

TESDA CIRCULAR

Subject: Amended/Supplemental Guidelines on TESDA Scholarship Programs under the "New Normal"		Page 1 of 7 page/s Number 078 , series of 2020
Date Issued: 09 July 2020	Effectivity: Immediately	Supersedes:

In the interest of the service and in view of the Revised Omnibus Guidelines on the Implementation of Community Quarantine by the Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID) and OPLAN TESDA Abot Lahat: "TVET Towards a New Normal", the following implementing guidelines are hereby adopted and shall be observed in the implementation and adoption of the New Normal for the TESDA Scholarship Programs.

I. Scope and Coverage

These guidelines shall cover all existing scholarship programs of TESDA as stipulated on the Omnibus Guidelines for TESDA Scholarship Programs as per TESDA Circular No. 011, Series of 2020, such as but not limited to Training for Work Scholarship Program (TWSP), Special Training for Employment Program (STEP), Private Education Student Financial Assistance (PESFA), Universal Access to Quality Tertiary Education (UAQTEA), Tulong Trabaho Scholarship Program (TTSP), and all other programs as approved by the Director General. The salient provisions of the corresponding TESDA Circular for each particular Scholarship Program that are consistent with these guidelines shall also be adopted, if any.

II. Rationale and Objectives

With the looming crisis caused by the COVID - 19 pandemic, the world is facing the challenge of securing the people's education, health and life whilst keeping the economy running.

To control the spread of the virus, the Philippine Government, through the Presidential Proclamation No. 929, series of 2020, declared a State of Calamity throughout the country and imposed an Enhanced Community Quarantine in the entire Luzon. Furthermore, Executive Order No. 112 s. of 2020 by the President of the Philippines, and Inter-Agency Task Force for the Management of Emerging Infectious Diseases Resolution No. 30 s. of 2020 provide guidelines on the adoption of the "New Normal" in the entire country.

Keeping to its mandate in mind and the welfare of the Filipinos, TESDA, through its 2020 Revised Planning Guidelines, advocates for "New Normal" which specifically aims to:

1. Provide safety nets and activation measures for sectors affected by the COVID - 19 crisis;
2. Provide a flexible and innovative delivery of services and implementation of the TESDA Scholarship Programs while still strictly adhering to the preventive and safety measures to stop the spread of the virus; and,
3. Advocate for a shift from face-to-face learning to flexible learning delivery arrangements either by blended or full on-line learning, distance learning, and or combination of any.

III. 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. **Blended eLearning**¹ - learning or training event or activity where e-learning, in its various forms, is combined with more traditional forms of training such as classroom training (2017 TVET Glossary of Terms and TESDA Circular No. 104 s. 2019). It is a combination of multiple approaches to learning where numerous combinations are possible. (Source: Padolina Sapala and Westergaard, 2007)

¹ TESDA Circular No. 62 – Guidelines in Implementing Flexible Learning in TVET

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2. **Competency-Based Curriculum¹** - refers to the specifications for a program or module, which describes all the learning experience a learner undergoes. It generally includes learning outcomes, contents, conditions, methodologies and assessment methods. It specifies outcomes, which are consistent with the requirements of the workplace as defined in the Training Regulations (TRs) or based on industry or community consultations and/or supported by a demand or employability study for NTR.
3. **Competency-Based Learning Materials (CBLM)¹** - refers to a well-designed and carefully developed learning materials (hard or soft copy) that provide detailed instruction to guide and help a learner acquire the necessary knowledge, skills, and attitude of a specific unit of competency on a self-paced learning modality, it contains the learner guide, list of competencies, summary of competencies, summary of learning outcomes, learning experiences, information sheet, self-check, tasks sheet, operation sheet, job sheet, and performance criteria checklist.
4. **Competency-Based Training (CBT)¹** - refers to a system by which the learner acquires a competency, or a qualification based on demonstrated ability rather than on the time spent on training.
5. **Containment Policy** - the limitation to accept scholars or implement scholarship programs within the specified region based on the approved QM.
6. **Digital Contents¹** - refers to information available in digital format. It could be in the form of text, audio and video files, graphics, animations, and images. Typically, digital content refers to information available for streaming, downloading or distribution on electronic media.
7. **Distance Learning¹** - refers to Distance Education which is a mode of learning in which students and teachers are physically separated from each other. It is a student - centered, guided independent study, making use of well - studied teaching and learning pedagogies to deliver well - design learning materials in various media. It is also sometimes described as flexible learning and distributed learning. (*Source: RA 10650*)
8. **Enhanced Community Quarantine²** – refers to the implementation of temporary measures imposing stringent limitations on movement and transportation of people, strict regulation of operating industries, provision of food and essential services, and heightened presence of uniformed personnel to enforce community quarantine protocols.
9. **E-Learning¹** – refers to an umbrella term for providing computer instruction (courseware) online over the public internet, private distance learning networks or in-house via an intranet. (*Source: TESDA Circular No. 104, series of 2019*)
10. **Face-to-Face Learning (F2F)¹** - an instructor-led training in a traditional classroom setting (*Source: TESDA Circular No. 104, s. 2019*)
11. **Flexible Learning¹** - the provision of a range of learning modes or methods giving learners greater choice of when, where and how they learn. (*Source: NCVER 2013, Australia*)

¹ TESDA Circular No. 62 – Guidelines in Implementing Flexible Learning in TVET

² Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines with Amendments as of July 02, 2020

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12. **General Community Quarantine²** – refers to the implementation of temporary measures limiting movement and transportation, regulation of operating industries, and presence of uniformed personnel to enforce community quarantine protocols.
13. **Health/Personal Protective Equipment (H/PPE)** – equipment worn to minimize exposure to a variety of health hazards which may include, but not limited to, hand gloves, face mask, hand shields, etc.
14. **Learning Outcomes** - clear statements of what a learner can be expected to know, understand and/or do as a result of a learning experience. (*Source: IRR of RA No. 10968*)
15. **New Normal²** - refers to the emerging behaviors, situations, and minimum public health standards that will be institutionalized in common or routine practices and remain even after the pandemic while the disease is not totally eradicated through means such as widespread immunization. These include actions that will become second nature to the general public as well as policies such as bans on large gatherings that will continue to remain in force.
16. **Nominal Duration** - refers to estimated learning hours, which indicate the time for an average person to achieve the learning outcomes of the units of competency, inclusive of classroom contact time laboratory/field work/practicum and other methods of study/assignments as defined in the Training Regulation (TR)
17. **Online Enrolment System** - a system that allows students to register/enroll through the internet without travelling to the campus.
18. **Online Learning** - a learning delivery mode where learning generally takes place outside the classroom using primarily or entirely the internet - connected computer or mobile device to deliver the TVET program.
19. **Online Payment** - refers to the money that is exchanged electronically which involves the use of computer networks, the internet and digital stored values systems.
20. **Social Distancing/Social Distance** - minimize close interactions with other people to help limit the spread of the COVID-19 virus.
21. **Technical Vocational Institution (TVI)** – refers to an institution whether public or private offering TVET registered program (s). This shall include TESDA Technology Institutions, Private Technical Vocational Institutes, Higher Education Institutions (HEIs), State Universities and College (SUC), Local Colleges and Universities (LCUs), Training Centers, and enterprises.
22. **TESDA Online Program (TOP)** ¹- is an open educational resource that aims to make technical education more accessible to Filipino citizens through the use of information and communication technologies. TOP provides an effective and efficient way to deliver technical education and skills development services to a broader audience/wide range of users/all learners at a lesser cost. (*Source: eTESDA*)
23. **Training Plan¹** - a document which details the program/course outline through which a TVET program will be implemented which includes the training delivery modality, the learning outcomes, contents,

¹ TESDA Circular No. 62 – Guidelines in Implementing Flexible Learning in TVET

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and learning resources, among others. This shall serve as reference in implementing, monitoring, and evaluating the delivery of the TVET program.

24. **Training Portfolio**¹ – an organized collection of materials providing evidence of the competencies that were acquired through experience instead of formal learning. (*Source: 2019 TVET Glossary of Terms*)

IV. Programs Covered

These guidelines shall cover all programs being implemented under TESDA Circular No. 011, s. of 2020 with subject Omnibus Guidelines to TESDA Scholarship Programs. Accordingly, this shall cover programs disrupted during the community quarantine in March 2020 and all other programs and project proposals to be implemented according to approved QMs.

V. Implementation Mechanics

1. All procedures and activities involved in the implementation of scholarship programs shall strictly adhere to the protocols stipulated in TESDA Circular No. 62, series of 2020, on the Guidelines in Implementing Flexible Learning in TVET and TESDA Circular No. 66-A, series of 2020, on the TVET Arrangements Towards the New Normal as approved by the IATF-EID;
2. There shall be no containment policy for learners enrolling in training programs implemented through the Full-Online Delivery Mode;
3. All TESDA Scholarship Programs must have Regional, Provincial, and Individual Qualification Maps in accordance to the template under the New Normal (Annex A);
4. The posting of available scholarship slots shall be made available in the TESDA official website, regional/provincial websites, social media pages, or in conspicuous areas in each concerned TESDA Regional and Provincial Offices;
5. Participating TVIs must publicly post the scholarship slots granted to them in conspicuous area and in the TVET implementor's website or social media pages. Participating TVIs shall also post a TESDA-prescribed signage informing the public that the TVI is a partner of TESDA in implementing TESDA Scholarship Programs;
6. In the conduct of training, all participating institutions may adopt any of the flexible delivery modes covered in TESDA Circular No. 62, series of 2020, for their registered TVET program. All TVIs which intend to participate in the TESDA Scholarship Programs through the flexible delivery modes should specifically submit the following:
 - a. Letter of intent to add/shift the delivery mode to either Blended Learning, Distance Learning, Online Learning, or combination of Distance Learning and Face-to-Face Learning;
 - b. A certified true copy of the Certificate of TVET Program Registration (CTPR) of the registered TVET program;
 - c. Updated Competency-Based Curriculum indicating the learning modes to be used;
 - d. List and profile of the Trainers who will handle the TVET program. The profile of the Trainer must reflect that they have the competency to deliver the TVET program using the preferred flexible delivery mode/s; and
 - e. Training Plan which serves as reference in implementing, monitoring and evaluating the delivery of the TVET program.

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7. For learners in flexible delivery modes and in accordance to the guidelines covered under TESDA Circular No. 62, series of 2020, the following certificates shall form part of the Learner's Training Portfolio for assessment purposes:
 - a. Certificate of Achievement – issued to a learner for every module or unit of competency completed;
 - b. Certificate of Training – issued to a learner after completing all modules or units of competencies of the qualification-based TVET, including other institutional requirements; and,
 - c. Certificate of Completion – issued to learners for completing a TOP course and shall be recognized and given equivalent credit by the TVI (if applicable).
8. Conduct of the Training Induction Program (TIP) through Video or Online Conferencing channels shall adopt the standard format of the TIP with the addition of the following topics:
 - a. TESDA Secretary's Message to the Scholars;
 - b. Awareness and Safety Protocols on COVID - 19 Pandemic. All participating institutions may use the free courses relevant to COVID-19 Management offered in the TOP. This can also be accessed offline via downloaded presentation applications/printed modules;
 - c. Benefits from the scholarship programs of TESDA and manner of release of scholarship benefits;
 - d. Briefer on the applicable Flexible Learning Delivery Arrangement including Coverage, Duration of Training, and Progress Monitoring under the New Normal;
 - e. Responsibilities of a TESDA scholar as stipulated in the Commitment of Undertaking; and
 - f. Other requirements of the institution.
9. Competency assessment shall remain to be mandatory for Qualifications with Competency Assessment Tools in accordance with TESDA Circular No. 011, s. of 2020, on the Omnibus Guidelines for TESDA Scholarship Programs, when the normal face-to-face situation allows. The processing and issuance of National Certificates for learners who passed the competency assessment shall be done and processed online.

Portfolio Assessment shall adopt all procedures and protocols as prescribed under TESDA Circular No. 059 s., of 2020 with subject: Operating Procedure on the conduct of Portfolio Assessment."

VI. Priority Target Beneficiaries

Under the new normal, priority shall be given to special clients such as but not limited to the following:

- Overseas Filipino Workers (OFWs);
- Balik Probinsya, Bagong Pag-asa (BP2) Beneficiaries;
- E.O. 70 and E.O. 79 Target Clients;
- New Entrants and Current Enrollees of Diploma Programs;
- Workers and Trainers in need of Skills Upgrading;
- Displaced Workers due to COVID-19;
- Not in Education, Employment, or Training (NEET); and,
- TVET Trainers.

VII. Additional Scholarship Benefits

All scholars shall be entitled to Training Support Fund, allowance for Health/Personal Protective Equipment (H/PPE) and internet connection, aside from the 1-year accident insurance, free training and assessment, and starter toolkits, if applicable.

All training programs under the TESDA Scholarship Program shall adopt the New Normal Schedule of Cost

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for TESDA Scholarship Programs as per TESDA Circular No. 65, Series of 2020.

VIII. Administrative and Financial Procedures

1. Payment of Training Costs, Miscellaneous Fees, and/or Entrepreneurship Costs:

In addition to the requirements prescribed by TESDA Circular No. 011, s. 2020, the following shall be submitted if the training is conducted through flexible learning:

- a. Billing statement can initially be submitted online and shall be processed without prejudice to the submission of the original documents
- b. In lieu of the daily attendance sheet required, the following shall be submitted:
 - i. Learner's Achievement Monitoring Report duly signed by the Trainer, Training Supervisor and School Administrator of the TVI (Annex B); and,
 - ii. A Certification under Oath that the learner/scholar has completed the training issued by the TVI. (Annex C)

2. Payment of Training Support Fund/Living Allowance, Book Allowance, Instructional Materials Allowance, Cost of Workshop Uniform, and other Allowances

- a. H/PPE allowance and internet allowance shall be released to the scholars within five (5) days from the conduct of the TIP;
- b. 50% of the Training Support Fund (TSF) shall be given to the scholars within two (2) weeks from the start of training. Thereafter, the remaining TSF shall be released, if the scholar has attended 80% of the training duration;
- c. Payment of TSF shall be supported by a list of scholars duly certified by the Trainer and the School Administrator under Oath that the scholars listed are actually engaged in the training and are entitled to receive the TSF. (Annex D)
- d. TSF and all other allowances may be released to the scholar through Landbank Account, Mobile Wallets (e.g. GCash, PayMaya, etc), provided however that there is an approved Memorandum of Agreement, or may be released directly to students as provided by TESDA Circular 011, s. of 2020.

Acceptance/Receipt by the scholars of the TSF shall be supported by documentary evidence (e.g. acknowledgment receipt, trainees' signature to the payroll form, etc.) as proof of receipt of the allowances by the scholars;

- e. Continuous processing of TSF and other allowance must be prioritized by TESDA POs/DOs.

3. Payment of Learners' Accident Insurance

- a. Processing of scholar's Accident Insurance must be prioritized regardless of the learning/training delivery mode; and,
- b. Scholars must be registered for Accident Insurance not later than five (5) days prior to the commencement of training as per approved MOA with GSIS.

IX. Monitoring and Evaluation

The RDs/PDs shall exercise due diligence in the conduct of monitoring during the COVID-19 crisis to ensure that the trainings are existent and that the trainees are attending the trainings (e.g. random calls to the trainees or graduates), on top of the regular compliance audit, NISP inspection, and other applicable audits.

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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.

X. 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 shall amend TESDA Circular No. 11, Series of 2020 and all other issuances inconsistent therewith, and shall take effect as indicated.


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



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

CERTIFICATION OF COMPLETION OF TRAINING PROGRAM

I, _____ (Name) _____ of _____ (Name of TVI) _____, with _____ office address at _____ (Address) _____, after having been duly sworn to in accordance with, do herein depose and state that the attached list of learners/scholars have completed the TESDA scholarship training program. This certification is being issued to facilitate the payment of training cost, miscellaneous fees, and/or entrepreneurship cost.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20__.

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 2020.

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

CERTIFICATION ON PAYMENT OF TRAINING SUPPORT FUND

We, _____ (Name of Trainer) _____ and
_____ (Name of School Administrator) _____ of
_____ (Name of TVI) _____, with office address at
_____ (Address) _____, after having been duly sworn to in
accordance with, do herein depose and state that the attached list of learners/scholars
have engaged in the training program and are entitled to receive the Training Support
Fund (TSF).

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of
_____, 20__.

NAME OF OFFICIAL

Trainer
Name of TVI

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 2020.



Technical Education and Skills Development Authority
 FY 2020 Training for Work Scholarship Program (TWSP)
QUALIFICATION MAP (QM)



Region : _____
 Province/District : _____
 Name of TVI : _____
 TVI's Complete Address : _____
 TVI's Landline : _____

QM Number: _____
 (to be filled by TESDA Central Office using the prescribed Coding System for Approved QM)

TVI's Cellphone No.: _____

TVI's Email Address: _____

RQM 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)	Cost of Accident Insurance (PhP)	Training Support Fund/Living Allowance (PhP)	Cost of Internet Allowance (PhP)	Cost of H/PPE Allowance (PhP)	Assessment Fee (PhP)	Per Capita Cost (PhP)	Total Training Cost (PhP)	Total Cost of Accident Insurance (PhP)	Total Training Support Fund/Living Allowance (PhP)	Total Cost of Internet Allowance (PhP)	Total Cost of H/PPE Allowance (PhP)	Total Assessment Fee (PhP)		Total Amount (PhP)	Total Amount (less Insurance) (PhP)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16=10+11+12+13+14+15)	(17=10*6)	(18=11*6)	(19=12*6)	(20=13*16)	(21=14*6)	(22=15*6)	(23=17+18+19+20+21+22)	(24=23-18)	(25)	
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Prepared by: _____

Recommending Approval: _____

Approved by: _____

School Administrator _____

Regional Director _____

Director General _____

Date: _____

Date: _____

Date: _____



Technical Education and Skills Development Authority
 FY 2020 Training for Work Scholarship Program - TWSP (PAFSE)
QUALIFICATION MAP (QM)



Region: _____
 Province/District: _____
 Name of TVI: _____
 TVI's Complete Address: _____
 TVI's Landline: _____ TVI's Cellphone No.: _____

QM Number: _____
 (to be filled by TESDA Central Office using the prescribed Coding System for Approved QM)

TVI's Email Address: _____

RQM 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 &			COSTING								TOTAL AMOUNT						Remarks				
						Start	End	Date of Assessment	Training Cost (PhP)	Cost of Accident Insurance (PhP)	Training Support Fund/Living Allowance (PhP)	Cost of Internet Allowance (PhP)	Cost of H/PPE Allowance (PhP)	Entrepreneurship Fee (PhP)	Assessment Fee (PhP)	Per Capita Cost (PhP)	Total Training Cost (PhP)	Total Cost of Accident Insurance (PhP)	Total Training Support Fund/Living Allowance (PhP)	Total Cost of Internet Allowance (PhP)	Total Cost of H/PPE Allowance (PhP)	Total Entrepreneurship Fee (PhP)		Total Assessment Fee (PhP)	Total Amount (PhP)	Total Amount (less Insurance) (PhP)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17=10+11+12+13+14+15+16)	(18=10*6)	(19=11*6)	(20=12*6)	(21=13*16)	(22=14*6)	(23=15*6)	(24=16*6)	(25=18+19+20+21+22+23+24)	(26=25-19)	(27)	
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TOTAL:																	-	-	-	-	-	-	-	-	-	-	-

Prepared by: _____
 School Administrator
 Date: _____

Recommending Approval: _____
 Regional Director
 Date: _____

Approved by: _____
 Director General
 Date: _____



Technical Education and Skills Development Authority
 FY 2020 Special Training for Employment Program (STEP)
QUALIFICATION MAP (QM)



Region: _____

Province/District: _____

Name of TVI: _____

TVI's Complete Address: _____

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

QM Number: _____

(to be filled by TESDA Central Office using the prescribed Coding System for Approved QM)

TVI's Email Address: _____

RQM 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)	Cost of Accident Insurance (PhP)	Entrepreneurship Fee (PhP)	Cost of Internet Allowance (PhP)	Cost of H/PPE Allowance (PhP)	Assessment Fee (PhP)	Per Capita Cost (PhP)	Total Training Cost (PhP)	Total Training Support Fund (PhP)	Total Cost of Accident Insurance (PhP)	Total Entrepreneurship Fee (PhP)	Total Cost of Internet Allowance (PhP)	Total Cost of H/PPE Allowance (PhP)		Total Assessment Fee (PhP)	Total Amount (PhP)	Total Amount (less Insurance) (PhP)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17=10+11+12+13+14)	(18=10*6)	(19=11*6)	(20=12*6)	(21=13*6)	(22=14*6)	(23=15*6)	(24=16*6)	(25=18+19+20+21+22+23+24)	(26=25-20)	(27)
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Prepared by: _____

Recommending Approval: _____

Approved by: _____

School Administrator _____

Regional Director _____

Director General _____

Date: _____

Date: _____

Date: _____



Technical Education and Skills Development Authority
 FY 2020 RICE EXTENSION SERVICES PROGRAM (RESP)
QUALIFICATION MAP (QM)



Region: _____
 Province/Municipality: _____
 Name of Farm School: _____
 Farm School's Complete Address: _____
 Farm School's Landline: _____

QM Number: _____
 (to be filled by TESDA Central Office using the prescribed Coding System for Approved QM)

Farm School's Cellphone No.: _____

Farm School'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			COSTING								TOTAL AMOUNT						Remarks				
						Start	End	Date of Assessment	Training Cost (PhP)	Assessment Fee (PhP)	Cost of Accident Insurance (PhP)	Training Support Fund (PhP)	Cost of Internet Allowance (PhP)	Cost of H/PPE Allowance (PhP)	Entrepreneurship Fee (PhP)	Per Capita Cost (PhP)	Total Training Cost (PhP)	Total Assessment Fee (PhP)	Total Cost of Accident Insurance (PhP)	Total Training Support Fund (PhP)	Total Cost of Internet Allowance (PhP)	Total Cost of H/PPE Allowance (PhP)		Total Entrepreneurship Fee (PhP)	Total Amount (PhP)	Total Amount (less Insurance) (PhP)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17=10+11+12+13+14+15+16)	(18=10*6)	(19=11*6)	(20=12*6)	(21=13*6)	(22=14*6)	(23=15*6)	(24=16*6)	(25=18+19+20+21+22+23+24)	(26=25-20)	(27)	
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Prepared by: _____
 School Administrator
 Date: _____

Recommending Approval: _____
 Regional Director
 Date: _____

Approved by: _____
 Director General
 Date: _____

LEARNERS' ACHIEVEMENT MONITORING REPORT

Name of TVI:	Northridge Institute of Business and Technology Inc.
Program Title:	Shielded Metal Arc Welding (SMAW) NC II
Batch/Section:	3 rd
Module Title:	Repairing Welds
Schedule:	August 3-7, 2020

No.	Name of Learners (Lastname, Firstname, MI)	LO 1: Mark/locate welds defects (8 hrs.)				LO 2: Prepare tools and equipment (8 hrs.)				LO 3: Remove defects (8 hrs.)				LO 4: Perform re-welding (12 hrs.)				Institutional Assessment (16 hrs.)
		Act 1	Act 2	Act 3	Test	Act 4	Act 5	Act 6	Test	Act 7	Act 8	Act 9	Test	Act 10	Act 11	Act 12	Test	
1.	Abo, Elmer, V.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Competent
2.	Atienza, Geronimo, A.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Not yet Competent
3.	Abelardo, Moses, I.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Competent
4.	Bernardo, Richard, L.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Not yet Competent
5.	Cuenca, Nelson H.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Not yet Competent
6.	Delos Santos, Romeo, L.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Not yet Competent
7.	Cruz, Maria, D.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Competent
8.	Gonzales, Rowena, T.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Competent
9.	Gurrea, Eduardo, R.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Competent
10.	Jatico, Noel C.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Not yet Competent
11.	Justimbaste, Rowell, O.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Not yet Competent
12.	Kalaw, Pablo, A.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Competent
13.	Kawa-kawa, Ralph, E.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Not yet Competent
14.	Labrador, Venus, J.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Not yet Competent
15.	Libres, Manuel, K.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Not yet Competent
16.	Luminarez, Emmanuel. L.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Not yet Competent
17.	Manacob, Laarni, G.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Not yet Competent
18.	Macario, Lemuel, G.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Not yet Competent
19.	Nuval, Leonardo, J.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Competent
20.	Olivarez, Ireneo, U.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Competent
21.	Palmares, Mario, N.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Competent
22.	Pamaran, Henry, A.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Competent
23.	Santos, Jose, H.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Competent
24.	Tamayo, Pedro, U.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Competent
25.	Zurbano, Michael, K.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Competent

This is to certify that all entries in the above learners' achievement monitoring report are true and correct.

Prepared by:

Checked by:

Approved by:

Name of Trainer

Name of Instruction Supervisor

Name of Administrator