

Learning Topic 4.2: Preparing the Budget Proposal and Terms of Reference for the Multiplier Training

Capability Building Program on the Development of Training Plans for Community-Based Training Programs (CBTPs)

Overview

The **Multiplier Training** is conducted at the **regional level** to consolidate, finalize, and support the development of Community-Based Training Program (CBTP) plans and Terms of Reference (TORs) for TESDA's priority CBTVET clients. To ensure its successful implementation, the Regional CBTVET Officer must prepare a clear, realistic, and well justified budget proposal that covers all the financial and logistical requirements of the two-day, face-to-face training.

This learning topic is designed to assist regional teams in preparing a budget proposal focused on the conduct of the Multiplier Training, including meals, venue, travel support, materials, and other necessary expenses. It also outlines the cost-sharing arrangements between CBTVETO and the TESDA Regional and Provincial Offices and provides administrative guidelines on the transfer, utilization, and documentation of funds.

The topic is organized into four sections to help the Regional CBTVET Officer prepare and submit budget documents aligned with TESDA guidelines and the CBTP implementation framework:

- **4.2.1. Guide in Structuring the Multiplier Training Budget Proposal**
Provides practical steps and tips on how to structure and justify each component of the budget, including templates and cost estimates.
- **4.2.2. Parts and Components of the Multiplier Training of the Budget Proposal**
Identifies the cost items such as daily travel expenses, venue support, and logistical requirements needed for the two-day training.
- **4.2.3. Components of the Multiplier Training Terms of Reference (TOR)**
Discusses the required content of the TOR to support the approved budget and clarify roles, outputs, and deliverables.

- **4.2.4. Administrative and Financial Arrangements**

Covers fund sourcing, cost-sharing mechanisms, fund transfers, utilization, and documentation requirements, with clear roles and responsibilities for each office.

By completing this topic, the Regional CBTVET Officer will be able to develop a complete, output-based budget proposal and Terms of Reference responsive to the needs of the training and aligned with the Capability-Building Program requirements and outputs.

Learning Objectives

By the end of this topic, learners will be able to:

- Clearly understand the importance and components of the multiplier training budget proposal.
 - Align budget items with the four implementation phases of the Multiplier Training Work Plan: Preparation, Delivery, Evaluation, and Post-Training.
 - Identify and categorize costs under Human Resources, Training Materials, Logistics, and Contingency.
 - Apply cost-sharing structure among Central, Regional, and Provincial Offices.
 - Use the standard Budget Proposal Template to prepare a structured, cost-justified, and compliant budget.
 - Coordinate with other CBTVET officers in the Region and validate the proposal with finance units for funding access.
 - Prepare a realistic and output-aligned budget to support the development of 4 CBTP Training Plans, 1 Work Plan, and 1 TOR per province regarding the CBTP implementation.
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Learning Material 4.2.1:

Guide in Structuring the Multiplier Budget Proposal

Overview

This guide is intended to assist the Regional CBTVET Officer, who is responsible for preparing the Multiplier Training Work Plan and Budget Proposal, in structuring and justifying the financial requirements of the training. The budget proposal must directly align with the work plan and reflect the resource needs of each phase of the activity. It should also demonstrate compliance with the Capability-Building Program on the Development of Training Plans for Community-Based Training Programs (CBTPs) framework, ensure cost-efficiency, and support inclusive, localized implementation.

I. Purpose of the Budget Proposal

The budget proposal:

- Estimates the cost of conducting the Multiplier Training at the regional level;
- Enables planning and approval of cost-sharing arrangements between TESDA Central, Regional, and Provincial Offices;
- Ensures that logistical and administrative needs are funded in line with planned activities;
- Promotes transparency, efficiency, and accountability in managing training resources.

II. Steps in Structuring the Budget Proposal for the Multiplier Training

A. Align the Budget with the Work Plan

- Begin by reviewing the Multiplier Training Work Plan. Ensure that all major activities and expected outputs especially the development of four (4) CBTP training plans and corresponding Terms of Reference (TORs) are represented and supported in the budget.

B. Map Expenses to Each Training Phase

- Identify budget items based on the four key phases:
 - Preparation Phase: Venue coordination, reproduction of materials, orientation
 - Training Delivery Phase: Meals/snacks, venue rental, training kits, transportation
 - Evaluation Phase: Feedback forms, documentation

- Post-Training Phase: Mentoring and submission of finalized CBTP outputs

C. Organize Budget by Category

To ensure clarity and ease of review, group budget items under major categories:

Category	Description
Human Resources	Daily Travel Expenses (DTE), Honoraria, Support Staff
Training Materials	Modules, Kits, Templates, Evaluation Tools
Logistics	Food, Venue, Transport
Contingency	Reserve Funds for allowable unforeseen costs

✓Tip: Be specific in describing items. Instead of just “supplies,” specify “printed participant kits, name tags, folders,” etc. This improves transparency and justification.

D. Indicate Cost-Sharing Responsibilities

A clear delineation of budget responsibilities must be included. The cost-sharing arrangement promotes sustainability and shared accountability among TESDA offices. Below is a sample table reflecting cost-sharing arrangements for the conduct of Multiplier Training.

Cost Item	Responsible Unit	Funding Source
Meals and Training Support equivalent to 50% DTE in the region for participants and secretariat	Central Office (CBTVETO)	TESDA sa Barangay Fund
Fixed Php 10,000 Venue Subsidy	Central Office (CBTVETO)	TESDA sa Barangay Fund
Materials and Training Kits	Regional Office	MOOE
Travel/logistics of Participants	Regional and Provincial Offices	MOOE
Contingency Costs	Regional Office	MOOE

✓Tip: Coordinate early with finance staff at the Regional and Provincial Offices to confirm available funds and avoid budget gaps during implementation.

E. Use the Provided Budget Template

- Refer to the learning material annexes for a sample format. Update unit costs based on regional market rates and number of participants.

F. Justify Major Line Items

- Brief explanations should be added to clarify the purpose and computation of each line item. For example: *“Php 750 x 5 participants per province x 6 provinces x 2 days – based on DTE ceiling for Region V”*

G. Coordinate and Validate

- Prior to submission, coordinate with the regional FASD and provincial CBTVEV officers to confirm figures and local arrangements. Submit to CBTVEV for review and consolidation.

III. Tips in Budget Proposal Preparation

- A. **Be realistic:** Use recent cost data and actual participant counts.
- B. **Be output-driven:** Every budget item should directly support a training activity or deliverable.
- C. **Be transparent:** Show how funds will be used and accounted for.
- D. **Be inclusive:** Ensure support for all participants, including those from remote areas.
- E. **Review and validate:** Finalize figures with the Regional FASD and Provincial Finance and Administrative Officers before submission.

IV. Expected Output

A structured, justified budget proposal ready for submission to CBTVEV, supporting the 2-day Multiplier Training for CBTP planning and implementation.

🧠 Now that you've reviewed the Guide in Structuring the Multiplier Budget Proposal, take a moment to reflect on your past experiences in planning or managing training activities. Think about the financial and logistical challenges you may have encountered such as preparing cost estimates, coordinating resources, or justifying expenses. This reflection will help you connect the budgeting concepts and guidelines from the learning material to real-world practices that can enhance future implementation.

Reflection Activity: Applying What You've Learned

Reflect on your experience in preparing or supporting training budgets for capability-building activities.

- What challenges did you face in developing or justifying the budget?
- Based on this learning topic, what specific improvements would you apply in your future budget proposal for a multiplier training?

Instructions:

Please write your response below. Your answer should be 100–150 words.

-  Link for Reflection Activity: <https://forms.gle/Ckav8FWi3uvNA8qB8>

**End of Learning Material 4.2.1:
Guide in Structuring the Multiplier Budget Proposal**

Learning Topic 4.2: Preparing the Budget Proposal and Terms of Reference for the Multiplier Training

**Capability Building Program on the Development of Training Plans for
Community-Based Training Programs (CBTPs)**

Learning Material 4.2.2: Parts and Components of the Multiplier Training Budget Proposal

Overview

The Multiplier Training Budget Proposal outlines the financial requirements for the successful implementation of the training. It should be logically structured, clear, and aligned with the Multiplier Training Work Plan. This material identifies the essential parts of the budget proposal document and describes how budget items are grouped into major components or categories for clarity, consistency, and accountability.

This learning material is designed to assist the Regional CBTNET Officer, who is responsible for preparing both the Multiplier Training Work Plan and the corresponding budget proposal, in organizing and presenting their financial requirements systematically.

I. Key Components of the Multiplier Training Budget Proposal

The budget proposal must group expenses under the following major components, reflecting typical cost items related to the conduct of the Multiplier Training:

A. Human Resources

- Daily Travel Expense (DTE) for participants and secretariat
- Honoraria of resource persons, if applicable.

B. Training Materials

- Reproduction of CBTP templates, participant kits, forms, and IDs
- Office and training supplies (e.g., pens, folders, notepads)

C. Venue and Logistics

- Rental or use of training space, sound system, equipment
- Meals and snacks, including for secretariat

D. Travel and Accommodation

- Local transport expenses or fuel costs
- Lodging for participants and secretariat coming from distant provinces

E. Documentation

- Costs for printing certificates and evaluation tools, if needed
- Documentation or data processing support costs

F. Contingency

- Up to 10% of the total budget to cover allowable but unforeseen costs
- Must be justified in the Supporting Notes section

II. Parts of the Multiplier Training Budget Proposal

The Multiplier Training Budget Proposal must be structured in a clear, organized manner that supports planning, funding validation, and accountability. Each section should align with the Multiplier Training Work Plan and reflect actual activity requirements. The proposal must demonstrate the responsible use of funds and readiness for implementation.

Below are the essential parts of a budget proposal tailored to the needs of the Multiplier Training:

A. Header Information

This section should include:

- Title of the Activity (e.g., Multiplier Training for the Capability-Building Program on the Development of Training Plans for CBTPs)
- Venue and Date of Training
- Participating Provinces
- Prepared by: Regional CBTVE Officer
- Basis of the Proposal: Approved Multiplier Training Work Plans

B. Objectives of the Budget Proposal

- To identify and allocate necessary resources for the successful conduct of the Multiplier Training.

- To support the delivery of key outputs, including 4 CBTP training plans, 1 implementation work plan, and 1 TOR with budget proposal per province.
- To ensure resource utilization aligns with the training's scope, schedule, and expected deliverables as detailed in the Work Plan.

C. Breakdown of Budget Items

The budget proposal for the Multiplier Training must be organized by major categories, each linked to specific phases and deliverables outlined in the approved Multiplier Training Work Plan. This approach ensures transparency, consistency, and alignment between planned activities and required resources.

Below is a consolidated presentation of budget categories, sample cost items under each category, and a sample budget table to guide actual proposal development:

Category	Cost Item	Unit Cost	Quantity / Days	Total Cost (PHP)	Remarks / Aligned Phase
Human Resources	Daily Travel Expense (DTE) – Participants	Php 500/day	8 pax × 2 days	Php 8,000	Phase 2: Training Delivery
	Meals and snacks – Secretariat	Php 350/day	6 pax × 2 days	Php 4,200	Phase 2: Training Delivery
	Honoraria (if applicable)	[As allowed]	[If needed]	[Insert amount]	Based on engagement, Phase 2
Training Materials	Printed materials and kits	Php 200	8 participants	Php 1,600	Phase 1: Preparation
	CBTP templates, TOR formats, IDs	Included	Included	-	Included in kit preparation
Logistics	Venue rental	Php 10,000	1 venue	Php 10,000	Phase 1: Preparation
	Transportation – Regional	Php 1,500	4 pax (roundtrip)	Php 6,000	Phases 1 & 4: Prep and

	staff				Mentoring
	Equipment setup / multimedia	Included / Est.	[If applicable]	[Insert amount]	May be covered under venue costs
Contingency	Emergency / unforeseen expenses	Lump sum	-	Php 2,000	Up to 10% of total budget
TOTAL	-	-	-	Php 31,800	To be validated per region

 **Note:** This summary serves as a guide only. Final figures must reflect the actual needs and resources of the region, based on the Work Plan and training schedule.

D. Cost-Sharing Arrangement

This part identifies the responsible TESDA units for funding specific costs and indicates the corresponding fund sources. It is important that the budget proposal clearly reflects which line items are charged to the appropriate TESDA Offices. This ensures transparency, accountability, and effective coordination.

Below is the Cost-Sharing Arrangement applicable to the conduct of the Multiplier Training:

Cost Item	Responsible TESDA Office	Fund Source
Meals and Training Support equivalent to 50% of DTE (participants, secretariat)	TESDA Central Office (CBTVETO)	TESDA sa Barangay Fund
Venue Cost Subsidy (Php10,000)	TESDA Central Office (CBTVETO)	TESDA sa Barangay Fund
Training Materials and Kits	TESDA Regional Office	Regional Office MOOE
Transportation, Logistical Support	TESDA Regional/Provincial Offices	Regional and/or Provincial Offices MOOE
Contingency Support	TESDA Regional Offices	Regional Office MOOE

This structure promotes transparency, shared accountability, and resource optimization. Include a summary matrix showing responsibilities and fund sources.

E. Supporting Notes or Assumptions

This section provides the contextual justifications and key considerations used in preparing the Multiplier Training Budget Proposal. It ensures that the proposed costs are aligned with the objectives, scope, schedule, and outputs detailed in the Multiplier Training Work Plan.

Below are sample notes and assumptions.

- **Alignment with the Multiplier Training Work Plan**

1. The budget is structured to reflect and support the planned activities in each phase of the training **Preparation, Training Delivery, Evaluation, and Post-Training**.
2. Line items are directly tied to the **outputs** expected from each activity, such as:
 - a. Four (4) CBTP Training Plans per province
 - b. One (1) Work Plan for the CBTP implementation
 - c. Four (4) Budget Proposals
 - d. One (1) TOR for the CBTP Implementation
3. The proposed expenditures are sequenced to match the **training schedule** (e.g., July 2025) and logistical requirements (e.g., venue, meals, materials, documentation).

- **Cost Estimates and Participant Assumptions**

1. Assumes participation of four (4) Community-Based Trainers per province, plus CBTVET Officers and support staff.
2. The training is conducted face-to-face over two days, requiring meals, venue support, and logistics.
3. Transportation estimates include inter-provincial travel for trainers and support teams, where applicable.

- **Funding Sources and Cost-Sharing**

1. A cost-sharing arrangement is in place among TESDA offices:
 - a. TESDA Central Office (CBTVETO/TSB Fund) subsidizes meals and training support equivalent to 50% of Daily Travel Expenses in the Region for participants and secretariat and Php10,000 fixed venue support.
 - b. Regional Office covers training materials, logistical support, and contingency needs.

- c. Provincial Offices handle transportation, accommodation, and DTEs of their participants.

- **Budget Ceiling and Flexibility**

1. A 10% contingency is included to accommodate inflation, price variations, or unforeseen needs.
2. Budget proposals must remain within the prescribed ceilings and be validated by the Regional CBTVET Officer before submission.

- **Documentation and Accountability**

1. All budget line items should be supported by corresponding entries in the Work Plan (e.g., activity descriptions and timelines).
 2. Budget monitoring tools will be used during and after the training to ensure compliance with financial and programmatic guidelines.
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🧠 You've just explored the key parts and components of the Multiplier Training Budget Proposal, including how expenses are organized into major categories such as Human Resources, Training Materials, Logistics, and Contingency. You also reviewed how the budget must align with the Multiplier Training Work Plan to ensure transparency, accountability, and readiness for implementation at the regional level.

Self-Check Quiz: Learning Material 4.2.2 - Parts and Components of the Multiplier Training Budget Proposal

Before moving on to the Operation Sheet for Preparing the Budget Proposal for the Multiplier Training, take a few minutes to complete this **Self-Check**. This short activity will help you reflect on what you've learned, confirm your understanding of how to structure the budget, and assess your readiness to develop a compliant and output-based proposal.

Instructions:

Answer the Self-Check Quiz for Learning Material 4.2.2: Parts and Components of the Multiplier Training Budget Proposal.

-  Link for Self Check: <https://forms.gle/Z1fApXangtFEcRrk8>
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Operation Sheet: Preparing the Budget Proposal for the Multiplier Training

Before moving forward to the next learning material, take time to draft a **Budget Proposal for the Multiplier Training**. This exercise will help you consolidate your understanding of the budgeting concepts and assess your readiness to apply them in practice.

Instructions in Accomplishing the Preparation of the Budget Proposal for the Multiplier Training Operation Sheet:

1. Download or make a copy of the Operation Sheet using the link provided below..
2. Review the content of the sheet thoroughly — it outlines the key components necessary for structuring your budget proposal.
3. Complete each section based on your interpretation of the learning materials, ensuring consistency with the approved Multiplier Training Work Plan.
4. Save your completed sheet for documentation purposes.
5. Submit your draft Budget Proposal as a PDF file during the synchronous session, using the submission link provided after the discussion of 4.2.3: Components of the Multiplier Training Terms of Reference (TOR)

Instructions for Collaboration:

- **Regional CBTVET Officer:** Take the lead in consolidating and finalizing the Budget Proposal using the Operation Sheet template.
- **Provincial CBTVET Officers:** Work closely with your Regional CBTVET Officer to ensure the proposal reflects accurate financial planning, cost-sharing arrangements, and alignment with training outputs
- Ensure that your final draft reflects input and agreements from both regional and provincial levels before submission.

Download or make a copy of the Operation Sheet here:

 [Operation Sheet: Preparing Budget Proposal for the Multiplier Training](#)

**End of Learning Material 4.2.2:
Parts and Components of the Multiplier Training Budget Proposal**

Learning Topic 4.2: Preparing the Budget Proposal and Terms of Reference for the Multiplier Training

**Capability Building Program on the Development of Training Plans for
Community-Based Training Programs (CBTPs)**

Learning Material 4.2.3: Components of the Multiplier Training Terms of Reference (TOR)

Overview

This learning material introduces the key components of the Terms of Reference (TOR) for the Multiplier Training under TESDA's Capability-Building Program for the Development of Training Plans for Community-Based Training Programs (CBTPs). The TOR serves as the official guide for the conduct of the training activity and ensures that its implementation is aligned with the approved Work Plan and Budget Proposal.

Learners will be guided in understanding the structure and content of a well-prepared TOR, including roles and responsibilities, training mechanics, resource requirements, cost-sharing arrangements, and administrative processes. The material also highlights the TOR's role in ensuring accountability, proper resource use, and compliance with TESDA's financial and reporting guidelines.

By the end of this lesson, learners will be able to prepare a TOR that supports the smooth and coordinated implementation of the Multiplier Training at the provincial level.

I. Learning Objectives

By the end of this learning material, the learners will be able to:

- Explain the role of the TOR in organizing and guiding the implementation of the Multiplier Training.
- Identify the essential components of a TOR and their function in the training process.
- Describe how the TOR supports coordination, resource management, and documentation.

- Ensure the TOR is aligned with TESDA's administrative, financial, and reporting requirements.
- Draft a TOR that clearly outlines implementation arrangements based on an approved work plan and budget.

II. Key Components of the TOR

The Terms of Reference (TOR) for the Multiplier Training shall serve as the official guiding document for its implementation. It must be anchored on the approved Work Plan and Budget Proposal, ensuring consistency and alignment with the overall objectives, scope, activities, and resource requirements of the training.

The key components of the TOR include:

A. General Information

This section includes the following:

- a. Program Title: A concise name for the **Terms of Reference (TOR) for the Multiplier Training** in the designated province.
- b. Focalship: Specifies the administrative, technical, and trainer roles involved, and other relevant personnel.
- c. Region / Office: Indicates whether the program is managed at the TESDA Central Office, Regional Office, or Provincial Office level.
- d. Source of Fund: Identifies where the funding for the program will come from, e.g., MOOE (Maintenance and Other Operating Expenses), SSP (Special Support Programs), or TESDA sa Barangay Fund.
- e. Date of Implementation: Marks the fiscal year or time frame for implementing the program.

Guide: In this section, emphasize the importance of clearly identifying who is responsible for each task and the available financial resources. This ensures smooth administrative oversight and provides transparency in how the program is funded.

B. Background and Rationale

A brief overview of the program, including the context, justification, and alignment with the goals of TESDA's Capability-Building Program on the Development of Training Plans for CBTPs.

Background: A brief overview of the context, situation, or history that led to the need for the project or activity. (e.g., "TESDA, through the CBTVETO, conducted a national Capability-Building Program aimed at enhancing the competencies of regional and provincial offices in developing Community-Based Training Programs (CBTPs). As part of the strategy to cascade these efforts, a Multiplier Training is being conducted at the regional level to adapt the tools and

frameworks introduced during the national program to local implementation needs. . . “)

Rationale: The reason or justification for undertaking the project or activity. (e.g., “There is a need to equip regional Community-Based trainers with the competencies to develop training plans aligned with the needs of CBTVET clients, ensuring more inclusive and localized training delivery.”)

C. Objectives of the Multiplier Training

Specific goals and intended outcomes of the training, drawn directly from the approved work plan.

D. Scope and Coverage

Details of the training design, including duration, target participants, location, and expected deliverables, as outlined in the Work Plan.

E. Roles and Responsibilities

Clear definition of the roles of the Regional CBTVET Officer, Provincial CBTVET Officers, and support staff, based on the work plan.

F. Mechanics of Implementation

A clear description of how the Multiplier Training will be carried out, including the sequence of activities, implementation procedures, coordination protocols, and schedules, based on the approved Work Plan.

G. Budget Requirements

Breakdown of the budget consistent with the approved budget proposal, covering training costs, supplies, meals, transportation, and other logistics.

H. Monitoring, Documentation, and Feedback Mechanisms

Description of methods and approaches for monitoring, documenting, and assessing the conduct of the Multiplier Training, as outlined in the work plan.

I. Administrative and Financial Arrangements

Outlines the administrative procedures and financial responsibilities in support of the Multiplier Training.

J. Annexes and Templates

Forms and templates for the expected outputs and other documents to be used in the conduct of the Multiplier Training.

Operation Sheet: Preparing the Terms of Reference (TOR) for the Multiplier Training

Before proceeding to the next learning topic, take time to draft the Terms of Reference (TOR) for the Multiplier Training. This activity will help you define clear roles, responsibilities, and coordination mechanisms necessary for effective implementation..

Instructions in Accomplishing the TOR Operation Sheet:

1. Download or make a copy of the Operation Sheet using the link provided below..
2. Review the content of the sheet thoroughly — it contains the essential elements for outlining the TOR, including objectives, scope, roles and responsibilities, and coordination arrangements.
3. Complete each section based on your understanding of the learning materials and the approved Multiplier Training Work Plan.
4. Save your completed TOR for reference and documentation
5. Submit your draft Multiplier Training Work Plan, Budget Proposal and Terms of Reference as a PDF file during the synchronous session, using the link provided below.

Instructions for Collaboration:

- **Regional CBTVET Officer:** Lead the development and finalization of the TOR using the provided Operation Sheet template, ensuring that institutional responsibilities are clearly defined.
- **Provincial CBTVET Officers:** Collaborate closely with your Regional CBTVET Officer to identify and agree on responsibilities, deliverables, and timelines as part of the TOR.
- Ensure the final TOR reflects shared agreements and coordinated roles between regional and provincial teams prior to submission.

Download or make a copy of the Operation Sheet here:

 [Operation Sheet: Terms of Reference \(TOR\) for the Multiplier Training](#)

Submission link for all the Multiplier Training Operation Sheet here:

 Link for Submission: <https://forms.gle/zSbn8u48uFw9AXzH7>

**End of Learning Material 4.2.3:
Components of the Multiplier Training Terms of Reference (TOR)**

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Learning Topic 4.2: Preparing the Budget Proposal and Terms of Reference for the Multiplier Training

Capability Building Program on the Development of Training Plans for
Community-Based Training Programs (CBTPs)

Learning Material 4.2.4: Administrative and Financial Arrangements

Overview

This learning material outlines the administrative and financial processes necessary for the conduct of the Multiplier Training under TESDA's Capability-Building Program for the Development of Training Plans for Community-Based Training Programs (CBTPs). It details the source and allocation of funds, preparation and submission of required documents, procedures for fund transfer and utilization, and monitoring and reporting requirements. The material ensures that implementers understand and comply with TESDA's budgeting, accounting, and auditing rules throughout the implementation process.

I. Fund Source and Allocation

1. The TESDA Central Office, subject to the approval of the Secretary/Director General, shall allocate funds to TESDA Regional Offices (ROs) for the conduct of Multiplier Training.
2. The funds shall be sourced from the TESDA sa Barangay Fund and will be limited to the following funding coverage:
 - **Meals and training support, equivalent to 50% of the Daily Travel Expense (DTE)** in the region, for participants and the secretariat; and
 - **A fixed venue cost subsidy of PhP 10,000** per regionBased on this funding coverage, the CBTVET Office (CBTVETO) shall prepare the Regional Fund Allocation Schedule.
3. The Regional and Provincial Offices shall cover the remaining costs, including:
 - Travel and transportation of participants and secretariat
 - Supplies and materials
 - Additional logistics and contingency needs

II. Preparation and Submission of Terms of Reference

1. Each Regional Office shall prepare a complete Terms of Reference (TOR) for the conduct of the Multiplier Training. The TOR must be accompanied by:
 - An approved Multiplier Training Work Plan, and
 - A detailed Budget Proposal.
2. **Within five (5) working days from the completion of the Capability Building Program on the Development of CBTPs**, the RO shall submit the complete documents to CBTVETO through a memorandum addressed to the Executive Director of CBTVETO, requesting funding for the activity.

III. Transfer of Funds

1. Upon receipt of the approved TOR and supporting documents, the CBTVET Office shall review the documents and process the fund transfer by submitting the following to the Financial Management Service (FMS):
 - Memorandum for fund transfer
 - Obligation Request and Status (ORS)
 - Disbursement Voucher (DV)
2. Based on these documents, the FMS-Budget Division (BD) shall issue a Sub-Allotment Release Order (Sub-ARO) to the ROs within five (5) working days, provided all documents are complete
3. The Notice of Transfer of Allocation (NTA) shall be processed and released to the RO within seven (7) working days from receipt of the approved Sub-ARO, subject to availability of funds.

IV. Utilization of Funds and Payment of Expenses

1. All payments shall comply with the Commission on Audit (COA) Circular No. 2012-01, dated June 14, 2012, regarding supporting documentary requirements. Expenses not specifically listed in the COA Circular shall be supported using the documentary checklists of FMS-AD or FASD.
2. All procurement of goods and services must follow Republic Act No. 12009 (Government Procurement Reform Act), its Revised Implementing Rules and Regulations (IRR), and relevant Government Procurement Policy Board (GPPB) issuances.

V. Monitoring and Reporting Requirements

1. The CBTVET Office shall monitor the conduct of the Multiplier Training in all regions.

2. Within five (5) working days from the multiplier training's completion, each Regional Director, through the Regional CBTVET Officer, shall submit the following CBTP outputs per province:
 - 4 CBTP Training Plans
 - 4 Budget Proposals
 - 1 Work Plan
 - 1 Terms of Reference
 3. In addition, within thirty (30) days from the multiplier training's completion, the Regional Director shall submit the following to CBTVETO and FMS:
 - After-Activity Report with full documentation (attendance sheets, photos, session reports and highlights, etc)
 - Fund Utilization Report
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🧠 Now that you've explored the Administrative and Financial Arrangements for the Multiplier Training, take a moment to reflect on your experience in managing the operational and financial aspects of training programs. Consider the common administrative procedures, fund access challenges, or compliance issues you've encountered. This reflection will help you connect TESDA's financial policies and documentation protocols with practical strategies that can strengthen your implementation processes and ensure accountability in future activities.

Reflection Activity: Strengthening Administrative and Financial Coordination

Reflect on your experience in handling administrative or financial arrangements for training activities..

- What challenges did you face in accessing or managing training funds and complying with documentation requirements?
- Based on this learning material, what improvements would you introduce to ensure smoother fund transfer, utilization, and reporting for future Multiplier Trainings?

Instructions:

Please write your response below. Your answer should be 100–150 words.

-  Link for Reflection Activity: <https://forms.gle/wFj4NFt8c3GbWn9q9>

**End of Learning Material 4.2.4:
Administrative and Financial Arrangements**

**End of Learning Topic 4.2
Preparing the Budget Proposal for the Multiplier Training and Terms
of Reference for the Multiplier Training**