

# TESDA CIRCULAR

<b>Subject:</b> Amended/Supplemental Guidelines on the TVET Arrangements Towards the New Normal During the COVID-19 Crisis		Page 1 of 15 page/s Number <del>43-A</del> series of 2020
<b>Date Issued:</b> June 27, 2020	<b>Effectivity:</b> As Indicated	<b>Supersedes:</b> TC. No. 66, series of 2020

The Inter-Agency Taskforce for the Management of Emerging Infectious Diseases (IATF-EID) issued Resolution No. 47, series of 2020 dated June 19, 2020 which further amends the Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines<sup>1</sup> to include policies on the resumption of Technical-Vocational Education and Training (TVET) for areas placed under community quarantine. In line with this, the following guidelines are hereby issued to establish the necessary measures and protocols in the delivery of TVET towards the New Normal in response to the COVID-19 Crisis.

## I. Background/Rationale

As TESDA intensifies its support to the national government's advocacy to the Food Security and Supply Chain, all related training programs, especially agri-related qualifications where physical/social distancing requirements can be practiced, should be prioritized.

All actions to be taken by the institutions/training centers, public and private, in preparation for the resumption of classes, should be in accordance with the IATF-EID guidelines. More importantly, plans and actions should strictly follow the health protocols of the Department of Health. It is still advised to closely coordinate with the concerned LGUs for updated information on a daily basis and check other mitigation levels that are in place in the area. School operations may be adjusted accordingly.

## II. Implementation Arrangements

Technical-vocational education and training (TVET) of the Technical Educational and Skills Development Authority (TESDA) shall be allowed to resume under the following, based on the quarantine level of the area<sup>2</sup>:

### A. General Community Quarantine:

1. The following TVET activities may be conducted or provided by TESDA Technology Institutions (TTIs), Technical Vocational Institutions (TVIs), and other institutions offering registered programs under TESDA, subject to compliance with TESDA Guidelines and minimum public health standards:
  - a. All training programs related to agriculture/fishery qualifications for food production and processing<sup>3</sup>, regardless of delivery modes – full online, blended, or face-to-face. Only Learners aged between 21-59 years old with no underlying medical condition are allowed to attend face-to-face training.

<sup>1</sup> IATF-EID Resolution No. 43, series of 2020 dated June 3, 2020: Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines with Amendments as of June 03, 2020

<sup>2</sup> Annex A - Summary of Implementation Arrangements

<sup>3</sup> Annex B - Training Programs Related to Agriculture/Fishery Qualifications for Food Production/Processing

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- b. Enterprise-Based Training, In-Plant or in-company part of the Dual Training System, OJT or Supervised Industry Learning with partner companies/establishments belonging to industry sectors which are allowed to operate in the corresponding community quarantine level, based on paragraph 6, Section 4 of the IATF-EID Omnibus Guidelines<sup>4</sup>.
  - c. All other training programs may be implemented by all institutions offering TVET through the following training delivery modalities:
    - i. Full online/E-learning trainings;
    - ii. Distance Learning for TVET programs;
    - iii. E-learning component of Blended Learning for TVET programs;
2. Virtual Assessment and Portfolio Assessment activities can be implemented, subject to the following general guidelines:
- a. Portfolio assessment shall be the primary mode of assessment, subject to existing TESDA issuances on the matter;
  - b. The conduct of Portfolio Assessment shall be administered by the TESDA Central Office, pursuant to TESDA Circular No. 059, series of 2020;
  - c. Virtual Assessment and Portfolio Assessment are required for Trainers' Methodology Levels I and II;
  - d. All TESDA field units shall promote these modes of assessment to qualified individuals, Overseas Filipino Workers, industry associations and companies, in their respective areas; and
  - e. Applications for portfolio assessment can be submitted directly to the Certification Office or to the nearest TESDA Field Offices.

## **B. Modified General Community Quarantine:**

In addition to the training delivery modalities, activities, and procedures allowed under the GCQ, face-to-face TVET training and national assessment may also now be conducted for all training programs, but only up to 50% training and assessment site capacity, and provided that there is strict compliance with minimum public health standards, TESDA Guidelines, and consultation with local government units.

## **III. Implementation Protocols**

During the resumption of classes and assessment activities, it is important to monitor the strict compliance of the TVET providers, especially with the minimum public health standards and physical distancing protocols. As a general rule, learners should have limited exposure while on training under any community quarantine level to minimize health risks and prevent spreading of the COVID 19 virus among the learners and scholars. Hence, the following protocols shall be observed by all institutions offering TVET:

<sup>4</sup>Annex C - List of Permitted Establishments per Community Quarantine Level

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## A. Training and National Competency Assessment Protocols

1. It is mandatory that all learners/scholars, trainers, and all TVI personnel undergo the module on "Practicing Covid 19 Preventive Measures in the Workplace" through the TESDA Online Program or offline via downloaded presentation applications/printed modules. TVIs can also provide learners with access to relevant information on COVID-19 through health manuals, student handbooks, and other information materials;
2. For face-to-face training, all TVIs should strictly follow the implementation of physical distancing requirements of 3 feet or 1 meter between the learners/scholars per DOH Administrative Order 2020-015. TVIs may consider placing temporary barriers (plastic dividers, cubicles, etc);
3. Under the competency-based training delivery, modular learning is being followed where workshops/laboratories are designed and arranged per module. The institution should strictly follow the limited number of learners/scholars per workshop area and be compliant with the physical distancing requirements;
4. For Community-based training delivery, the physical distancing of 3 feet or 1 meter should be strictly followed. The conduct of training should be closely coordinated with the LGU/barangay for clearance;
5. Seat plans for the conduct of face-to-face Training Induction Program for scholarship, orientations during training and conduct of assessment must be prepared and recorded by the TVET providers, and should be ready to submit them in case needed for contact tracing;
6. All applicants/candidates for training, scholarship and national competency assessment are required to provide information on their travel/exposure history upon enrolment/application<sup>5</sup>;
7. Daily online/offline surveys should be conducted on the health status and exposure history of learners/scholars, trainers, and all TVI personnel<sup>6</sup>;
8. Learning materials should not be shared among the learners; and
9. Tools, equipment, workshops, and laboratories should be regularly sanitized.



<sup>5</sup> Annex D - Contact Tracing template per DOH Memorandum No. 2020-0189 dated 17 April 2020: Updated Guidelines on Contract Tracing of Close Contacts of Confirmed COVID-19 Cases

<sup>6</sup> Annex E - Daily Health Related Survey Form

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## B. Administrative Protocols

To contain/reduce the risk of transmission of the virus, the following administrative protocols should be strictly observed:

1. Adoption of effective practices/strategies to ensure compliance to social and physical distancing among the staff and learners. Mixing between groups should be restricted;
2. Use of health personal protective equipment by all employees and learners/scholars at all times. These are face masks, protective goggles, gloves, protective shields, and sanitizer;
3. Regular disinfection and sanitization of all workstations, workshops, and laboratories, rooms and buildings;
4. Placement of sanitizers and alcohol-based dispensers in entrances of the training facility - classrooms and workshop areas/laboratory;
5. Placement of disinfection footbath in buildings and room entrances;
6. Provision of no-touch/digital thermometer or thermal scanner at the main entrance;
7. Preventing persons with high temperatures and/or flu-like symptoms to enter the building and school premises; and
8. For TVIs which provide dorm accommodations: adherence to the guidelines set forth by the IATF-EID on accommodation establishments, particularly on the allowed operational capacity. Furthermore, operations shall be limited to the provision of basic accommodation services to learners and in-house skeleton workforce<sup>7</sup>.

All TVET providers shall be allowed to initiate other additional measures that would mitigate the spread of COVID-19 in their training institutions.

## IV. Monitoring and Evaluation

- A. The ROs/POs in coordination with the concerned TESDA Executive Offices shall jointly monitor the compliance of TVIs and Accredited Assessment Centers to this Circular and ensure that all implementation arrangements and protocols are strictly being followed.
- B. The RDs/PDs shall exercise due diligence in the conduct of monitoring during the COVID-19 crisis such as site inspections to TVIs and Accredited

<sup>7</sup> DTI Memorandum Circular No. 20-33 dated June 9, 2020: Revised Category I-IV Business Establishments or Activities Pursuant to the Revised Omnibus Guidelines on Community Quarantine

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Assessment Centers on top of the regular compliance audit, NISP audit, and other applicable audits. The conduct of the aforementioned activities and other core processes must be consistent with the relevant TESDA Guidelines and Policies towards the New Normal and with the latest issuances of the IATF-EID.

- C. Implementation arrangements, mechanics, and protocols shall be reviewed regularly by the TESDA Crisis Management Committee to ensure compliance to the updated guidelines set by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID).

This Circular shall take effect immediately and shall supersede all issuances inconsistent herewith.

  
  
**SEC. ISIDRO S. LAPENA, Ph.D., CSEE**  
Director General

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## ANNEX "A"

### SUMMARY OF IMPLEMENTATION ARRANGEMENTS


Program/Activity	ECQ/MECQ	GCQ/MGCQ
a. Application for Scholarship	On-line application through TESDA website and TESDA mobile App	<p>On-line application through TESDA website and TESDA mobile App</p> <hr/> <p>Face-to-Face application can be done following the physical/social distancing requirements</p>
b. Enrollment	<p>No enrolment for areas under ECQ.</p> <hr/> <p>Online enrolment for areas under MECQ</p>	<ul style="list-style-type: none"> <li>Combination of face-to-face and online</li> <li>Online application through the TESDA website and TESDA mobile app</li> <li>Submission of application and other requirements through email</li> </ul>
c. Start of Classes	Strictly no classes are allowed under ECQ/MECQ (IATF Omnibus Guidelines on Community Quarantine, May 22, 2020). Schools are still closed	<p>TVIs/TTIs can immediately resume training program implementation in areas placed under GCQ for the following:</p> <ul style="list-style-type: none"> <li>All training programs related to agriculture/fishery qualifications for food production and processing regardless of training delivery mode</li> <li>EBT in establishments which are allowed to operate under GCQ/MGCQ</li> </ul>

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## ANNEX "A"

### SUMMARY OF IMPLEMENTATION ARRANGEMENTS

Program/Activity	ECQ/MECQ	GCQ/MGCQ
d. Training Delivery Modalities	Strictly through asynchronous eLearning programs such as TESDA Online Program or other open-source online/offline training courses	<p>For areas under GCQ:</p> <ul style="list-style-type: none"> <li>● Full Online/e-Learning Programs</li> <li>● Online component of the Blended Learning</li> <li>● Distance Learning (Conventional and Hybrid)</li> </ul> <hr/> <p>For areas under MGCQ:</p> <p>Face-to-face TVET training may be conducted at up to 50% training capacity, provided there is strict compliance with minimum public health standards, TESDA Guidelines, and consultation with local government units</p> <p>Learners aged between 21 to 59 are allowed to attend face-to-face training.</p>
e. National Competency Assessment	Processing and Issuance of NCs via online	<p>For areas under GCQ:</p> <p>Virtual Assessment and Portfolio Assessment for Trainers Methodology Level I &amp; Level II, and Portfolio Assessment for other qualifications, subject to existing TESDA guidelines</p> <div style="text-align: right; margin-top: 20px;">  </div>

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		<p>For areas under MGCQ:</p> <p>Face-to-face competency assessment may be conducted at up to 50% assessment site capacity, provided there is strict compliance with minimum public health standards, TESDA Guidelines, and consultation with local government units</p> <p>Candidates for assessment aged 21 to 59 are allowed to undergo the national competency assessment.</p>





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## ANNEX "B"

### LIST OF TRAINING PROGRAMS FOR FOOD PRODUCTION AND PROCESSING

The following training programs related to agriculture/fishery qualifications for food production and processing shall be allowed to be conducted through any of the traditional/flexible training delivery modalities under the General Community Quarantine:

1. The Integrated Organic Farming System Program (IOFSP);
2. All training programs and skills upgrading programs covered by Rice Extension Services Programs (RESP) under the Rice Competitiveness Enhancement Fund (RCEF);
3. All existing TESDA Training Regulations/Competency Standards which are classified under the Agriculture, Forestry, and Fishery sector. This includes all qualifications under the said sector which are covered by scholarship in the latest issuance of the schedule of cost for TESDA Scholarship Programs;
4. Relevant qualifications conducted in support of agriculture-related programs/projects under the value chain programming which may be classified under the Agriculture/Fisheries/Forestry sector such as, but not limited to, the following:
  - Food Processing NCI to NC IV
  - Slaughtering Operations (Large Animal) NC II
  - Slaughtering Operations (Swine) NC II
  - Agro-Entrepreneurship NC II to NC III
  - Fish Products Packaging NC II
  - Bread and Pastry Production NC II



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## ANNEX "C"

### IATF-MEID PERMITTED ESTABLISHMENTS

1. In addition to all permitted establishments under the Enhanced Community Quarantine (ECQ), the following sectors are allowed to operate under the GCQ:
  - a. Category I Industries - Power, energy, water, and other utilities, agriculture, fishery, and forestry industries, food manufacturing and food supply chain businesses, including food retail establishments such as supermarkets, grocery stores, and food preparation establishments insofar as take-out and delivery services, food delivery services, health-related establishments, the logistics sector, information technology and telecommunication companies, and the media at full operational capacity
  - b. Category II Industries - Mining and other manufacturing, and electronic commerce companies, as well as other delivery, repair and maintenance, and housing and office services, at anywhere between fifty percent (50%) up to full operational capacity, and without prejudice to work-from-home and other alternative work arrangements; and
  - c. Category III Industries - Financial services, legal and accounting, and auditing services, professional, scientific, technical, and other non-leisure services, and other non-leisure wholesale and retail establishments, at fifty percent (50%) operational capacity, and without prejudice to work-from-home and other alternative work arrangements.
2. In addition to all permitted establishments under the ECQ and GCQ, the following sectors are allowed to operate under the MGCQ:
  - a. Category IV Industries - Amusement, gaming, and fitness establishments, as well as those in the kids and tourism industries, and specific industries reflected in the issuance of the DTI<sup>8</sup>;
  - b. Barber shops, salons, and other personal care service establishments, at a maximum of fifty percent (50%) of venue capacity;
  - c. Dine-in service in food retail establishments, at a maximum of fifty percent (50%) of seating capacity
  - d. Other Category IV and all other establishments not permitted to operate under ECQ/GCQ, at a maximum of fifty percent (50%) operational capacity



<sup>8</sup> DTI Memorandum Circular No. 20-33 dated June 9, 2020: Revised Category I-IV Business Establishments or Activities Pursuant to the Revised Omnibus Guidelines on Community Quarantine

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## ANNEX "D"

### TRAVEL/EXPOSURE HISTORY FORM



**Republic of the Philippines  
Department of Health**

#### PROFILE OF THE COVID-19 CLOSE CONTACTS

Use black or blue pen only. Write clearly in BLOCK letters. Place X in all applicable boxes.

**DEMOGRAPHIC PROFILE**

**NAME:** \_\_\_\_\_ Last Name Given Name Middle Name **NATIONALITY:** \_\_\_\_\_

**AGE:** \_\_\_\_\_ **SEX:**  Male  Female  Pregnant **Trimester:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_ MM / DD / YYYY **CIVIL STATUS:** \_\_\_\_\_ **RELIGION:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_ House No., Bldg. No., Street Name Barangay Muncity Province Region

**CONTACT DETAILS:** \_\_\_\_\_ Home Telephone No. **EMAIL ADDRESS:** \_\_\_\_\_ Mobile No.

Confirmed Case ID: \_\_\_\_\_ Date of Onset of Illness (mm/dd/yyyy): \_\_\_\_\_

**HEALTH PROFILE**

**KNOWN MEDICAL CONDITIONS AND MEDICAL HISTORY:**

\_\_\_\_\_

**CURRENT MEDICATION'S:** \_\_\_\_\_ **BLOOD TYPE:** \_\_\_\_\_

**NATURE OF EXPOSURE (Select All That Applies)**

**Plane** Airline: \_\_\_\_\_ Flight No.: \_\_\_\_\_ Route: \_\_\_\_\_ Date of Last Exposure: \_\_\_/\_\_\_/\_\_\_  
 Crew  Passenger Seat No.: \_\_\_\_\_ Within 4-rows:  Yes  No *If crew:*  in-flight  Ground

**Sea Vessel** Name of Sea Vessel: \_\_\_\_\_ Vessel No.: \_\_\_\_\_ Route: \_\_\_\_\_  
 Date of Last Exposure: \_\_\_/\_\_\_/\_\_\_  Crew  Passenger Seat No.: \_\_\_\_\_ Within 4-rows:  Yes  No  
*If crew:*  in-flight  Ground

**Land Vehicle** Specify type: \_\_\_\_\_ Route: \_\_\_\_\_ Date of Last Exposure: \_\_\_/\_\_\_/\_\_\_  
 Crew  Passenger Seat No.: \_\_\_\_\_ Within 4-rows:  Yes  No *If crew:*  Driver  Conductor

**Accommodation** Specify type: \_\_\_\_\_ Name: \_\_\_\_\_ Date of Last Exposure: \_\_\_/\_\_\_/\_\_\_  
 Address: \_\_\_\_\_  Guest  Hotel worker: \_\_\_\_\_  
Muncity Province Region

**Food Establishment** Specify type: \_\_\_\_\_ Name: \_\_\_\_\_ Date of Last Exposure: \_\_\_/\_\_\_/\_\_\_  
 Address: \_\_\_\_\_  Diner  Crew: \_\_\_\_\_  
Muncity Province Region

**Store** Specify type: \_\_\_\_\_ Name: \_\_\_\_\_ Date of Last Exposure: \_\_\_/\_\_\_/\_\_\_  
 Address: \_\_\_\_\_  Customer  Worker: \_\_\_\_\_  
Muncity Province Region

**Health Facility** Specify type: \_\_\_\_\_ Name: \_\_\_\_\_ Date of Last Exposure: \_\_\_/\_\_\_/\_\_\_  
 Address: \_\_\_\_\_  Patient  Health Worker: \_\_\_\_\_  
Muncity Province Region *If health worker, fill-out assessment of risk of exposure WHO form*

**Event** Specify type: \_\_\_\_\_ Event place: \_\_\_\_\_ Date of Last Exposure: \_\_\_/\_\_\_/\_\_\_

**Workplace** Company Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Muncity Province Region  
 Date of Last Exposure: \_\_\_/\_\_\_/\_\_\_

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## ANNEX "D"

**Symptomatic (Fever or Respiratory Infection or Diarrhea):** A. 14 days prior to first date of exposure  
B. Anytime during date of exposure

Date Onset of Illness: \_\_\_/\_\_\_/\_\_\_

Select all that applies:

Yes  No Attendance in social events/ gatherings within two weeks from onset of illness  
If yes, where: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Yes  No Travelled outside the province within two weeks from onset of illness  
If yes, where: \_\_\_\_\_ From Date: \_\_\_/\_\_\_/\_\_\_ - To Date: \_\_\_/\_\_\_/\_\_\_

Yes  No Travelled outside the country within two weeks from onset of illness  
If yes, where: \_\_\_\_\_ From Date: \_\_\_/\_\_\_/\_\_\_ - To Date: \_\_\_/\_\_\_/\_\_\_

Symptomatic within 14 days after last date of exposure:  Yes  No

If yes, Date Onset of Illness: \_\_\_/\_\_\_/\_\_\_ Name of Referral Hospital: \_\_\_\_\_  
Date of Referral: \_\_\_/\_\_\_/\_\_\_

If no, Place of Quarantine:  Home  Quarantine Facility, specify: \_\_\_\_\_

Assessed by: \_\_\_\_\_ Date Assessed: \_\_\_/\_\_\_/\_\_\_  
(Name and Signature)

«Proceed to Fill-out COVID-19 Contact Tracing Sign and Symptom Log Form»

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## ANNEX "E"

### DAILY HEALTH SURVEY FORMAT

#### TESDA COVID-19 Health Status Daily Monitoring

\* Required

NAME(Lastname, Firstname, Middle Initial) \*

Your answer \_\_\_\_\_

SEX \*

Male

Female

AGE \*

Your answer \_\_\_\_\_

PRESENT ADDRESS \*

Your answer \_\_\_\_\_

CONTACT NUMBER \*

Your answer \_\_\_\_\_



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## ANNEX "E"

Have you attended a mass gathering, a reunion of relatives/friends, parties within a month prior to this survey? \*

- Yes  
 No

Have you been in close contact with a COVID-19 positive patient? \*

- Yes  
 No

Have you been in close contact with a COVID-19 PUI/Probable patient? \*

- Yes  
 No

Have you been in close contact with a COVID-19 PUM/Suspect patient? \*

- Yes  
 No

Do you have any flu-like/respiratory symptoms? \*

- Fever  
 Cough  
 Runny nose  
 Sore throat  
 Headache  
 Shortness of breath  
 Chills  
 General malaise (general discomfort/mild sickness)  
 Diarrhea  
 NONE



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## ANNEX "E"

Do you have pre-existing conditions? \*

- Hypertension
- Asthma
- Diabetes
- Kidney Problem
- Cancer
- NONE
- Other: \_\_\_\_\_

Do you take maintenance drugs? \*

- Yes
- No

If yes is your answer to the previous question, please specify:

Your answer \_\_\_\_\_

Are you pregnant? \*

- Yes
- No

Are you currently experiencing medical emergency? \*

- Yes
- No

If yes is your answer to the previous question, please specify:

Your answer \_\_\_\_\_