



TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

Caraga Region XIII
Province of Agusan del Norte



ISO 9001 : 2008 CERTIFIED

ADVISORY

No. 03 s. 2015

FOR : THE SCHOOL PRESIDENTS/ADMINISTRATORS/DIRECTORS
TVET Schools of Butuan City and Agusan del Norte

ATTENTION : THE TVET COORDINATORS

FROM : THE PROVINCIAL DIRECTOR
This Province

DATE : NOVEMBER 25, 2015

SUBJECT : NOMINATION FOR TAGSANAY AWARDS

This pertains to the Tagsanay Awards which aims at recognizing the outstanding and exemplary performance of the TVET Trainers from both public and private TVET providers. This is in relation to the World Teachers' Month celebration last October 2015.

Relative to this, we would like to request your good office to nominate **one (1) TVET trainer** in your institution who exhibited the above-mentioned performance in the delivery of technical education and skills development programs. Please send the **Portfolio** of your nominee at caraga.agusandelnorte@tesda.gov.ph, not later than **November 28, 2015**.

If you have queries, please feel free to call our office at telephone nos. (085) 342-0085 or 0998-8529744.

Please be guided accordingly.

EMMA R. DE VILLA



Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
TESDA Complex, East Service Road, South Superhighway, Taguig, Metro Manila

2015 Tagsanay Award NOMINATION FORM

Region					
Province					
Name of Institution					
Personal Data of Nominee					
Last Name				Mobile No.	
First Name				Tel. No.	
Middle Name				e-mail Address	
Home Address					
Birthdate		Birthplace			
Gender		Civil Status		If married, name of spouse	
EDUCATIONAL ATTAINMENT					
Level	Name of School/College/University			Discipline/Course/Program (for master/doctoral please specify field of specialization)	Year graduated
Secondary					
Tech Voc					
Baccalaureate					
Master					
Doctoral					
ELIGIBILITY					
Civil Service/Board/Bar/National Certificate and NTTC (TESDA)				Date Issued	License/Certificate Number
(Continue on separate sheet if necessary)					
WORK EXPERIENCE					
Occupation/Job/Position/Designation		Name of Company			Inclusive date
					from To

<small>(Continue on separate sheet if necessary)</small>			
Research/Study Undertaken			
Title	Purpose	Beneficiary	Date
List of Training Programs Attended			
Title		Sponsor	Inclusive Date
Local	Foreign		
<small>(Continue on separate sheet if necessary)</small>			
Community Extension Service			
Program/Project/Activity	Venue	Partner	Year
Membership in Professional, Civic, Community Organizations and Working Groups			
Organization/ Working Group	Inclusive Dates		

Training/ Seminar and Similar Programs Conducted

Title	Beneficiary	Inclusive Dates

Services to Community, School and Family

Program/ Project/ Activity	Beneficiary	Partner	Date

(Continue on separate sheet if necessary)

Recognition/Award Received

Title		Sponsor	Date
International	Local		

(Continue on separate sheet if necessary)

HIGHLIGHT OF ACCOMPLISHMENT AS TVET TRAINER

(Short write-up; maximum of 100 words)

PLEASE CLIP PASSPORT SIZE
 COLORED PHOTOS HERE
 (SIGNED AT THE BACK)

I declare under oath that this Nomination Form has been accomplished by us, and is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines.

I also authorize the designated personnel of TESDA Regional Office and the NITESD to verify / validate the contents stated herein. I trust that this information shall remain confidential.

Printed Name and Signature of the:

TTI Administrator

Date

TESDA Provincial Director

Date

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**

ESDA Complex, East Service Road, South Superhighway, Taguig, Metro Manila

2015 TAGSANAY AWARD**Portfolio Evaluation Sheet (150 points)**

Criteria	Documentary Evidence/s	Allotted %	Score
TOTAL		100	
A. TVET Qualification and Educational Attainment		10	
1. NTTC/s and a Doctoral degree	NTTCs and copy of Transcript of Records	10	
2. NTTC/s and Doctoral Unit/s		8	
3. NTTC/s and a Masteral degree		7	
4. NTTC/s and Masteral Unit/s		6	
5. NTTC/s Only		5	
B. Work Experience		50	
1. Teaching		20	
a. Holder of active NTTCs and has been teaching the NCs qualifications for the past 2 years	Copy of NTTCs and COPRs indicating the name of the trainer; Training load assignment; MIS Reports indicating the name of trainer, certification from TTI/TVI duly noted by the head of Institution	5	
i. 100-150 trainees		3	
ii. More than 150 trainees		5	
b. With teaching experience		4	
i. Less than 5 years	(In addition to the above) Employment contract or service record	3	
ii. Five or more years		4	
c. With at least 2 years industry experience		3	
d. Accredited Competency Assessor; conducted National Competency Assessment for the last 2 years	Copy of Accreditation Certificate/s, corresponding RWACs (for the past 2 years) with signature of Assessor	5	
i. 50-100 candidates assessed		3	
ii. More than 100 candidates assessed		5	
e. Performance Standards Rating (IPCR) at least "Very Satisfactory"		3	
2. Research		20	
a. Prepared complete CLMs for the last 3 years	copies of developed Contextual Learning Matrices (CLMs) duly noted by the head of Institution	10	
i. one whole qualification related to his/her NC		5	
ii. Plus another qualification		8	
iii. Plus at least 2 other qualifications		10	

Criteria	Documentary Evidence/s	Allotted %	Score
b. Conducted TVET-based study for the past three years (primary proponent/project leader FULL POINT; member HALF POINT)	List of studies conducted duly noted by the head of Institution; copies of studies with proof of authorship	10	
i. 1 study approved by the administrator		5	
ii. 2-3 studies approved by the administrator		8	
iii. 4 or more studies approved by the administrator		10	
3. Attendance to TVET-related trainings for the past three years	List & photocopy/ies of training certificate/s attended duly noted by the head of Institution	10	
a. Foreign		5	
i. One to Two		3	
ii. Three or more		5	
b. Local		5	
i. One to Two		3	
ii. Three or more		5	
C. Community and/or Extension Services	Lists of programs, projects and activities in the community duly noted by the head of Institution Lists and photographs of activities duly noted by the head of Institution Copy of Certificates duly noted by the head of Institution	20	
1. Involvement in programs, projects, and activities in the community for the last 5 years		10	
a. At least one		3	
b. Two or three		5	
c. Four or more		10	
2. Active involvement in any activity organized by his/her own students/trainees		5	
a. At least one		2	
b. Two or three		3	
c. Four or more		5	
3. Citations from program organizers/ producers or any authorized personnel from other organizations in the community outside the TVI/TTI		5	
a. At least one		2	
b. Two or three		3	
c. Four or more		5	
D. Leadership		15	
1. Membership for the last 5 years (professional, community or civic organizations)	Proof of membership or Certification from the affiliated organization	5	
a. At least one		2	
b. Two or three		3	
c. Four or more		5	

Criteria	Documentary Evidence/s	Allotted %	Score
2. Acted as Resource Person in Training/seminar for the last 3 years	Lists and copy of certificate of recognition as Resource Person	3	
a. One to two		2	
b. Three or more		3	
3. Membership in any TVET inter-office, inter-province Technical Working Group (TWG), Multi-Disciplinary Team (MDT), or Committee	Copy of order/memo designating as member of TWG duly certified by the head of institution	3	
a. One to two		2	
b. Three or more		3	
4. Coach/Expert to Skill Competitions for the last 5 years (whichever is higher)	Copy of a Appointment as Expert/Coach	4	
a. Provincial Level		1	
b. Regional Level		2	
c. National Level		3	
d. International Level		4	
E. Others: TVET recognitions received from a recognized awarding body/ies		5	
1. International	Copy of Certificates of Recognition	3	
a. At least one		2	
b. Two or more		3	
2. National/ Local		2	
a. One to two		1	
b. Three or more		2	