



**MANUAL OF THE  
INTERNAL RULES OF  
PROCEDURES OF  
THE TESDA BOARD**

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## TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA)

### MANUAL OF INTERNAL RULES OF PROCEDURES OF THE TESDA BOARD

#### **RULE I** **THE TESDA BOARD**

**SECTION 1. Status and Nature.** The TESDA Board is the governing body of the TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA), and is primarily responsible for the formulation of continuing, coordinated and fully integrated technical education and skills development policies, plans and programs.

The TESDA BOARD is a deliberative and collegial body and shall decide by consensus, or if not possible, by majority vote.

**SEC. 2. Composition.** The TESDA Board is composed of the following members:

- I. Eight (8) Ex-Officio Members:

<b>GOVERNMENT OFFICIALS</b>	<b>POSITION</b>
The Secretary of Labor and Employment	Chairperson
The Secretary of Education	Co-Chairperson
The Secretary of Trade and Industry	Co-Chairperson
Director General of the TESDA Secretariat	Member
The Secretary of Agriculture	Member
The Secretary of Interior and Local Government	Member
The Secretary of Science and Technology	Member
The Chairman of Commission on Higher Education	Member

- II. Fourteen (14) Private Sector Representatives appointed by the President shall also form part of the TESDA Board:

<b>PRIVATE SECTOR</b>	<b>NO. OF REPRESENTATIVES</b>
Business and Investment Sector	Two (2) representatives -at least one of whom shall be a woman
Employer Sector	Four (4) representatives - at least one of whom shall be a woman
Labor Sector	Six (6) - at least one of whom shall be a woman

National Associations of Private Technical-Vocational Education & Training Sector	Two (2) - at least one of whom shall be a woman
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Consistent with the TESDA Statute and IRR, the President of the Philippines may appoint additional members of the TESDA Board.

The members from the private sector shall hold office for three (3) years from appointment to Office.

**SEC. 3. Scope of Decision Making.** Consistent with the powers and mandates of the TESDA Board as defined in the Statute and its IRR, the following matters require the approval of the TESDA Board:

- (a) Policies, programs and guidelines for the effective implementation of the National Technical Education and Skills Development Plan (NTESDP);
- (b) Domestic and Foreign contracts;<sup>1</sup>
- (c) Training Regulations and Fees;
- (d) Assessment Fees;
- (e) Systematic funding schemes such as the Levy-and-Grant Scheme;
- (f) National Technical Education and Skills Development Plan;
- (g) Implementing Rules and Regulations or Implementing Guidelines of newly enacted laws where TESDA is legally mandated to implement;
- (h) Policy agenda and legislative agenda for TESDA;
- (i) Budget Proposal prior to submission to Department of Budget and Management; and
- (j) Sourcing and Utilization of the TESDA Development Fund.

## **RULE II** **THE CHAIRPERSON**

**SEC. 4. Powers and Duties.** The Chairperson shall perform and exercise the following duties and powers consistent with generally accepted Parliamentary Procedures:

- (a) To serve as Presiding Officer over all the meetings of the Board;
- (b) To call to order the meetings of the Board and determine existence of quorum, to order the reading the minutes of the previous meeting except when motion to dispense with the reading of the minutes is approved by the majority of the Board Members who are actually present;
- (c) To preserve order and decorum during the meeting, and to exact from all present due respect and proper deportment, prevent disturbance and disorder, and require that the meeting hall be cleared of any or all persons behaving improperly;

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<sup>1</sup> Resolution No. 2001-01 dated 06 July 2001

- (d) To protect the Board from annoyance and evidently frivolous or dilatory motions by refusing to recognize them;
- (e) To enforce, on all occasions, the observance of order and decorum among the Board Members; deciding all questions of order, subject to the appeal of any of the Board Members, unless when in doubt, submits the question for the decision of the Board;
- (f) To inform the Board, when necessary, or when referred to for the purpose, on a point of order or practice pertinent to pending business;
- (g) To declare the Board meeting adjourned to some other time and/or place, if it is impracticable to take a vote, or in his opinion, dangerous to delay for a vote, in case of fire, riot, or very serious disorder, or other emergencies;
- (h) To compel compliance by the Officials and Employees of all the resolutions approved by the Board;
- (i) To perform and exercise such other duties and powers as the laws and rules may provide.

### **RULE III**

#### **THE ALTERNATE REPRESENTATIVES OF THE BOARD MEMBERS FROM THE GOVERNMENT SECTOR**

**SEC. 5. Alternate Representatives.** Members of the Board representing the Government sector may designate his/her permanent representative with the following ranks:

- Department Secretaries- any of the Department Undersecretary
- CHED Chairman- any of the CHED Commissioners
- TESDA Director General- any of the Deputy Directors General of TESDA

The designation of the alternate representative must be in writing and signed by the Member of the Board.

**SEC. 6. Capacity of Alternate Representatives.** The duly designated alternate representatives as mentioned in Section 5 shall have the same authority and capacity as his/her principal. As such his/her attendance shall be considered in determining the existence of a quorum, and shall be given voting rights and privileges.

**SEC. 7. Representatives Other than the Alternate Representatives.** Representatives occupying a position lower than that specified under Section 5, may attend and participate during meetings but shall not be given the same privileges as specified under Section 6.



**RULE IV**  
**THE BOARD SECRETARY**

**SEC. 8. Duties of the Secretary.** The Board Secretary shall perform the following duties:

- (a) To attend all the meetings of the TESDA Board and keep a record of its proceedings;
- (b) To prepare and distribute the Notice, Agenda, and Minutes of the Meeting;
- (c) To include in the Agenda, the proposed Resolutions submitted by the Board Committees in accordance with Section 20;
- (d) To call the roll of members, read the agenda, minutes of the preceding meeting, matters arising from the previous meeting, and other documents which should be reported to the Board or the reading of which is required by the Chairperson;
- (e) To record and number all resolutions passed and adopted by the TESDA Board;
- (f) To serve as the official custodian of all the records of the TESDA Board;
- (g) To certify all Minutes and Resolutions approved by the TESDA Board;
- (h) To remind the TESDA Secretariat before the end of the first quarter to submit the Annual Budget Proposal to the TESDA Board for adoption;
- (i) To coordinate with the TESDA Secretariat the orientation of newly appointed members of the TESDA Board; and
- (j) To perform such other duties as the Chairperson or the TESDA Board and/or the Chairperson of the Committees may direct from time-to-time.

**RULE V**  
**MEETINGS OF THE TESDA BOARD**

**SEC. 9. Regular Meetings.** The TESDA Board shall meet at least twice a year, or as frequently as may be deemed necessary by its Chairperson.

The schedule of the regular Board Meeting may be agreed upon by the TESDA Board, subject however to change depending on the circumstances and upon approval of the Chairperson.

**SEC. 10. Special Meetings.** When public interest so demands or in order to meet an exigency, Special Meetings may be called by the Chairperson.

No other matter shall be discussed during such special meetings, except those indicated in the Notice of Meeting, and Agenda for such Special Meeting: Provided,

however, that additional matters, including privileged subjects, may be discussed with the unanimous consent of all the Board Members present, there having a quorum.

## **RULE VI** **EXECUTIVE MEETINGS**

**SEC. 11. Executive Meeting.** All Executive meetings of the TESDA Board shall be held behind closed doors. In such sessions, other than the Board Members, only the Board Secretary and the duly authorized employees of the TESDA Board Secretariat shall be allowed inside the meeting room.

**SEC. 12. Reason/s for Executive Meetings.** Executive sessions shall be held whenever a member of the TESDA Board so request it by reason of public interest or the exigencies so require and his motion has been upheld preferably by a unanimous vote, or if not possible, by majority decision of all the Board Members present, there having a quorum. Thereupon, the Chairperson shall order the exclusion of non-members of the TESDA Board and TESDA Board Secretariat from the meeting and the doors be closed, except as authorized in Section 11.

The officer who presented the motions shall then explain the reasons which he had for submitting the same.

**SEC. 13. Records of Executive Meeting.** The Minutes of the meeting shall be recorded and filed in a separate file by the Board Secretary. The same shall be in the same format as that of the minutes under RULE IX hereof. The Records of the Executive Meetings shall be under the custody of the Board Secretary and the contents thereof shall be held in strict confidentiality.

The Minutes of an Executive Meeting may only be made available for the personal appreciation of the Board Members. In case, other individual or entity requests for copies of the Minutes of Executive Meeting, it can only be given upon the approval of the TESDA Board as stated in Section 14, except when the same was required pursuant to a court order or *Subpoena Duces Tecum* issued by a competent court or officer or body authorized by law, in which case the Board Secretary shall furnish all Board Members copies of the same through electronic mail.

**SEC. 14. Required Vote.** A two thirds (2/3) vote of the TESDA Board present there having a quorum is necessary to declare all or any part of the Records of Executive Meetings open to the public.

**SEC. 15. Violation.** Any member of the TESDA Board who violates the provisions contained in Section 13 and 14 shall, by a two-thirds (2/3) vote of the TESDA Board, be recommended for expulsion or removal from the TESDA Board, subject to the approval of the President of the Philippines. Any TESDA Employee who violates these Sections shall be sanctioned in accordance with Civil Service Rules and Regulations.

**RULE VII**  
**QUORUM DURING THE TESDA BOARD MEETING**

**SEC. 16. Declaration of Quorum.** A quorum to officially conduct business shall be declared if majority (1/2 plus 1) of the existing Board Members are actually present at the time of the roll call and who positively responded to the roll call. No TESDA Board meeting shall be conducted without a quorum. However, quorum is not required for Committee Meetings, except the Executive Committee Meetings.

**Sec. 17. Use of Communications Technology.** A member of the TESDA Board may be allowed to participate in a special or regular meeting if he/she requested for the use of communications technology allowing him/her to participate in the discussions in real-time, through teleconferencing or any means of video call; *provided* that no two consecutive Meeting shall be participated in by a Board Member using communications technology as provided in this section; *provided finally* that a majority (1/2 plus 1) of the existing Board Members are physically present at the meeting.

A Board Member who cannot be physically present but intends to use communications technology in a meeting shall make a request to the Chairperson in writing at least three (3) days before the date of the meeting. The Chairperson shall approve or disapprove the request, making sure that the provisions of these internal rules are not violated.

The Board Secretary shall make sure that necessary equipment shall be available during the conduct of the meeting to ensure effective and efficient communication.

**SEC. 18. Lack of Quorum; Call the House.** Where there is no quorum, the Chairperson may declare a recess until such time that a quorum is constituted. If there is no prospect of constituting one, no other business shall be transacted and the Chairperson shall declare the session adjourned for lack of quorum.

**SEC. 19. Question of Quorum.** Should the question of quorum be raised, the Chairperson, without debate, shall immediately proceed to a verification thereof by causing the reading of the roll and announcing forthwith the result.

**RULE VIII**  
**AGENDA FOR THE TESDA BOARD MEETING**

**SEC. 20. Preparation of the Agenda.** The Board Secretary, shall prepare the Agenda not less than three (3) days prior to the scheduled regular meeting.

In case of Special Meetings, the Agenda shall be prepared by the Board Secretary at least one (1) day prior to the scheduled special meeting.

**SEC. 21. Inclusion of Matters in the Agenda.** The Committee Chairperson shall submit to the Board Secretary, matters approved in the Committee which are deemed necessary for inclusion in the Agenda of the immediately succeeding regular meeting, at least within five (5) days before the schedule of next regular meeting, unless circumstances so warrant a shorter period.

Matters not submitted and/or received in accordance with the preceding paragraph, by the Board Secretary shall automatically be included in the next scheduled regular meeting, unless the same is manifested in the meeting and unanimously approved by the Board Members present, there having a quorum.

Board Members may request the inclusion of an Agenda through the Chairperson or appropriate Committee Chairperson, who shall endorse the same in accordance with this section.

**SEC. 22. Contents.** The Agenda shall contain the subject matter of each item of business to be taken up during the session, indicating the sender or source of communications, endorsements, petitions, memorials, and memoranda; and, in case of motions or resolutions, the name of the authors and the committees to which they have been referred to.

**SEC. 23. Distribution of the Agenda.** The Board Secretary shall cause the distribution of the Agenda not later than two (2) days prior to the scheduled regular meeting.

**SEC. 24. The Order of Business of the TESDA Board shall be as follows:**

- (a) Call to Order;
- (b) Roll Call and Determination of Quorum;
- (c) Adoption of the Agenda;
- (d) Adoption of the Minutes of the Previous Meeting;
- (e) Matters Arising from the Previous Meeting;
- (f) Main Agenda;
- (g) Schedule of Next Meeting, if possible;
- (h) Adjournment.

Prayer may be made individually by the Board Members before the start of the meeting.

**SEC. 25. The Order of Business and Agenda of the TESDA Board Committees.** As far as practicable, the rules prescribed under Rule VIII shall also apply during Committee Meetings.

## **RULE IX** **MINUTES OF THE MEETING OF THE TESDA BOARD**

**SEC. 26. The Minutes.** The TESDA Board, through its Board Secretary, shall maintain the minutes of all its proceedings, herein referred to as the "Minutes", which shall contain

clear and accurate account of the highlights of every meeting, unless circumstances so warrant.

The minutes shall be reviewed and approved in the ensuing meeting. However, pending the approval of the Minutes and to ensure that comments and agreements were properly reflected in the Minutes, the Board Secretary shall furnish all members of the TESDA Board of the Minutes within seven (7) working days after the meeting, unless circumstances so warrant.

**SEC. 27. Contents of the Minutes.** The Minutes shall contain the following:

- (a) Nature of the meeting, whether regular or special, and if special, a copy of the call for the meeting;
- (b) Date, time and place of meeting;
- (c) Statement whether the minutes of the previous meetings were read and approved, citing corrections, if any, or the reading was dispensed with, and the date of said meeting;
- (d) Statement bearing the name of the Chairperson, the Board Members and other guests present;
- (e) All motions made except those withdrawn;
- (f) If the motion was not approved unanimously, a brief statement of the minority opinion;
- (g) Points of Order, appeals, motions for reconsideration and results thereof;
- (h) Resolutions presented which were denied, deferred or adopted; and
- (i) Duration of the meeting, stating the time of commencement and time of adjournment thereof;

**SEC. 28. Certification by the Secretary.** The Minutes shall be certified by the Board Secretary and entered into the record book with an indication of the date of approval.

**SEC. 29. Matters to be inserted in Full in the Minutes.** The following shall be annexed in full in the Minutes:

- (a) Executive Orders, Proclamations, Memorandum, Orders, Directives of the President of the Philippines to the TESDA Board or TESDA Secretariat;
- (b) Resolutions filed and approved by the TESDA Board;
- (c) All nominal votings which shall record the "ayes" and "nays" votes and abstentions of every Board Member;
- (d) Communications; and
- (e) Other relevant papers and documents.

**SEC. 30. Signature of the Minutes.** The original copy of the minutes shall be certified by the Board Secretary and Chairperson.

**SEC. 31. Reading, Correction and Approval.** The minutes of the meeting shall be provisionally approved on the date of the presentation of the Minutes subject to submission of corrections within five (5) days from the date of the meeting where it was presented. Material corrections of the minutes can only be corrected by a majority of the Board Members present during the next succeeding meeting.

**SEC. 32. Full Transcript of Meetings.** In lieu of the full transcript of the TESDA Board Meeting, TESDA Board Members upon written request to the Board Secretary may request for a copy of the audio recording of the meeting.

In case a Full Transcript is required, the Board Secretary shall prepare the same upon the approval of a majority of the members present, there being a quorum.

## **RULE X** **CONSENSUS**

**SEC. 33. Consensus.** As a general rule, decision making in the TESDA Board shall be done by consensus. Where there is an objection by any Board Member to a proposal, the same shall be resolved by division of the house.

**SEC. 34. Express Unanimous Consent.** The unanimous consent to any motion, action or proceeding must be given expressly.

## **RULE XI** **VOTES AND VOTING**

**SEC. 35. Manner of Voting.** Voting in the TESDA Board shall be done by voice, raising of hand, rising, or by roll call, unless a different method is prescribed by the TESDA Board for a particular question. In taking the vote, the affirmative shall be taken first and then the negative, and lastly, the abstentions.

**SEC. 36. Viva Voce.** The Chairperson shall rise to put a question into a vote by saying, "As many as are in favor of (stating the question), say Yes", and after the affirmative vote is expressed, "As many as are opposed, say No". And those who abstained say so.

**SEC. 37. Raising of Hands.** If the Chairperson doubts the vote in the Viva Voce or if a division is called, the body shall divide. Those in the affirmative shall be asked to either raise a hand or rise from their seats, and then those in the negative to do the same. In any case, the Chairperson Officer shall so clearly state the decision.

**SEC. 38. Nominal Voting.** Nominal voting shall be made when the issues are controversial and highly contended. When voting nominally, the Board Secretary shall call the roll of members of the TESDA Board and, as each name is called, the member shall announce his vote by saying "Yes" or "No", as the case may be, or "Abstain" or "Present", if he is not voting. A member may explain his vote not to exceed two (2) minutes.

After the roll has been called, when voting nominally, the secretary shall call, in their alphabetical order the names of those not voting in order that they may vote. After this second calling of the roll, no request shall be entertained by the Chairperson to record a vote.

**SEC. 39. Vote of the Chairperson.** In cases of tie, the Chairperson shall break the tie.

**SEC. 40. Change of Vote by a Member.** A member may change his vote only before the Chairperson announces the result of the voting; thereafter, a member may change his vote only by unanimous consent.

**SEC. 41. Vote of a Late Member.** A member who arrives late at the session shall be permitted to vote, provided the result of the voting has not been announced yet by the Chairperson.

**SEC. 42. Vote of an Absent Member.** Absent member shall not be allowed to vote in any motion during a regular or special Board meeting.

**SEC. 43. Non-Interruption of Voting.** No motion, except on the presence of a quorum, shall be entertained during the voting.

**SEC.44. Voting Profile.** Upon the passage of all resolutions, the TESDA Board Secretary shall record the affirmative and negative votes as well as the abstentions and such profile shall be indicated in the approved resolution.

## **RULE XII** **CREATION AND JURISDICTION OF COMMITTEES**

**SEC. 45. Creation of Committees.** The TESDA Board may organize and constitute various standing committees, or Ad-Hoc committees for efficient integration, coordination and monitoring of technical education and skills development programs.

Other Committees not provided under these Rules shall be considered Ad Hoc Committees and their jurisdiction, functions, duties and responsibilities shall be provided for by the Board, through a Resolution duly adopted for the purpose.

**SEC. 46. Composition and Membership.** For purposes of these Rules, a committee (except the Executive Committee) shall be an open membership. Membership in the Executive Committee shall be composed of the Chairperson of all the TESDA Board Standing Committees and Chaired by the Director-General.

The Chairperson and Co- Chairperson of Standing Committees and Ad-Hoc Committees shall be nominated and must be approved by a meeting duly convened for such purpose, there being a quorum.

**SEC. 47. Committees.** The following committees are hereby created which shall exercise exclusive and original jurisdiction over, but not limited to matters and concerns hereinafter indicated:

- (a) Support to TVET Provision (STP)- Responsible for providing provision of equity, access and quality through expanded scholarship, programs, capability and

capacity building program for TVET provider and LGUs and other relevant initiatives to develop qualified Filipino middle level Workforce;

- (b) Direction Setting (DS)- Responsible for providing direction in the formulation of relevant policies and plans in the development of high quality Filipino middle level Workforce and in resource allocation;
- (c) Standards Setting and Systems Development (SSSD)- Responsible for ensuring quality in all aspects of TVET through the installation of standards to measure the performances of workers and students as well as TVET providers. Standards also include processes and systems;
- (d) Finance (Fin) - Responsible for setting policies in the management and utilization of resources/finances/ foreign-assisted projects and facilities and on effective and efficient acquisition, deployment and utilization of those resources. It is also responsible for approval, implementation and strict monitoring of implemented policies in the area of fund management and TESDA Development Fund (TDF) implementation, as well as review of the TESDA budget proposal;
- (e) Institutional Capacity Building (ICB)- Responsible for looking into policies that include maintenance and sustainability of Quality Management System (QMS) and improving the efficiency and effectiveness of the various systems and processes in TESDA to build its competencies as these connects to the three (3) planks of the Core Business, i.e. Direction Setting, Quality Assurance, and Support to TVET Provision;
- (f) Committee on Ethics and Protocols- Deliberate and recommend appropriate actions to the Board on matters involving the following:
  - Draft and submit the Internal Rules and Protocols of the TESDA Board;
  - Discuss and recommend matters pertaining to creation and dissolution of Committees of the TESDA Board;
  - Recommend disciplinary actions against Board Members; and
  - Discuss and recommend matters pertaining to the internal affairs of the TESDA Board

The Committees in the discharge of their official tasks, duties and responsibilities shall at all times make policy recommendations on matters referred to them for deliberation and action of the TESDA Board.

**SEC. 48. Duties and Responsibilities of Committee Chairpersons, Co-Chairpersons and Committee Members.** The different committee Chairpersons, who may hereinafter be nominated and appointed by the TESDA Board shall discharge the following powers, functions duties and responsibilities:

- (a) Preside over the meetings of the Committee;
- (b) Determine the dates of the meeting;
- (c) Prepare and distribute the agenda of the Committee (through the Board Secretary);



- (d) Issue and sign notices, processes and requests for the production and/or presentation of official and public documents held by responsible officers and staff of the TESDA Secretariat through the Director General, related to all matters pending for the consideration of the committee;
- (e) Determine/Invite resource person if deemed necessary;
- (f) Direct the mandate of the committee to align towards the general plan of TESDA;
- (g) Submit with the concurrence of a majority of the members of the Committee, its reports to the TESDA Board (through the Board Secretary), for discussion, deliberation, approval and/or final dispositive action by the latter;
- (h) Perform such other functions, duties and responsibilities which the TESDA Board may assign to the Chairperson through a Board Resolution approved for the purpose; and
- (i) Ministerial/Orchestrating of ideas

The role of a Committee Co-Chairperson is to perform the following main functions:

- (a) To assist the committee chairperson or act as the Committee Chairperson in his/her absence; and
- (b) To assist the Chairperson in organizing the work program of the committee to which they have been chosen/selected for and ensure within the terms of the TESDA Board's scheme of delegation that the program has been completed.

The role of the TESDA Board Committee Members shall be the following:

- (a) Review all relevant materials before committee meetings;
- (b) Attend committee meetings, express views, deliberate, and take actions on issues;
- (c) Propose policy recommendations; and
- (d) Participate in committee activities and other initiatives

**SEC. 49. Referral to Committees.** It shall be the function of the TESDA Board Chairperson or the Board Secretary to refer all matters which require the action of the TESDA Board to such committee/s having jurisdiction over the matter as defined under Section 47 of this Rules.

After such referral, the Board Secretary shall transmit the same to the committee/s concerned for deliberation, discussion and appropriate recommendation.

**SEC. 50. Joint Referrals.** In case a subject matter is referred to more than two (2) Committees, the Committee first mentioned shall be considered as the Committee.

Joint referrals shall allow the Committees to render a joint committee report: Provided, however, that any of the committees concerned may reserve the right to render and submit a separate Committee Report on the same subject matter.

**SEC. 51. Committee Secretary.** The Board Secretary shall ipso facto serve as the Committee Secretary for Committee on Ethics and Protocols.

For the other Committees, the Board Secretary shall also act as the Committee Secretary, however, the concerned TESDA Secretariat Focal Offices or Office of Primary Responsibility shall be responsible for the preparation of the Minutes of the meeting, Committee Reports, and Updating of Matters Arising. Minutes of the meeting must be distributed not later than three (3) days prior to the next Committee meeting.

The Committee Secretary shall keep a record and transcript of all the proceedings of the Committee. It shall be the responsibility of the Committee Secretary to cause the distribution of the agenda and minutes of the Committee.

**SEC. 52. Frequency of Meetings, Quorums and Orders of Business.** The Committee shall determine the frequency of their meetings, subject to existing rules and regulations.

Committee meetings may be called by their respective Chairpersons; notice including the agenda of the Committee, shall be distributed to its members at least three (3) working days prior to the scheduled committee meeting.

**SEC. 53. Committee Reports.** Upon termination of discussion and approval of recommended action by the Committee on matters referred to it by the TESDA Board, or Board Secretary; the concerned TESDA Secretariat Focal Offices shall prepare the Committee Report. A narration of observation and findings, and a list of recommendations or points of action shall be indicated in the report.

The Committee report must be signed by the Chairperson of the Committee. Thereafter, the concerned TESDA Secretariat Focal Offices must immediately transmit such Committee Report to the Board Secretary for inclusion in the Order of Business of the next regular meeting of the TESDA Board.

In addition to the preceding paragraph, the concerned TESDA Secretariat Focal Offices shall be responsible for providing documentary references to the subject of the meeting, and the drafting of the appropriate Resolution consolidating and adopting the recommended action by the concurring members of the Committee for deliberation, discussion and appropriate action by the TESDA Board.

**SEC. 54. Concurrence and Dissent to Committee Reports.** A member of the committee shall be presumed to have concurred to the report and shall be precluded from opposing the same when it is presented for approval and/or confirmation by the TESDA Board, unless the Board Member enters his/her objection thereto and files with the Board Secretary, his/her dissenting opinion, in writing, within two (2) days before the scheduled meeting of the TESDA Board.

**SEC. 55. Adoption or Acceptance of Committee Reports.** If the report contains only a statement of fact or opinion for the information of the TESDA Board, the reporting member shall make no motion for its disposal, as there is no necessity for the action on the report. However, if an action is proposed in the report, the reporting member shall move for the acceptance of the report, which has the effect of endorsing the statement and, if concurred, making the TESDA Board assume responsibility for it. If the committee report contains recommendation or if a committee reports back to the TESDA Board a resolution referred to it, the reporting member shall move for the adoption of the report.

**SEC. 56. Report on Privileged Matters.** Reports on privileged subjects must be directly submitted by the Committee Chairperson to the TESDA Board while conducting its regular or special meeting. The report on privileged subjects may not be withdrawn on petition by any member of the TESDA Board without its unanimous consent.

Such report shall be included in the Special Order of Business for the day.

**SEC. 57. Dissolution of Ad Hoc Committees.** Ad Hoc Committees shall cease to exist as soon as their reports have been submitted and accepted by the TESDA Board. Thereafter, the TESDA Board shall *motu proprio* order the dissolution of such Ad Hoc Committee.

**RULE XIII**  
**RULE IN FILING AND CONSIDERATION OF RESOLUTIONS**

**SEC. 58. Resolution.** All proposed decisions shall be in the form of Resolutions and shall contain the following:

- (a) Type of Proposed Resolution;
- (b) Number of the Proposed Resolution;
- (c) Title of Resolution
- (d) Reason for filing the Resolution which shall be indicated through whereas clauses;
- (e) Enacting clause; and
- (f) Effectivity.

A resolution may be a policy resolution, non-policy resolution, or administrative resolution. Resolutions shall be classified as follows:

- (a) Policy Resolutions – These are resolutions which are, but not limited to:
  - i. Policies, programs and guidelines for the effective implementation of the National Technical Education and Skills Development Plan (NTESDP);
  - ii. Training Regulations and Fees;
  - iii. Assessment Fees;
  - iv. Implementing Rules and Regulations or Implementing Guidelines of newly enacted laws; and
  - v. Utilization of the TESDA Development Fund.
  
- (b) Non Policy Resolutions – These are resolutions which are, but not limited to:
  - i. Domestic and Foreign contracts;
  - ii. Systematic funding schemes such as the Levy-and-Grant;

**SEC.59. Filing of the Resolution.** All Proposed Resolutions must be filed with the Board Secretary at least seven (7) days prior to the scheduled regular meeting of the TESDA Board. Resolutions filed or enrolled outside of the prescribed period stated above, shall automatically be included in the next scheduled regular meeting of the TESDA Board.

All proposed resolutions filed to the Board Secretary shall be reviewed by the Legal Division of the TESDA Secretariat, and in cases where a resolution is observed to violate existing laws, a legal opinion shall be furnished to all members of the TESDA Board during the meeting.

**SEC. 60. Procedure in the Adoption of the Proposed Resolution.** The TESDA Board adopts the following procedures in the consideration of resolution:

- (a) Reading of the resolution by Chairperson of the Committee who is the proponent thereof
- (b) If a debate ensues, turns for and against the proposed resolution shall be taken alternatively: Provided, however, that any Board Member who fails to enter his objection or to make of record his dissent after it shall have been included in the Order of Business, shall not be allowed to speak against a proposed resolution during the period of debate although he/she may propose and speak or vote on amendments thereto.
- (c) The proponent of the resolution shall have the right to close the debate.
- (d) The debate closed, the consideration of amendments if any, shall be in order.
- (e) After the period of amendments, the voting on the resolution shall take place.

**SEC. 61. Numbering of Approved Resolutions.** Upon approval of the proposed Resolution, the Board Secretary shall cause the sequential and chronological numbering of such resolution, as well as the nature of the Resolution (ad referendum or regular)

After numbering, formatting and signing, an original copy of the approved resolution shall be maintained by the Board Secretary. The digital copies shall also be uploaded in the TESDA RMIS.

**SEC. 62. The Ad Referendum Resolution.** – The Ad Referendum mode of approval of Resolutions shall be allowed: Provided, it requires emergency decisions to be made by the TESDA Board.

Ad Referendum approval is justified when any of the following circumstances obtain:

- (a) When the interest of TESDA is at stake, properly justified by the proponent of the emergency decision to be made.
- (b) If a serious delay will be incurred in the implementation of the TESDA's programs and projects; and
- (c) If it will cause a serious financial loss to TESDA.

**SEC. 63. Limitations in the Approval of the Ad Referendum.** An Ad Referendum decision must be made within forty-eight (48) hours from the actual commencement or existence of such emergency and/or situation which requires the consideration and approval of the TESDA Board: Provided, that all Ad Referendum approval shall require a majority vote of the entire present membership of the TESDA Board.

**SEC. 64. Process for the Approval of Ad Referendum.** Only members of the TESDA Board may request for the approval of an Ad Referendum. The proponent of the Ad Referendum shall transmit the same to the Board Secretary who will cause the immediate notification of all the members of the TESDA Board regarding the matter.

The Board Secretary shall do all means to ensure that all members of the TESDA Board will acknowledge receipt of the notification or request for ad referendum approval.

Without such acknowledgement at the end of the 48-hour decision-making period, a Board Member may not be deemed to have affirmatively voted for the Ad Referendum, and shall be considered to have abstained. Acknowledgement should be written, either in physical or electronic form.

Approval/Disapproval made by the TESDA Board on proposed Ad Referendum resolutions shall be summarized by the Secretariat which will be reported in the succeeding Regular/Special Commissioners' Meeting.

#### **RULE XIV** **MANNER OF HAVING THE FLOOR**

**SEC. 65. Manner of Obtaining the Floor.** When a Board Member wishes to speak, he/she shall request the Presiding Officer to allow him to have the floor, which consent shall be necessary before he may proceed.

If various Board Members wish to have the floor, the Presiding officer shall recognize the one who first made the request.

**SEC. 66. Proper Decorum.** A member who has obtained the floor shall address his remarks to the Chairperson, confine himself to the question under debate, avoiding personalities, and shall conduct himself with proper decorum. All members of the TESDA Board shall observe the following:

- (a) No member shall have the floor for more than twenty (20) minutes in debate on any question at the same meeting without yielding the floor;
- (b) In referring to any member of the TESDA Board, the official title of the member shall be used;
- (c) If the Chairperson raises a point of order, or gives information, or otherwise speak within his privilege, any member speaking must yield the floor until the Chairperson has been heard first;
- (d) When a member is called to order by the Chairperson, the member must not interfere with the discussions until the question of order has been decided; and
- (e) All members should strictly remain in their seats during roll call, when a vote is being taken, or when the Chairperson is addressing the TESDA Board.

**SEC. 67. Debates and Discussions.** After a question has been stated by the Chairperson, it is before the TESDA Board for consideration and action. All resolutions, reports of committees, communications, and all amendments proposed to them, and all other motions may be debated before final action is taken on them.

Debates must be limited to the merits of the immediately pending action, that is, the last question stated by the Chairperson which is still pending; except when the main motion is also open to debate. The TESDA Board, by majority vote of the members present, may close the debate on any question, and proceed to vote on the main question without debate, provided that a quorum is present during the voting.

The member reporting a measure from a committee or delivering a sponsorship speech of a proposed measure may open and close the debate.

**RULE XV**  
**PRECEDENCE OF MOTIONS**

**SEC. 68. Order of Entertaining Motion.** While a motion or resolution is being discussed, no other motion shall be entertained except the following and in order in which they appear:

- (a) Motion to adjourn.
- (b) Motion to set aside date for the resumption of the meeting.
- (c) Motion to suspend the meeting.
- (d) Motion to call an executive session.
- (e) Motion to lay on the table any business.
- (f) Motion to postpone indefinitely the consideration of any business.
- (g) Motion to postpone the consideration of any business to another date; and
- (h) Motion to amend.

All motions to adjourn or suspend a meeting or to hold executive session shall be resolved without debate.

**RULE XVI**  
**PRIVILEGED MOTIONS**

**SEC.69.** The following are privileged motions:

- (a) Motion to Adjourn
- (b) Questions of Privilege
- (c) Orders of the Day
- (d) Points of Order
- (e) Object to Consideration
- (f) Reading of Papers
- (g) Withdrawal of Motions
- (h) Divide the Question
- (i) Parliamentary Inquiry
- (j) Division of the House
- (k) Point of Information
- (l) To Table Matters
- (m) Motion for the Previous Question
- (n) Extend or Limit Debates
- (o) To Take from the Table

All the foregoing motions shall be undebatable and shall have precedence in their consideration according to their order.

**SEC. 70. Question of Privilege.** Questions of privilege are those affecting the rights, privileges, reputation, conduct, decorum, comfort and convenience and dignity of the officers of the TESDA Board and TESDA Secretariat.

**SEC. 71. When Questions of Privilege Cannot be Raised.** When there is no quorum or when the roll is being called, no question of privilege may be raised unless it relates to the procedure of ascertaining the existence of said quorum.

**SEC. 72. Motion to Adjourn.** Only the motion to adjourn shall have precedence over questions of privilege and privileged motions.

**RULE XVII**  
**MOTION TO RECONSIDER AND ITS REQUISITES**

**SEC. 73. Motion for Reconsideration.** Only those who voted with majority may move for the reconsideration of a resolution on the same day it was decided by the TESDA Board. If the TESDA Board disapproves the motion, no other motion to reconsider shall be entertained unless by unanimous consent.

**RULE XVIII**  
**PRIVILEGE TO SPEAK ON MATTERS OF PUBLIC INTEREST**

**SEC. 74.** After discussing the order of business and prior to adjournment, any Board Member may forthwith request for and avail of the privilege to speak on any matter of public interest.

If no Board Member wishes to avail of the same privilege, the Presiding Officer shall proceed with his report/s, if any.

The period of time allowed in this section shall not be more than ten (10) minutes unless extended through a motion of any Board Members present.

**RULE XIX**  
**DECORUM**

**SEC. 75. Decorum.** During the meetings of the TESDA Board decorum shall be observed both in language and in attire. Decent attire shall be worn during the meetings of the TESDA Board. Penalties, sanctions and disciplinary actions for any violation of this provision shall be decided by the TESDA Board in a resolution.

**RULE XX**  
**UNPARLIAMENTARY ACTS AND LANGUAGE**

**SEC.76. Offensive Acts and Languages.** Acts and language uttered or made during Board meetings which offend an officer or any public institution shall be deemed unparliamentary. No Board Member, under any circumstance, shall use offensive or improper language against another or against any public institution.

**SEC. 77. Violation of the Rule.** When a Board Member, by word or deed, violates any of these Rules, the Chairperson, motu proprio, or at the instance of another, may call him/her to order. In case a point of order raised has been sustained by the Chairperson, said officer shall not continue speaking without the consent of all the Members of the TESDA Board, present during the meeting.

**SEC. 78. Reading of the Objectionable Words.** When a Board Member is called to order from using unparliamentary language, any Board Member may ask to replay the audio recording so that the objectionable words be heard for the information and decision of the TESDA Board.

**SEC. 79. Disciplinary Measures.** The Committee on Ethics and Protocols may be convened to review and recommend, by resolution, the punishment of any Board Member for disorderly behavior and with the concurrence of two-thirds of all the Board Members, suspend or recommend to the Office of the President, the removal from office of the erring Board Member. A penalty of suspension shall not exceed sixty (60) calendar days.

#### **RULE XXI** **SUSPENSION AND ADJOURNMENT**

**SEC. 80. Motion to Suspend or Adjourn.** The Chairperson cannot suspend or adjourn a meeting of the TESDA Board without a previous motion to that effect, which should be approved by majority vote of all the members present.

**SEC. 81. Adjournment by Reason of Lack of Quorum.** Notwithstanding the provision of the preceding section, the lack of quorum shall compel the Chairperson to adjourn the meeting, unless, by means of a motion, which shall not be subject to debate, a majority of the TESDA Board Members present, agree to its suspension and ask the Presiding Officer to order the Board Secretary to compel the appearance of the Board Member.

#### **RULE XXII** **SUSPENSION OF THE RULES**

**SEC. 82. Motion to Suspend the Rules.** The Rules shall be suspended only when a motion presented is approved by all the Board Members present with a quorum.

**SEC. 83. Pendency of the Motion and Application of the Suspension.** When a motion to suspend the rules is pending, only one motion to adjourn may be entertained. If the latter is lost, no similar motion shall be entertained until the vote is taken on the motion to suspend.

If the Board Members vote to suspend the Rules, it shall forthwith proceed to consider the matter for which the Rules were suspended.



**RULE XXIII**  
**APPEARANCE OF TESDA SECRETARIAT**

**SEC. 84. Appearance.** Any official or staff of the TESDA Secretariat may be summoned through the Director General, to clarify or give information on any matter.

When a Director or Chief of Division desires to be heard by the members of the Board Member, a request to that effect shall be sent to the Board Secretary who shall cause the inclusion of the matter that the Director or Chief of Division wishes to discuss in the order of business.

**RULE XXIV**  
**DOCUMENTS FILED WITH THE TESDA BOARD**

**SEC. 85. Authority of the Secretary.** No petition, resolution, official communication, papers and documents may be copied, withdrawn or taken away from the records without authority from the Board Secretary.

However, when the documents sought to be copied or withdrawn are not confidential in nature, the Board Secretary may issue certified copies thereof.

Requests for documents under the custody of the Board Secretary by the TESDA Secretariat Focal Offices must be in writing and specifically state the documents requested.

**RULE XXV**  
**SUPPLEMENTARY RULES**

**SEC. 86.** If there is no Rule applicable to a specific case, the following shall be deemed suppletorily applied by the TESDA Board:

- a. Robert's Rule of Order; and
- b. Rules of both houses of Congress of the Philippines.

**RULE XXVI**  
**AMENDMENT AND REVISION OF THE RULES**

**SEC. 87. Amendments and Revision defined.** Amendments shall refer to changing of few, specific and separable provisions of the Rules while revisions shall refer to the rewriting of the entire Rules or when the changes sought to be made will affect the entire Rules.

**SEC. 88. Filing of Amendments or Revisions.** Any amendments to these Rules may be made by the filing of a written motion which shall contain the proposed amendment and the reasons therefore. The motion shall be filed in accordance with Rule XIII hereof.

**SEC. 89. Required Vote.** All amendments or revisions shall become effective if approved by a majority of all the members of the TESDA Board.

**RULE XXVII**  
**FINAL PROVISIONS**

**SEC. 90. Separability Clause.** If, for any reason, any part of these Rules be declared unconstitutional or invalid, the same shall not affect the validity and effectivity of the other provisions hereof.

**SEC. 91. Transitory Provision.** The provisions contained in this Manual of Internal Rules of Procedures shall be provisionally implemented immediately. However, in order to give ample time for the Board Members and Board Secretariat to prepare for the adjustments, full and strict implementation of the same shall be done within thirty (30) calendar days from its promulgation by the TESDA Board.

**RESOLVED FINALLY,** that a copy of this Manual of Internal Rules of Procedures governing the meetings of the TESDA BOARD, also known as Internal Rules of the TESDA Board, be permanently posted in a conspicuous place within the premises of TESDA and RMIS for wide information and proper guidance and that at least a copy is made available for reference during each official meeting of the TESDA Board or its Committees.