

TESDA CIRCULAR

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In the interest of the service and in line with the TESDA Reform and Development Agenda, the following implementing guidelines are hereby adopted and shall be observed in awarding the scholarship grants under the 2019 Training for Work Scholarship Program (TWSP), Special Training for Employment Program (STEP), and Private Education Student Financial Assistance (PESFA). The guidelines on the implementation of Free TVET for Universal Access to Quality Tertiary Education (UAQTEA) in State-run Technical-Vocational Institutions (STVIs) per TESDA Circular No. 60, Series of 2018 shall be adopted.

I. Rationale

The National TESD Plan for 2018 – 2022, coupled with TESDA's 17-point Reform Agenda, espouses 2 – pronged Technical-Vocational Education and Training (TVET) directions for the next 5 years: 1) **TVET for Global Competitiveness and Job Readiness** and; 2) TVET for **Social Equity and Poverty Reduction**. TVET is being re-positioned to respond to the new challenges brought about by the local as well as global drivers of change which impact on how industries operate – streamlined business processes, use of global value chain, and adoption of high technology and information technology and mobile workforce. With the fast-paced and complex way of doing business, TVET has to respond to these challenges of addressing the diversified industry requirements and at the same time making sure that no one is left behind in TVET.

It is in this context that TESDA has been implementing scholarship programs, **Training for Work Scholarship, Special Training for Employment Program, Private Education Student Financial Assistance, and Universal Access to Quality Tertiary Education** to enhance TVET access and encourage technical education and skills development for the needed workers of key employment generating as well as emerging industries.

The **TWSP** seeks to support rapid, inclusive and sustained economic growth through course offerings in priority industries and key employment generators (KEGs) such as **agri-fishery/agri-business/agro-industrial, tourism, information technology-business process management (IT-BPM), semi-conductor and electronics, automotive, other priority manufacturing industries, logistics, general infrastructure, and new and emerging sectors**. The program is addressing poverty reduction through **TVET for Global Competitiveness and TVET for Job Readiness**.

The **STEP** is a community-based training program that seeks to address the specific skills needs of the communities and promote employment, through entrepreneurial, self-employment, and service-oriented activities. STEP is TESDA's response to address poverty in the informal sector by providing the disadvantaged sector training and employment through **TVET for Social Equity**, addressing the TVET requirements of the informal sector. Under STEP, the training programs are generally short-term and shall use the cluster of units of competencies prescribed in the Training Regulations (TRs) promulgated by TESDA, wherever applicable. The scholars are entitled to training allowance and starter toolkits. The qualifications of the target clients are less rigid than the clients for TWSP. The clients are identified in the 17-point Reform Agenda of TESDA mainly belonging to the disadvantaged sectors – workers in the informal sector, senior citizens, victims of calamities and disasters, IPs and cultural communities, among others.

The **PESFA** was established through Section 8 of Republic Act No. 8545, otherwise known as the Expanded Government Assistance to Students and Teachers in Private Education (GASTPE) Act. PESFA offers educational grants to qualified and deserving college freshmen both in degree and non-degree courses. The program seeks to extend financial assistance to marginalized but deserving students in post-secondary non-degree courses, promote TVET, contribute to the development of a competent skilled workforce and assist private institutions in their development efforts by assuring a steady supply of enrollees to their course offerings.

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The PESFA directed the beneficiaries on the choices of careers to the critical skills requirements of in-demand jobs in the labor market. It also allows for equity distribution of the opportunities made available through government subsidies.

The **Universal Access to Quality Tertiary Education (UAQTEA)** was established through Republic Act No. 10931 providing for free tuition and other school fees in State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs) and state-run Technical Vocational Institutions (STVIs), establishing the Tertiary Education Subsidy and Student Loan Program (SLP), strengthening the Unified Student Financial Assistance System for Tertiary Education (UniFAST), and appropriating funds therefor. It is hereby declared that quality education is an inalienable right of all Filipinos and it is the policy of the State to protect and promote the rights of all students to quality education at all levels. The State recognizes the complementary roles of public and private higher education institutions and technical-vocational institutions in the educational system and the invaluable contribution that the private tertiary schools have made and will make to education.

The "UAQTEA" aims to: 1. Provide adequate funding and such other mechanisms to increase the participation rate among all socioeconomic classes in tertiary education; 2. Provide all Filipinos with equal opportunity to quality tertiary education in both private and public education institutions; 3. Give priority to learners who are technically-able and who come from poor families; 4. Ensure the optimized utilization of government resources in education; 5. Provide adequate guidance and incentives in supporting young Filipinos with their career choices towards the proper development and utilization of human resources; and 6. Recognize the complementary roles of public and private TVIs in the tertiary education system.

II. Definition of Terms

In order to provide a common frame of reference in understanding the key terminologies used in this circular, the following terms are hereby operationally defined:

1. **Absorptive Capacity** - refers to the number of trainees that a TVI/Enterprise can accommodate in a whole year based on Training Regulation requirements on physical facilities, tools and equipment and number of trainers. This includes existing/ongoing scholarship programs with other government agencies and other funding organizations.
2. **APACC or ISO 9001:2015 Certified TVIs** – are institutions with an internationally recognized seal of quality assurance.
3. **Due Diligence** - is the act or process of ensuring that all requirements are complied with.
4. **Enterprise-Based Training** – training modality that involves the engagement of industry in the delivery of TVET programs, e.g. Dual Training System.
5. **Exaction of any unauthorized fees from the trainees** - shall include the solicitation of whatever manner, against the students for payment of any consideration seemingly related to the conduct of training but is not included in the training costs reported to the Regional/Provincial Offices (RO/PO).
6. **Ghost Trainees** - refer to persons reported to have attended a training solely for the purpose of obtaining payment of the corresponding scholarship allocation, but upon verification by TESDA are found out to be fictitious.
7. **Ghost Training** - refers to training reported as held solely for the purpose of obtaining payment of the corresponding scholarship allocation, but upon verification by TESDA was not actually conducted.

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8. **Green Jobs** – are decent jobs that contribute to preserve or restore the environment, be they in traditional sectors such as manufacturing and construction, or in new, emerging green sectors such as renewable energy and energy efficiency.

9. **Green Skills** - the knowledge, abilities, values and attitudes needed to live in, develop and support a sustainable and resource-efficient society (Cedefop, 2012). These are also technical skills, knowledge, values and attitudes needed in the workforce to develop and support sustainable social, economic and environmental outcomes in business, industry and in the community (NCVER, 2013).

10. **Multiple Availment** - is availing of two or more scholarship programs by a beneficiary.

11. **National Inspectorate for Scholarship Program (NISIP)** – is a body organized to monitor/validate the implementation of various scholarship programs to ensure that these are in accordance with the guidelines set forth by TESDA.

12. **New and Emerging Competencies** – refer to knowledge, skills, and attitudes required by new and emerging technologies or enterprises in the industry without TESDA-promulgated Training Regulations (TRs) as determined and recommended by local and international industry bodies/associations resulting from local and international researches/studies, authenticated labor market information/publications, among others, that have current or forecasted employment opportunities. These include local in-demand competencies in the local industry that are not identified in key employment generators but have existing employment opportunities evidenced by job orders or authenticated job vacancies or assurance of employment from the industries.

13. **Qualification Map (QM)** – is a document prepared by the TVI in close coordination with the PO based on the Scholarship Allocation Plan (SAP) or the skills training needs of a community or special clients. Such document shall contain, among others, the name of the trainer, name of the qualified training provider, the qualification title and corresponding number of slots, the inclusive period of training and date of assessment, costing and total amount.

14. **Regional Targets and Distribution of Scholarship Budget Allocation (RTDSBA)** – the distribution matrix of scholarship allocation to the Regions.

15. **Scholarship Allocation Plan (SAP)** – is the document that describes the absorptive capacity of registered TVET providers, the in-demand qualifications/critical skills requirements and key employment generators that identifies/captures the target number of scholarship training seats per industry/sector needed in an area (Region/Province) and the budgetary requirements to implement the scholarship program in the respective Region/Province.

16. **Scholarships Management Office (SMO)** – is the office that takes lead role in the planning, monitoring and evaluation of the various TESDA Scholarship Programs in close collaboration with Executive, Regional, and Provincial Offices as well as the NISP.

17. **Semester** – refers to five (5) months period of continuous learning.

18. **Social Equity Program** – program based on project concepts to ensure that rural employment generation is pursued in the communities.

19. **Special Clients** – refer to special target beneficiaries to include: (1) farmers and fishermen, (2) workers in the informal sectors, (3) migrant workers, (4) indigenous people and cultural communities, (5) women, (6) persons with disability, (7) senior citizens, (8) victims of calamities and disasters, (9) out-of-school youths, (10) urban poor. Furthermore, special

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beneficiaries also cover solo parents and their children, OFWs and their dependents, drug surrenderees and their dependents, victims of human trafficking, wounded-in-action or killed-in-action AFP and PNP personnel and their dependents, returnees, inmates and detainees and their dependents, micro entrepreneurs and their dependents, members of cooperatives, internally displaced population and **other related or similarly situated clients.**

20. **STAR-rated Programs** – programs with recognized accomplishments, innovations and improvements that TVIs have instituted beyond the minimum requirements set in the Unified TVET Program Registration and Accreditation System (UTPRAS).
21. **Starter Toolkits** – are tools and equipment related to their training that a beneficiary can utilize for self-employment or entrepreneurial activities.
22. **TVET for Global Competitiveness** – geared towards upscaling the TVET in accord with the ASEAN Qualification Reference Framework (AQRf) and at par with international standards and upgrading the competencies of TVET graduates and trainees to enhance their job-readiness and productivity. The target clients under this strategy are the industry workers obtaining skills upgrading, new entrants to the labor force, TVET trainers and currently employed workers, among others.
23. **TVET for Social Equity** – aims to resonate the TESDA's commitment in supporting the basic and marginalized sectors and special clients in order to enable them to engage in gainful and productive economic activity.

III. Qualifications/Programs Covered

A. Qualifications/Programs under TWSP

1. To meet the objectives of the program, the amount appropriated for the **TWSP** shall be utilized to support rapid, inclusive and sustained economic growth through course offerings in priority industries and key employment generators such as **agri-fishery/agri-business/agro-industrial, tourism, information technology-business process management (IT-BPM), semi-conductor and electronics, automotive, other priority manufacturing industries, logistics, general infrastructure, and new and emerging sectors;**
2. The TWSP shall cover only the TVET programs registered with TESDA in accordance with the approved **2019 TWSP/STEP/PESFA/UAQTEA Coverage and Schedule of Costs;**
3. New and Emerging Competencies shall be identified by the industry bodies/associations from the results of international and local researches, studies/labor market information/publications, among others, and recommended by the ROs concerned. This may include skills development for Green Jobs. Likewise, local in-demand qualifications including the regional and provincial priorities that are not identified as key employment generators may be covered provided there are existing employment opportunities as evidenced by job orders or authenticated job vacancies or assurance of employment (R/PTESDP);
4. Higher level qualifications (NC III/IV, PQF Levels IV) shall be given preference;
5. Trainers Methodology (TM) Level I and Level II including Cluster of Competency/ies (CoC) of private and public TVIs shall be covered with scholarship;
6. **Language Programs** offered by TESDA Language Skills Institutes (LSIs) and TTIs shall likewise be covered by scholarship;

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7. **Competency Assessment and Certification for Workers (CACW)** shall be covered and governed by existing guidelines;
8. **TVIs with STAR-rated programs and/or accredited under the Asia Pacific Accreditation and Certification Commission (APACC); ISO 9001:2015 Certified; and/or recipients of Philippine Quality Awards (PQA)** shall be given preference in the allocation of scholarship grants;
9. Enterprise-Based Training shall be covered with scholarship; and
10. Social Equity Programs which shall adopt a needs - based and multi-skilling approach to provide people in communities the opportunity to engage in various activities to earn income. The curriculum for these programs shall be developed to ensure that people in the communities become knowledge-skilled entrepreneurs.

B. Qualifications/Programs under STEP

1. The STEP shall cover only the TVET programs registered with TESDA in accordance with the approved **2019 TWSP/STEP/PESFA/UAQTEA Coverage and Schedule of Costs**;
2. The ROs/POs shall ensure that Entrepreneurship Training is integrated in the programs being offered by TVIs; and
3. Social Equity Programs.

C. Qualifications/Programs under PESFA

1. The PESFA shall cover Diploma Program in the Compendium of Recognized Programs and Single/ Bundled Qualifications in accordance with the approved **2019 TWSP/STEP/PESFA/UAQTEA Coverage and Schedule of Costs**.
2. Recognized Diploma Programs registered as of August 2018 shall be covered and given preference. Diploma programs must have been entered in the Compendium as Recognized Programs. All Registered Diploma courses prior to the issuance of TESDA Circular No. 38, Series of 2017 are therefore required to migrate to PQF Level 5 (Diploma) Program.

D. Qualifications/Programs under UAQTEA

1. The UAQTEA shall cover any STVI with TESDA-Registered TVET Program in accordance with the approved 2019 TWSP/STEP/PESFA/UAQTEA Coverage and Schedule of Costs;
2. Quality-assured TVET programs which are the TESDA-registered TVET programs listed/indicated in the TESDA Compendium as of July 2017 and have remained to be in the said Compendium until the completion of the program. TVET programs registered beyond July 2017 and remained to be in the TESDA Compendium until June 2018 shall be covered for the Free TVET Provision in the ensuing fiscal year;

IV. Scholarship Allocation Plan (SAP) Framework

To rationalize the allocation of the scholarship slots for TWSP, STEP, PESFA and UAQTEA, the SAP shall be prepared and used by the Regions/Provinces to distribute the training seats for scholarship among the TVET providers based on their absorptive capacity. Likewise, the SAP shall consolidate efforts to address

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priority skills covered in the Regional/Provincial TESD Plans. As far as slot allocation by type of scholarship is concerned, the provision of the GAA and Specific Laws that governs it should be strictly followed.

1. The ROs shall distribute their allocation of funds to the POs based on the following: PSPs; R/PTESDPs; KEGs; the absorptive capacity of the TVIs/Enterprises; new and emerging industries; and the available latest Labor Force Participation Data for each region/province.
2. The POs shall match the absorptive capacity of the registered TVET programs of their TVIs/Enterprises with the in-demand qualifications, Provincial Skills Priorities and Key Employment Generators.
3. TVIs with **STAR-rated programs and/or accredited under the Asia Pacific Accreditation and Certification Commission (APACC); ISO 9001:2015 Certified; and/or recipients of Philippine Quality Awards (PQA)** shall be given additional batches corresponding to their STAR Rating or APACC Rating subject to absorptive capacity.

STAR-rating	Additional Batches
1-STAR	1 batch per qualification
2-STAR	2 batches per qualification
3-STAR	3 batches per qualification

APACC	Additional Batches
Bronze	1 batch per TVI/Enterprise
Silver	2 batches per TVI/Enterprise
Gold	3 batches per TVI/Enterprise

TVI/Enterprise Awardee of ISO 9001: 2015 Certified or PQA shall be given an additional one batch per TVI/Enterprise.

RO allocation shall be first utilized for the purpose. Additional allocation from Central Office shall be provided once the RO allocation has been fully utilized in terms of obligation.

4. The ROs shall decide the distribution of allocation based also on the sectoral allocation as identified in the National Sectoral Allocation in the CY 2019 Planning Guidelines as well as the Two-Pronged Directions of TVET and Available Training Delivery Mix.

V. Determination and Certification of Absorptive Capacity and Distribution of Allocation

A. Determination and Certification of Absorptive Capacity

1. The POs shall prepare/consolidate the **TVI/Enterprise's Absorptive Capacity Inventory** (Annex A) based on the Compendium of Registered TVET Programs and Recognized Diploma Programs;
2. The Provincial Directors shall certify the absorptive capacity of the compliant programs of the participating TVI/Enterprise; and
3. The ROs shall prepare **Regional Scholarship Allocation Plan (RSAP)** (Annex B) based on the consolidated **Provincial Scholarship Allocation Plan (PSAP)** for approval by the Director General.

B. Distribution of Regional Scholarship Allocation

1. The **RSAP** shall be the basis in the preparation and approval of the QMs.

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2. Applying the **Principle of Area-Management**, the RDs shall consider the following in allocating the regional scholarship budget to POs:
 - 2.1. Two-Pronged Directions for Philippine TVET;
 - 2.2. Regional Sectoral Allocation;
 - 2.3. Regional/Provincial Priority Skills Plan and New and Emerging Skills;
 - 2.4. Absorptive Capacity;
 - 2.5. Available Training Delivery Mix; and
 - 2.6. Client-Beneficiary Mix.
3. The SMO shall prepare and recommend the **Regional Targets and Distribution of Scholarship Budget Allocation (RTDSBA)** as among the bases in the distribution of the **Central Office Allocation to the Regions** for the approval of the Director General.

C. Selection of TVI/Enterprise and Implementation of Scholarship Programs

1. Pre-Qualification of Participating TVI/Enterprise

The POs shall allocate the scholarship slots to the participating TVI/Enterprise by pre-qualifying them using the eligibility requirements and the Criteria for Selection of TVI/Enterprise upon submission of the Qualification Maps (QMs) of the eligible TVI/Enterprise as stated below.

1.1. The POs shall pre-qualify all participating TVIs/Enterprises using the Eligibility Requirements:

1.1.1. Eligibility Requirements

For New Programs

1.1.1.1. Program must be registered with TESDA

For Existing Programs

1.1.1.2. Program is compliant based either on the latest applicable **Audits (compliance, internal, on-the-spot)** or **results of the National Inspection (if included in the inspection) conducted by the NISP**;

1.1.1.3. The TVI/Enterprise must not be a subject of any unsettled **Notice of Disallowance (ND)** that has become final and executory involving any scholarship program of TESDA;

1.1.1.4. The TVI/Enterprise must not be involved in an unlawful exaction of fees and/or unlawful offering of any program within the jurisdiction of TESDA; and

1.1.1.5. The TVI/Enterprise shall have complied with the mandatory assessment for the qualification/program in the immediately preceding year, in cases where such program has promulgated Competency Assessment Tools (CATs).

2. Preparation of Qualification Map (QM)

2.1. The POs shall notify the eligible TVI/Enterprise to prepare the QM based on the approved RSAP;

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2.2. The notified TVI/Enterprise shall prepare the QM (**Annex C**);

2.3. Upon submission of the QM, the POs shall evaluate it using the **Criteria for Selection of TVI/Enterprise**:

2.3.1. Criteria for Selection of TVI/Enterprise

2.3.1.1. Absorptive Capacity;

2.3.1.2. Utilization Rate—must have submitted billing statements once the services had been rendered.

For 2019, eighty percent (80%) Budget Utilization Rate (BUR) of 2018 in terms of disbursement in a particular qualification previously granted and being applied for. For 2020, one hundred (100%) BUR of 2019 in terms of disbursement shall be the metric.

Submission of the required reports is mandatory for the TVIs/Enterprises to be considered eligible.

2.3.1.3. Employment Rate—at least sixty percent (60%) employment of graduates within one (1) year after finishing a program in a particular qualification previously granted and being applied for. The report on employment rate shall be applicable only for programs that have been completed within one (1) year prior to the new application for the same qualification;

2.3.1.4. In case of new and existing TVI/Enterprise which was not given any scholarship allocation prior to the issuance of this Circular, the RO, after looking into the Eligibility Requirements and Absorptive Capacity of said TVI/Enterprise, shall consider allotment of scholarship slots for the qualification being applied for. The RD shall determine as area manager the appropriate distribution scheme; and

2.3.1.5. For the diploma programs, the Absorptive Capacity shall be the criteria in the granting of scholarship allocation for the TVI/Enterprise which passed the Eligibility Requirements.

2.4. POs recommend the QMs of TVIs/Enterprises to Regional Director for approval of the DG;

2.5. The SMO shall assign the corresponding QM Number of all approved QMs using the prescribed **Coding System for Approved QM (Annex D)**; and

2.6. The SMO shall immediately provide copies of the approved QMs and the corresponding Scholarship Grant Certificates (SGCs) to the ROs.

3. Implementation of Scholarship Programs

3.1. The POs shall notify the concerned TVI/Enterprise with approved QMs/;

3.2. Upon notification of the approval of QM, the POs shall request the TVI/Enterprise to submit **Notarized Affidavit of Undertaking (Annex E)**, copy of which shall be submitted to the

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SMO within five (5) days upon signing;

- 3.3. Immediately after receipt of the Notarized Affidavit of Undertaking, the PO and the TVI/Enterprise shall schedule the conduct of the **Training Induction Program (TIP)** using a standard format. The RD/PD shall open the program and the corresponding media release shall be done;
- 3.4. The TVI/Enterprise shall start the training programs within **fifteen (15) calendar days** upon notice, except for force majeure or for reasons beyond the control of the TVI/Enterprise, otherwise their corresponding scholarship allocation/s shall be **subject for reallocation by the Regional Office and approval by the Director General**;
- 3.5. The implementing TVI/Enterprise shall submit their **Actual Training Schedules** within five (5) calendar days upon start of the training programs and shall be published in the tri-media and/or the Facebook account by both the central and regional offices.

The RDs and PDs shall exercise due diligence in pre-qualifying and evaluating the QMs.

VI. Beneficiaries

1. Target Beneficiaries

The TWSP, STEP, PESFA and UAQTEA seek to address the needs of prospective beneficiaries from industries, communities, and the special clients such as but not limited to: indigenous peoples, persons with disabilities, senior citizens, returnees.

2. Qualifications of Beneficiaries

- a. Filipino Citizen;
- b. Age Requirements:
 - i. For TWSP, at least 18 years of age at the time he/she finishes the training program;
 - ii. For STEP and PESFA, at **least fifteen (15)** years old at the start of the training program;
- c. Must not be a current beneficiary of other government educational scholarship or subsidy program for beneficiaries.
- d. For PESFA, must be at least high school graduate/high school completer; and
- e. For PESFA, with an annual family income of three hundred thousand (P300,000.00) and below.

VII. Scholarship Benefits

Each scholar shall be entitled to the benefits prescribed by law and the entitlement must be strictly made in accordance with government accounting and auditing rules and regulations:

The approved standard fees of **TWSP/STEP/PESFA/UAQTEA** shall be strictly applied. The TVI/Enterprise shall not exact any additional training fees from the beneficiaries.

VIII. Assessment and Certification

1. The Regional and Provincial Directors shall ensure that the qualifications included in the **TWSP/STEP/PESFA/UAQTEA** scholarship shall have readily available accredited assessment centers and assessors preferably within the Region; and
2. In line with the TESDA policy on assessment and certification program, competency assessment shall

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be mandatory for qualifications with Training Regulations (TRs) with Competency Assessment Tools (CATs).

IX. Multiple Availment of Scholarship

Multiple Availment shall be allowed provided that the training shall be availed one at a time and not simultaneously. The additional qualifications must be related or towards higher level qualification.

X. Enabling Mechanism on Employment Facilitation

As part of the enabling role of TESDA and to enhance employment of TVET graduates, the ROs/POs shall pursue the following:

1. Partner with enterprises, industry chambers and associations;
2. Encourage TVIs to be a member of the industry chambers and associations;
3. Encourage TVIs to adopt enterprise-based training delivery modes;
4. Encourage TVIs to register as school-based PESOs;
5. Converge and partner with government agencies, particularly on entrepreneurship and other non-wage employment programs (i.e. DTI's Go Negosyo, P3, DOLE's Livelihood Programs, etc.);
6. Intensify Job Linkaging and Networking Services (JoLiNS) and World Café of Opportunities (WCO); and
7. Adopt project-based approach in community-based training.

XI. Monitoring and Evaluation

1. The SMO with the concerned EOs shall jointly monitor and evaluate the physical and financial status of scholarship programs in the ROs/POs;
2. The ROs/POs shall exercise due diligence in monitoring the training programs to ensure, among others, that the trainings are existent, the trainees are attending the trainings, the publication/posting of list of enrollees and graduates, on-the-spot inspection of ongoing trainings, random calls to the trainees or graduates, and that the TVIs facilitate the employment of their graduates. The POs are required to conduct a monthly visit (on the spot inspection) to ensure the enrollees are attending and the required training durations are complied with;
3. The ROs shall submit to the DG through the SMO the Expanded MIS 03-02 (Physical and Financial Monitoring Report) monitoring form and MIS-03-02 for TWSP/STEP/PESFA every Friday. Reasons should be provided in the monitoring forms in cases where there are dropouts from training;
4. The ROs/POs shall ensure to reach the targets of one hundred percent (100%) BUR and seventy-five (75%) employment rate of graduates which will be among the criteria for selection of TVIs/Enterprises for CY 2020;
5. The NISP shall form part of the monitoring mechanism.
6. Pursuant to the Special Provision of CY 2018 GAA for **STEP**, the RO shall also report to the SMO the following data/information:
 - a. Name of communities that participated and number of training beneficiaries;
 - b. Name and address of training beneficiaries with **electronic signature**; and
 - c. Type of training conducted, equipment and/or toolkits distributed and other related information.

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The Labor Market Information Division-Planning Office (LMID-PO), Central Office shall be responsible for the posting of the said data/information:

7. The implementing TVI/Enterprise shall submit the **Terminal Report** within fifteen (15) calendar days at the end of the training period for evaluation of the POs/ROs and CO. Thereafter, the **TVI/Enterprise** shall publish their **List of Graduates in a newspaper of local circulation and/or in its website and social media account (Facebook Page)** within thirty (30) calendar days after completion of the training programs;
8. For the Diploma Programs, the TVI/Enterprise is required to monitor and submit the **Monitoring Sheet for Diploma Programs** to the RO/POs containing the following data:
 - a. List of enrolled learners;
 - b. List of learners assessed and certified;
 - c. List of learners that exited the semester;
 - d. List of learners who proceeded to the next term;
 - e. List of learners who completed the PQF Level 5 (Diploma) Programs; and
 - f. List of learners who proceeded to higher education.

XII. Administrative and Financial Procedures

1. For the **Central Office Allocation**, a corresponding Sub-ARO and Notice of Transfer of Allocation (NTA) shall be released to ROs based on the approved QMs. The Regional Office Allocation shall be utilized first before the Central Office Allocation is downloaded.
2. **PESFA Budget Allocation**
 - a. The 2019 PESFA budget allocation is based on the annual Php200 Million budget for PESFA which is incorporated already in the regional budget as provided in the FY 2019 General Appropriations Act (GAA).
3. **Payment of Training and/or Entrepreneurship Costs:**
 - a. **One Hundred Percent (100%)** of the total training and/or entrepreneurship costs shall be paid upon completion of the training programs, subject to the submission of the following documents:
 - i. Billing Statements;
 - ii. Trainees' Profiles encoded in the T2MIS;
 - iii. Daily Attendance Sheet (for the duration of the training); and
 - iv. TESDA copy of the SGCs duly signed by the concerned officials and beneficiaries.

In case the attendance of the trainee/learner reaches above fifty percent (50%) of the training duration, then the TVI/Enterprise shall be paid on a pro-rated basis based on the actual attendance of the trainee/learner. In the event that the attendance of the trainee/learner did not reach fifty percent (50%), then the TVI/Enterprise shall not be entitled to any payment. Reports in this regard shall be submitted to the POs/ROs and Central Office.

Payments should be done on the basis of the attendance to the training of the beneficiaries clearly showing that the actual training was conducted by the TVI/Enterprise concerned and that the beneficiaries named in the attendance sheet actually attended the said training.

TESDA CIRCULAR

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4. **Payment of Assessment Cost:**

- a. The **Assessment Centers**/TVIs/Enterprises shall submit the corresponding Billing Statements immediately after the conduct of the assessment. The Assessment Cost shall be paid upon submission of the following supporting documents:
 - i. Billing statement; and
 - ii. **Certified** true copy of the RWAC stamped "received" by the POs.

5. **Payment of Training Support Fund and funds for trainee's school uniform, laboratory outfit, and dormitory:**

- a. The payment of TSF and funds for trainee's school uniform, laboratory outfit, and dormitory expenses shall be released by the concerned POs directly to the scholars (or his/her representative/s authorized under a Special Power of Attorney executed by the scholars) as authorized by law and other issuances and subject to availability of funds.

6. **Payment of Book Allowance**

- 6.1. The payment of book allowance shall be paid by the concerned POs directly to the scholars (or his/her representative/s authorized under a Special Power of Attorney executed by the scholars) through any of the following modes of payment:
 - a. Issuance of checks directly to the scholars;
 - b. Advice to Debit Account (ADA); or
 - c. Cash payment through the Designated Disbursing Officer.

The peculiarities of the area must be taken into consideration in choosing the mode and the schedule of payment for book allowance.

7. **The technical specifications of starter toolkits shall be standardized at the National Level;**

8. The ROs/POs shall release the starter toolkits to the scholars. Acceptance/Receipt by the trainee or his/her representative/s authorized under a Special Power of Attorney executed by the scholars shall be supported by an **Acknowledgment Receipt (Annex F)** duly noted by the concerned Provincial Director; and

9. The **Administrative Cost** shall be used for mobilization and other-related administrative expenses in the implementation of the scholarship programs.

XIII. **Violations and Sanctions**

Sanctions shall be imposed for violation of these guidelines in accordance with the provision of the UTPRAS as amended.

Subject to due process of law, the abovementioned violations shall also be a ground for the filing of appropriate charges for Falsification and Swindling (*Estafa*) under the Revised Penal Code, and other relevant special laws by the proper aggrieved party. A committee shall be created for this purpose.

TESDA personnel who will be proven to have taken part in violating these guidelines shall be subject to proper disciplinary action in accordance with the 2017 Rules on Administrative Cases in the Civil Service (RACCs).

TESDA CIRCULAR

Subject: Omnibus Guidelines for 2019 TESDA Scholarship Programs (TWSP, STEP, PESFA, UAQTEA)		Page 13 of 13 page/s Number <u>001</u> , series of 2019
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XIV. Separability Clause

If, for any reason, any part or provision of these guidelines is declared invalid or unconstitutional, any part or provision not affected thereby shall remain in full force and effect.

This Circular takes effect as indicated and shall supersede all issuances inconsistent herewith.



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

Technical Education and Skills Development Authority
Scholarship Allocation Plan (SAP)
TESDA (PROVINCIAL OFFICE)
TVI's ABSORPTIVE CAPACITY INVENTORY

Name of TVI : _____

Sector	Qualification Titles	Program Registration Category (WTR/NTR)	CTPR No.	Date Registered	Name of Trainer in the Program Registration Application	Name/s of Existing Trainers	NTTC for WTR Programs/TMC Number for NTR Programs	Validity of Trainer's Certificate	Technical/ Compliance Audit		Full Absorptive Capacity for 2018						PERFORMANCE INDICATORS (Latest or Next Available)						Status of JoLiNS		
									Status	Date of Last CA	Actual Absorptive Capacity		Total Number of TRAINING SEATS	Indicative Schedule of Training and Assessment			UTILIZATION			Graduates	EMPLOYMENT				
											No. of Full Time Trainers	Workshop		Start	End	Assessment	No. of Slots Received	Enrolled	Utilization Rate		Employed	Employment Rate			
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)	(u)	(v)	(w)	(x)	(y)	

Prepared by:

Submitted by:

Reviewed by:

Certified by:

_____ TVI UTPRAS Focal Person

_____ TVI Administrator/President

_____ TESDA PO Scholarship Focal

_____ Provincial Director

Date: _____

Date: _____

Date: _____

Date: _____

Technical Education and Skills Development Authority
TESDA (Regional Office)
Regional/Provincial Scholarship Allocation Plan (R/PSAP)

Province (a)	Sector (b)	TVET Qualifications or Programs (c)	No. of Scholarship Slots (d)	Training Cost (e)	Assessment Cost (f)	Per Capita Cost (PCC) (f÷d+e)	Total Scholarship Cost (g=f*c)	% Proportional Weight per Qualification (h)	No. of Qualified TVET Providers	
									WTR (i)	NTR (j)
	Tourism	Barista NC II	150	5,000.00	735.00	5,735.00	860,250.00	5.41%		
	Tourism	Bartending NC II	200	5,000.00	800.00	5,800.00	1,160,000.00	7.21%		
	Tourism	Bread and Pastry Prod NC II	275	3,500.00	400.00	3,900.00	1,072,500.00	9.91%		
	Tourism	Cookery NC II	300	8,000.00	1,300.00	9,300.00	2,790,000.00	10.81%		
	Tourism	FBS NC II	300	3,500.00	500.00	4,000.00	1,200,000.00	10.81%		
		Subtotal:	1,225				7,082,750.00	44.14%		
	General Infrastructure	Masonry NC II	150	6,000.00	500.00	6,500.00	975,000.00	5.41%		
	General Infrastructure	Carpentry NC II	300	7,000.00	600.00	7,600.00	2,280,000.00	10.81%		
	General Infrastructure	EIM NC II	400	5,000.00	1,250.00	6,250.00	2,500,000.00	14.41%		
		Subtotal:	850				5,755,000.00	30.63%		
	Agri-Fishery	Agricultural Crops Prod NC II	250	10,000.00	500.00	10,500.00	2,625,000.00	9.01%		
	Agri-Fishery	Organic Agri Prod NC II	200	10,000.00	500.00	10,500.00	2,100,000.00	7.21%		
	Agri-Fishery	Animal Prod NC II	250	10,000.00	300.00	10,300.00	2,575,000.00	9.01%		
		Subtotal:	700				7,300,000.00	25.23%		
		TOTAL:	2,775				20,137,750.00	100%		

Prepared by:

ROD Chief_____
FASD Chief

Recommended by:

Provincial Director_____
Provincial Director

Endorsed by:

Regional Director_____
Provincial Director_____
Provincial Director

Approved by:

Director General_____
Provincial Director_____
Provincial Director

**Technical Education and Skills Development Authority
FY 2019 Training for Work Scholarship Program (TWSP)
QUALIFICATION MAP (QM)**

QM Number.: Ex.: TWSP-QM-2019-0128-0001

(to be filled out by SMO using the prescribed

Coding System for Approved QM)

Region : _____

Province/District : _____

Name of TVI : _____

TVI's Complete Address : _____

TVI's Landline : _____ **TVI's Cellphone No.:** _____

TVI's Email Address: _____

QM Qualification Code	Qualification Title/ Cluster of Competency	CTPR No.	Name of Trainer	NTTC for WTR Programs/TMC for NTR Programs Number	No. of Slots (per Batch)	Indicative Date of Training & Assessment (per Batch)			COSTING				TOTAL AMOUNT				Remarks
						Start	End	Date of Assessment	Training Cost (PhP)	Training Support Fund (PhP)	Assessment Fee (PhP)	Per Capita Cost (PhP)	Total Training Cost (PhP)	Total Training Support Fund (PhP)	Total Assessment Fee (PhP)	Total Amount (PhP)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14=10*6)	(15=11*6)	(16=12*6)	(17=14+15+16)	(18)
0001-1																	-
0001-2																	-
0001-3																	-
0001-4																	-
0001-5																	-
TOTAL:																	

Submitted by:

Evaluated by:

Endorsed by:

Approved by:

School Administrator

Provincial Director

Regional Director

Director General

Date: _____

Date: _____

Date: _____

Date: _____

Technical Education and Skills Development Authority
 FY 2019 Special Training for Employment Program (STEP)
QUALIFICATION MAP (QM)

QM Number.: Ex.: STEP-QM-2019-0128-0001

(to be filled out by SMO using the prescribed Coding System for Approved QM)

Region: _____

Province/District: _____

Name of TVI: _____

TVI's Complete Address: _____

TVI's Landline: _____ TVI's Cellphone No.: _____

TVI's Email Address: _____

QM Qualification Code	Qualification Title/ Cluster of Competency	CTPR No.	Name of Trainer	NTTC for WTR Programs/ TMC for NTR Programs Number	No. of Slots (per Batch)	Indicative Date of Training & Assessment (per Batch)			COSTING					TOTAL AMOUNT					Remarks
						Start	End	Date of Assessment	Training Cost (PhP)	Training Support Fund (PhP)	Entrepreneurship Fee (PhP)	Assessment Fee (PhP)	Per Capita Cost (PhP)	Total Training Cost (PhP)	Total Training Support Fund (PhP)	Total Entrepreneurship Fee (PhP)	Total Assessment Fee (PhP)	Total Amount (PhP)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14=10+11+12+13)	(15=10*6)	(16=11*6)	(17=13*6)	(18=14*6)	(19=15+16+17+18)	(20)
0001-1																			-
0001-2																			-
0001-3																			-
0001-4																			-
0001-5																			-
TOTAL:																			-

Submitted by: _____

Evaluated by: _____

Endorsed by: _____

Approved by: _____

School Administrator

Provincial Director

Regional Director

Director General

Date: _____

Date: _____

Date: _____

Date: _____

**Technical Education and Skills Development Authority
FY 2019 Private Education Student Financial Assistance (PESFA)
QUALIFICATION MAP (QM)**

QM Number.: Ex.: PESFA-QM-2019-0128-0001

(to be filled out by SMO using the prescribed Coding System for Approved QM)

Region: _____

Province/District: _____

Name of TVI: _____

TVI's Complete Address: _____

TVI's Landline: _____ **TVI's Cellphone No.:** _____

TVI's Email Address: _____

QM Qualification Code	Qualification Title	CTPR No.	Name of Trainer	NTTC for WTR Programs/TMC for NTR Programs Number	No. of Slots (per Batch)	Indicative Date of Training & Assessment (per Batch)			COSTING					TOTAL AMOUNT					Remarks	
						Start	End	Date of Assessment	Training Cost (PhP)	Training Support Fund (PhP)	Book Allowance (PhP)	Assessment Fee (PhP)	Per Capita Cost (PhP)	Total Training Cost (PhP)	Total Training Support Fund (PhP)	Total Book Allowance (PhP)	Total Assessment Fee (PhP)	Total Amount (PhP)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14=10+11+12+13)	(15=10*6)	(16=11*6)	(17=12*6)	(18=13*6)	(19=15+16+17+18)	(20)	
0001-1																				-
0001-2																				-
0001-3																				-
0001-4																				-
0001-5																				-
TOTAL:																				-

Submitted by:

Evaluated by:

Endorsed by:

Approved by:

School Administrator

Provincial Director

Regional Director

Director General

Date: _____

Date: _____

Date: _____

Date: _____

Coding System for Approved QMs

QM Number						QM Qualification Code per Approved Qualification/Diploma Program
1 st line	2 nd line	3 rd line	4 th line	5 th line	6 th line	
Type of Scholarship Program	QM	Fiscal Year	TESDA Regional Office	TESDA Provincial Office	Sequence Number of Approved QM	QM Number + QM Qualification Code: Coding to be used: 1 to 1000

QM Number: **TWSP-QM-2019-0128-0001**

TWSP -Scholarship Program
 QM -Qualification Map
 2019 -Fiscal Year
 01 -TESDA I
 28 -TESDA Ilocos Norte
 0001 -Sequence Number of Approved QM

QM Qualification Code: **0001-1**

0001 -Sequence Number of Approved QM
 1 -QM Qualification Code

Note: Each line is separated by a dash (-).

The Regional and Provincial Codes shall be in accordance with the Unified Accounts Codes Structures (UACS) Manual (**Annex D-1**). In the absence of the Regional/Provincial Codes for some Regions/Provinces, the following codes shall be adopted:

TESDA NCR	CaMaNaVA-01 Manila-02 MuntiParLasTaPat-03 PaMaMaRiSan-04 PasMak-05 Quezon City-06
TESDA IX	Zamboanga City-73 Isabela City-07

REPUBLIC OF THE PHILIPPINES)
(PLACE) S.S.

AFFIDAVIT OF UNDERTAKING

I, _____ (Name) of _____ (Name of TVI) _____, with _____ office address at _____ (Address), and as authorized by our Board of Directors to execute this Undertaking, a copy of the Secretary's Certificate of which is herewith attached and after having been sworn into oath in accordance with the law do hereby depose and say, that in accordance with the **OMNIBUS GUIDELINES FOR 2019 TESDA SCHOLARSHIP PROGRAMS** embodied in TESDA Circular No. _____ Series of _____ issued on _____, hereby undertakes, commits and warrants the following:

1. Promote the TWSP/STEP/PESFA/UAQTEA in enhancing the competitiveness and productivity of the workforce through skills training programs;
2. Ensure that each scholar shall undergo pre-qualification process in accordance with the industry pre-hiring requirements. All application forms should be properly and completely accomplished **with the latest Passport Size ID Photos of the Trainees duly attached**;
3. Notify the qualified scholarship grantees **of their acceptance and the actual training schedule**;
4. Ensure that scholars fully understand the provisions of their Commitment of Undertaking as stated in the Scholarship Grant Certificate;
5. Shall **not exact additional fees** from the scholars;
6. Conduct, in coordination with the Provincial Office, the **Training Induction Program before the conduct of any training**;
7. Submit to the Provincial Office (PO) the Actual Training Schedules, as to the specific dates and time, including "On the Job Trainings" held outside of the school premises within **FIVE (5) CALENDAR DAYS** after the start of training. Said training schedules as submitted shall be **final and can no longer be amended unless force majeure occurs**. In said case however, the adjusted training schedules shall be submitted immediately one day after the occurrence of such an event;
8. After the start of the Training Program, the Enrolment Report together with the name of their respective Trainers for each particular batch should be submitted to the Provincial Office within the maximum period of **twenty percent (20%)** of the training duration (**see attached schedule**).

Likewise, the Terminal Report shall be submitted within fifteen (15) days calendar days after the end of the training period;

9. Motivate and nurture the scholars to maintain **one hundred percent (100%) completion** of the training program.
10. Exert effort to ensure a one hundred percent (100%) attendance of the trainees.
11. Comply with the documentary requirements for payment of the training and/or entrepreneurship costs and the assessment fees based on the number of the scholars who have completed the training program, **as evidenced by the submitted attendance sheet, duly signed by the scholars and their respective trainers.**
12. Immediately after the training, ensure that **one hundred percent (100%) of the scholars shall undergo the mandatory Competency Assessment** for Qualifications with Training Regulations (TR) with the corresponding Competency Assessment Tools (CATS), with accredited assessment centers and assessors for the successful graduates;
13. Institutionalize a functional Job Linkaging and Networking Services (JoLiNS) – a delivery platform to facilitate job hunting for TVET graduates and alumni by providing them services and information to land a job;
14. Institutionalize **effective monitoring system/database** to establish reliable status reports such as but not limited to employment reports of the scholars-graduates;
15. Comply with the requirements of TESDA on absorptive capacity, **seventy-five (75%) employment rate, and one hundred percent (100%) budget utilization rate;**
16. Ensure proper documentation of the training programs as to the conduct of training programs, attendance of trainees, and the publication/posting of list of graduates in local newspaper or website/Facebook Page,
17. **Allow TESDA Provincial Office reasonable time to conduct due diligence** in the examination of the submitted billing documents and verification of **at least twenty percent (20%) of the scholars** through random audit, by conducting personal calls or private messaging, and if necessary, face to face interviews, before any payment is made;
18. Provide TESDA *and the **Commission on Audit (COA)*** access to the TVI in the conduct of on-the-spot random audits on the ongoing and completed TWSP/STEP/PESFA scholarship programs of the TVI. The subject of the inspection/audit are the TVI's compliance with TESDA's training regulations, TVET program registration, and guidelines of the scholarship programs, among others;
19. Submit a **comment and/or reply within seventy-two (72) hours** from receipt of the findings of any spot audit, compliance audit or COA audit in observance of our constitutional right to due process;

20. **Submit all other documents as may be required by TESDA and/or the COA, within the stated period;**
21. Moreover, I also warrant the following:
- a) *that as of the date of the signing of this Affidavit of Undertaking, the TVI that I represent is a juridical person (specify for PESFA) duly organized and validly existing under the laws of the Philippines and it has all requisite legal power and authority to execute, deliver and implement this Undertaking, and that I have been authorized to sign the same for and on its behalf;*
 - b) *that the programs we implement are compliant based on technical audit report; that our TVI has valid Certificates of TVET Program Registration (CTPR) or Registration; has absorptive training capacity in terms of facilities, tools and equipment, and trainers, inclusive of existing/on-going scholarship programs with other government agencies and other funding organizations;*
 - c) *that our TVI has not been subjected to any unsettled final and executory Notice of Disallowance (ND) involving any scholarship program of TESDA and that it has not been involved in any case of unlawful exaction of fees and/or unlawful offering of any program within the jurisdiction of TESDA;*
 - d) *that all documents, most especially the billing documents that we have submitted to TESDA **are true and correct**, and that in the event of any findings of falsification, forgery and/or misrepresentation, then the TVI that I represent and I shall be **jointly and severally responsible** and liable for the same.*
22. I fully understand that sanctions to our TVIs shall be **based on current TWSP, STEP, PESFA, UAQTEA and UTPRAS guidelines.**

NAME OF OFFICIAL
President/Administrator
Name of TVI

SUBSCRIBED AND SWORN TO before me in _____ this
_____ affiant exhibiting to me his/her _____ (Government ID) with
ID number _____.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

ACKNOWLEDGEMENT RECEIPT (Starter Toolkit)

I, _____, of _____
(name of trainee) (address)

and a trainee of _____ in _____
(school/training provider) (qualification/program)

which I attended on _____ hereby acknowledge receipt of the following
starter toolkits issued by _____, as follows:
(TESDA Provincial Office)

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

Signature Over Printed Name of Trainee

Contact Number: _____

Email Address: _____

Date of Receipt of Starter Toolkit

Noted by:

Signature Over Printed Name of Provincial Director