

TESDA CIRCULAR

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| Subject: Implementing Guidelines for CY2016 Special Training For Employment Program (STEP) | | Page <u>1</u> of <u>4</u> Number <u>10</u> , series of 2016 |
| Date Issued: February 12, 2016 | Effectivity: As indicated | Supersedes: |

These guidelines shall cover the implementation of the Php566.245 Million worth of Special Training for Employment Program (STEP) under the CY2016 General Appropriations Act (GAA).

Section 1 OBJECTIVE

The STEP shall continue to provide skills training opportunities for the beneficiaries in the barangays/ communities to make them employable and productive.

Section 2 BENEFICIARIES

- 2.1 At least fifteen (15) years old at the start of the training program;
- 2.2 Preference shall be given to beneficiaries belonging to indigent families under the National Household Targeting System for Poverty Reduction, Informal Sector families and to those under the next lower poverty level as determined by Department of Social Welfare and Development (DSWD); and
- 2.3 Must not be currently a beneficiary of other government educational scholarship and subsidy program.

Section 3 ASSISTANCE / BENEFITS

- 3.1 The trainee shall be entitled to free training and assessment including the training allowance computed at Sixty Pesos (Php60.00) per training day. The approved STEP standard costing per TESDA Circular No. 13, Series of 2014 shall be applied strictly. The TVIs shall not exact additional training fees from the beneficiaries of this program.
- 3.2 Starter toolkits shall also be given to each trainee at the end of the training program.

Section 4 QUALIFICATIONS / PROGRAMS OFFERED

- 4.1 Only training programs specified in TESDA Circular No. 13, Series of 2014, shall be offered under STEP. These programs shall be registered with TESDA.
- 4.2 ROs/POs shall ensure that Entrepreneurship Training is integrated in the programs being offered by the training providers.

Section 5 QUALIFICATIONS OF TRAINING PROVIDERS

- 5.1 The training program shall be conducted only by a tech-voc provider with TESDA-registered programs;
- 5.2 A training provider as authorized by TESDA may conduct the training in a community which includes the barangay within the region where the training program is registered or school/training institution, provided that the training provider is able to comply with all the requirements prescribed by TESDA on the facilities, equipment, tools, materials and trainer/s for the qualification/s being applied for.

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Section 6 APPROVAL OF TRAINING PROGRAMS

- 6.1 The list of training programs including its training cost to be offered shall be prepared by the Provincial/District Offices (P/DO) based on the identified qualifications/cluster of competencies as specified in the abovementioned Circular using the STEP Form 01 (Annex A). The P/DO shall endorse/recommend STEP Form 01 to the Regional Director (RD) for approval.
- 6.2 The STEP Form 01 duly approved by the Regional Director (copy furnished the TESDA Scholarships-PMO) shall be the basis for the conduct of the training program, assessment and payment among others;
- 6.3. Revision of targets or STEP Form 01 are not allowed once approved since the corresponding toolkits are procured through public bidding.

Section 7 SCHOLARSHIP VOUCHERS

- 7.1 The STEP vouchers shall be issued by the RO to the P/DO based on the approved STEP Form 01.

Section 8 ASSESSMENT AND CERTIFICATION

- 8.1 In line with the TESDA policy on assessment and certification program, competency assessment shall be mandatory for qualifications with assessment tools;
- 8.2 The conduct of assessment shall be a pre-requisite for payment of training cost; and
- 8.3 To address the lack of assessment centers, the Regional and Provincial/District Offices shall allow the TVI or industry partner within their regional jurisdiction to have its trainees assessed in an assessment center outside of their regional jurisdiction

Section 9 CONTAINMENT POLICY

- 9.1 The containment policy shall be observed within the regional level.

Section 10 SINGLE AVAILMENT

- 10.1 Single availment shall be implemented in this scholarship program.

Section 11 ADMINISTRATIVE AND FINANCIAL PROCEDURES

- 11.1 Appropriations for STEP as indicated in Section 65 of the General Provisions of GAA shall be available for obligation until December 31, 2017.
- 11.2 The amount of Php336.647 Million is categorized as comprehensively released allocation and

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can be immediately obligated. The balance of Php229.598 Million is categorized under "For Later Release" and shall be released subject to submission to DBM of a Special Budget Request (SBR) duly supported with separate/detailed Financial Plan, Physical Plan, Monthly Disbursement Program (MDP) and other documentary requirements. This is pursuant to Section 4.5 and Annex B of the NBC No. 561 dated January 4, 2016 on the Guidelines on the 2016 Release of Funds.

- 11.3 Sub-AROs shall be issued to the Regional Offices (RO) based on the submitted approved STEP Form 01;
- 11.4 Corresponding cash requirements or Notice of Cash Allocations (NCAs) shall be requested by the ROs from the DBM-ROs to be consistent with the direct release scheme per DBM and DOLE –TESDA Joint Circular No. 2011-1 dated March 11, 2011;
- 11.5 All ROs shall submit Monthly Disbursement Programs to DBM-ROs as basis for the release of the NCAs;
- 11.6 Downloading of funds to the P/DO shall be made by the ROs upon receipt of NCA from DBM-ROs;
- 11.7 Payment of training allowance
 - 11.7.1 The payment of training allowance computed at Sixty Pesos (P60.00) per training day shall be released directly to the scholars by the P/DO; and
 - 11.7.2 The payment of training allowance shall correspond to the number of days of the scholar's attendance to the training program.
- 11.8 Payment to TVIs of the training cost and entrepreneurship fee shall be made upon submission of the following documents:
 - 11.8.1 Billing Statement;
 - 11.8.2 MIS 03-02 (Training and Employment Report) duly signed by the TVIs' authorized signatories;
 - 11.8.3 Daily Attendance Sheets; and
 - 11.8.4 Certified true copy of RWAC.
- 11.9 The procurement of tool kits shall be done through competitive bidding in accordance with Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, and its Revised Implementing Rules and Regulations. Said tool kits shall be released to the scholars by the P/DO concerned at the end of the training program. Receipt by the trainee of the starting tool kit shall be supported by an Acknowledgment Receipt following the format hereto attached as Annex B. Such Acknowledgment Receipt must be witnessed by the Provincial/District Director concerned.

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Section 12 MONITORING AND EVALUATION OF REPORTS

- 12.1 The monitoring and reporting requirements of the PMO shall be observed which shall include the new Performance and Monitoring Report (BEDS and BFARs). Regular and timely submission of accurate and consistent data shall be strictly followed and shall be submitted every 3rd day of the following month;
- 12.2 The physical and the financial reports as reflected in the template shall always be consistent for correct and accurate reporting to oversight agencies.
- 12.3 Pursuant to the Special Provision of CY 2016 GAA, the Regional Offices (ROs) are required to submit the MIS 03-02 to TESDA Scholarships-PMO. Likewise the Labor Market Information Division-Planning Office (LMID-PO) of the Central Office (CO) shall be responsible for the posting of MIS 03-02 to the TESDA website covering the following information/data:
- (1) name of communities that participated and number of training beneficiaries;
 - (2) type of training conducted, equipment and/or supplies purchased and other related information; and
 - (3) name and address of training-beneficiaries.

Section 13 SANCTIONS

- 13.1 The following acts shall be grounds for the perpetual disqualification of the TVI and suspension or revocation of the Certificate of Program Registration (COPR) among others, subject to due process of law;
- Ghost training;
 - Exaction of unauthorized fees from the Scholars; and
 - Falsification, forgery or misrepresentation in the submission by the TVI of the required reports to TESDA.

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


SEC. IRENE M. ISAAC
Director General

**CY 2016 Special Training for Employment Program (STEP)
STEP Form 01 (List of Training Programs)**

REGION: _____

NAME OF TECH-VOC INSTITUTION: _____

| QUALIFICATION TITLE | No. of Vouchers (per Batch) | Indicative Date of Training (per Batch) | | COSTING | | | | | TARGET | | | | |
|---------------------|-----------------------------|---|-----|---------------------|--------------------------|----------------------------|----------------------|-----------------------|---------------------------|--------------------------------|----------------------------------|----------------------------|--------------------------------|
| | | Start | End | Training Cost (PhP) | Training Allowance (PhP) | Entrepreneurship Fee (PhP) | Assessment Fee (PhP) | Per Capita Cost (PhP) | Total Training Cost (PhP) | Total Training Allowance (PhP) | Total Entrepreneurship Fee (PhP) | Total Assessment Fee (PhP) | Total Amount of Vouchers (PhP) |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9=5+6+7+8) | (10=2x5) | (11=2x6) | (12=2x7) | (13=2x8) | (14=10+11+12+13) |
| | | | | | | | | | - | - | - | - | - |
| | | | | | | | | | - | - | - | - | - |
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| | | | | | | | | | - | - | - | - | - |
| TOTAL | - | | | | | | | | - | - | - | - | - |

Prepared by:

Recommended by:

Approved by:

Name of Administrator

Provincial/District Director

Regional Director

