors to teach and the students to work on the hands-on exercises included in the curriculum;☞ Trainors – the Training Institution has good instructors capable of conducting the course. The qualification of trainors/instructors per technology area is defined in the prescribed Curriculum; <p>4. Registration process shall not take more than 15 days upon submission of complete documents.</p> <p>VII. PAYMENT</p> <p>The Training Institutions shall redeem from TESDA Regional Offices, which has jurisdiction over the area where the institutions are located, the amount corresponding to Certificates issued and utilized upon submission of the following:</p> <ul style="list-style-type: none">• Billing Statement;• TESDA copy of Scholarship Certificate complete with signatures at the back;• Enrollment Report with attached Manpower Profile• Terminal Report• Report on the Result of Post-Training Assessment <p>VIII. PARTICIPATING TRAINING INSTITUTIONS</p> <p>1. The training institution must adopt the competency based curriculum for the Heavy Equipment Operation Leading to NCII developed by industry experts in coordination with the Qualifications and Standards Office.</p> <p>2. The responsibilities of the training institutions are as follows:</p> <ul style="list-style-type: none">☞ Issue Certificate of Training to the scholars after the training;☞ Ensure that the scholars achieve sure hire level after mandatory post training assessment;☞ Prompt submission of reports and other documents that are required by TESDA;☞ Maintain separate accounting records subject to periodic audit review by TESDA-COA representatives and other TESDA officials;		

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<ul style="list-style-type: none">☞ Extend counseling, guidance, job placement and other related services to the scholars;☞ Recommend systems and procedures for efficient project implementation.		
IX. ASSESSMENT AND CERTIFICATION		
<ol style="list-style-type: none">1. Graduates of training programs on heavy equipment operation under the PGMA-TWSP shall be required to undergo the national competency assessment;2. Assessment shall be conducted only in an accredited assessment center and by an accredited competency assessor.3. The corresponding Certificate of Competency shall be awarded to candidates who can demonstrate the required competencies in any of the following units of competency:<ul style="list-style-type: none">☞ Perform Bulldozer Operation☞ Perform Backhoe Loader Operation☞ Perform Motor Grader Operation☞ Perform Wheel Loader Operation☞ Perform Road Roller Operation☞ Perform Hydraulic Excavator Operation☞ Perform Forklift Operation		
X. MONITORING		
<ol style="list-style-type: none">1. The TESDA Regional Offices shall include in the Weekly Electronic Monitoring Report the status of the heavy equipment operation implementation which is submitted to the Office of the Deputy Director General for Sectoral TVET thru the Action Officer.2. A consolidated weekly report shall be submitted to President Gloria Macapagal-Arroyo.3. A study must be conducted on the scholars who were not hired as part of the monitoring system.		
XI. EFFECTIVITY		
<p>The PGMA-TWSP-heavy equipment operation Implementing Guidelines shall take effect as indicated.</p>		
 SEC. AUGUSTO BOBOY SYJUCO Director General		