

TESDA CIRCULAR

Subject: Guidelines on the Distribution of Unclaimed / Undistributed Starter Toolkits Under STEP		Page 1 of 2 page/s Number <u>064</u> , series of 2021
Date Issued: 09 July 2021	Effectivity: Immediately	Supersedes: TESDA Circular Nos: 022 s. 2016; 040 s. 2017; 050 s. 2018; and 043 s. 2019

In the interest of the service and in order to fully utilize the unclaimed/undistributed starter toolkits for the implementation of the Special Training for Employment Program (STEP), the following guidelines shall be adopted.

I. RATIONALE

The provision of starter toolkits is one of the major components of STEP. Its main objective is to ensure that STEP graduates could immediately engage in productive and self-employment or entrepreneurial activities upon completion of the training. However, as of this date, several starter toolkits are not yet claimed by and/or distributed to its beneficiaries due to the following reasons:

- graduates could no longer be located after the training, despite earnest efforts;
- trainees dropped out during the training;
- scheduled STEP programs were not implemented;
- approved scholarship slots were not filled up; and
- TVIs committed violations on Training Regulations, TVET program registration and guidelines on scholarship programs

The distribution of these toolkits to other beneficiaries is deemed prudent. This will be of great help to recipients, and at the same, prevent these items from deterioration and loss. Thus, starter toolkits shall be reallocated or given to eligible scholars enrolled in STEP. This shall be done in accordance with existing rules and regulations.

II. DEFINITION OF TERMS

Undistributed/Unclaimed Starter Toolkits – refer to toolkits that were not distributed to the graduates or beneficiaries, and remained unclaimed for at least six (6) months after the distribution of starter toolkits. These also include the toolkits available due to dropouts, unimplemented programs or scholarship slots without enrollees, TVI's noncompliance with TESDA's training regulations, TVET program registration, and guidelines of the scholarship programs, among others, and graduates who completed the training program but they cannot be located after the completion of the training program despite earnest efforts to do so.

Beneficiaries – refers to the new eligible scholars enrolled in Special Training for Employment Program and have completed the requirements set for the said program.

III. SCOPE AND COVERAGE

These guidelines shall cover **all** the undistributed/unclaimed starter toolkits for the implementation of STEP.

IV. IMPLEMENTATION AGREEMENTS

- a. The Regional Offices shall conduct an actual inventory of the unclaimed/undistributed starter toolkits annually and shall report it to the Scholarships Management Division – Regional Operations Management Office (SMD-ROMO) on the 25th day of January of the succeeding year.
- b. The accounted unclaimed/undistributed starter toolkits shall be deducted from the total targets of the toolkits to be procured on the succeeding year.
- c. The starter toolkits that have remained unclaimed/undistributed for six (6) months from the distribution date shall be re-distributed to other beneficiaries on the succeeding year provided that the Barangay

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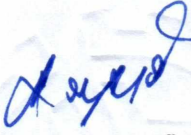

Captain concerned shall issue a Certification that the original beneficiary is not or no longer a resident of the barangay/locality and has left no forwarding address.

- d. The expired consumables shall be removed from the packages and be replaced whenever necessary before the re-distribution.
- e. The undistributed/unclaimed starter toolkits shall be awarded to beneficiaries who have completed the related qualification/training.

V. Documentary Requirements for the Disposition of Unclaimed Toolkits

- a. Receipt of the starter toolkits by the beneficiaries or representative shall be supported by an Acknowledgement Receipt following the format hereto attached as Annex A. Such Acknowledgement Receipt must be witnessed by the Provincial/District Director concerned.
- b. If the beneficiaries cannot personally claim the toolkits from the Provincial/District Offices, an authorization under a duly-issued Special Power of Attorney (SPA) shall be submitted to POs/DOs allowing their parent, spouse, sister, brother, relative, or friend to claim the starter toolkits for them. The letter should indicate the reason why the said beneficiaries cannot claim personally the toolkits. Likewise, a photocopy of valid Identification Cards (IDs) of the beneficiary and the representative/s shall be attached to the SPA for purposes of identification.

This Circular takes effect as indicated and shall supersede any issuance inconsistent herewith.



SEC. ISIDRO S. LAPEÑA, Ph.D., CSEE
Director General

ACKNOWLEDGEMENT RECEIPT

I, _____ of _____ and a trainee
 (name of beneficiary) (complete address)

of _____ in _____ which I
 (school/training provider) (qualification/program)

attended on _____ hereby acknowledge receipt of the
 (training duration)

following starter toolkits issued by _____ :
 (TESDA Provincial/District Office)

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

 Date of Receipt of Starter Toolkits

 Signature over Printed Name of Beneficiary

 Contact Number

NOTED BY:

 Signature over Printed Name of Provincial/District Director

Note: The address must specify the street number, barangay, village/subdivision, and municipality/city/province.