Learning Topic 4.3:
Preparing the Community-Based Training Program (CBTP) Implementation Budget Proposal and Terms of Reference (TOR)

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

Overview:

This topic focuses on one of the most critical elements of Community-Based Training Program (CBTP) implementation—preparing a comprehensive and well-structured budget proposal. A clear and realistic budget ensures that the resources needed for training activities are identified, justified, and secured, while also promoting efficiency, transparency, and accountability.

Through this self-paced session, learners will explore four major sections:

- **4.3.1 Guide in Structuring the CBTP Budget Proposal** – Explains the process of aligning budget to the work plan, mapping expenses to training phases, and organizing cost components by category.
- **4.3.2 Parts and Components of the CBTP Budget Proposal** – Describes each element of the proposal, including cost categories, justifications, training information, and cost-sharing arrangements.
- **4.3.3 Components of the CBTP Implementation Terms of Reference (TOR)** – Outlines the operational, strategic, and financial elements needed for TOR documentation.
- **4.3.4 Administrative and Financial Arrangements** – Details fund sourcing, transfers, utilization, and required reports for the CBTP implementation.

This learning topic includes interactive elements and practical tools designed to assist Provincial CBTVET Officers in drafting Budget Proposals, along with the Terms of Reference (TOR) for the implementation of CBTPs at the provincial level.

Learning Objectives:

By the end of this discussion, learners will have the skills and confidence to:

- Identify and categorize the key cost components associated with CBTP implementation.
- Understand the essential elements that comprise a budget proposal for CBTPs.
- Recognize the critical parts of a Terms of Reference (TOR) for CBTP implementation.
- Grasp the administrative and financial arrangements involved in fund transfers, utilization, and reporting for the CBTP implementation.
- Draft a budget proposal and Terms of Reference (TOR) for CBTP implementation.

Learning Material 4.3.1: Guide in Structuring the CBTP Implementation Budget Proposal

Overview

This guide is intended to assist the Provincial CBTVET Officer, who is responsible for preparing four (4) Budget Proposals, one for every CBTP, for the provincial implementation. 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 CBTP Implementation Budget Proposal

The budget proposal:

- Estimate the cost of CBTP Implementation at the provincial level;
- Ensure 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 CBTP Implementation Budget Proposal

A. Align the Budget with the Work Plan

- Begin by reviewing the approved CBTP Implementation Work Plan, in reference to the Training Plan. Ensure that all major activities (e.g., conduct of training, assessment activities) and expected outputs (e.g., number of beneficiaries, certifications issued) are represented and supported in the budget. The budget must support the resources needed for each specific phase of the work plan.

B. Map Expenses to Each Training Phase and Assessment Phase

- Identify the necessary budget items based on the following phases:
    - **Preparation Phase**: Covers expenses for venue coordination, reproduction of materials, CBTVET convergence ecosystem facilitation, community orientation, and priority client profiling, mobilization meetings, and initial logistics.

- ○ **Training Delivery Phase**: Includes expenditures for training supplies and materials, trainer honoraria, venue/facilities, tools, and equipment usage, onsite monitoring, and other required logistics.
- ○ **Assessment Phase**: Accounts for assessor's fees, assessment supplies and materials, venue/facilities, tools, and equipment usage, documentation and certification-related costs.
- ○ **Post-Training Phase**: Encompasses mentoring, evaluation, submission of required reports, post-training support activities, and follow-up monitoring of learners.

✅**Guide:** Be sure to account for utility costs like electricity, water, and other operational expenses, as they can add up, particularly if the venue charges separately. For transportation, using local suppliers and coordinating travel for trainers and participants can help minimize expenses. Additionally, always confirm whether utility costs are included in the venue rental or will be billed separately to avoid unexpected charges.

C. Organize Budget by Category

- Structure the budget using major categories to ensure clarity and comprehensiveness. *Refer to the CBTP Training, as discussed in Learning Topic 3, for the list of tools*, materials, and equipment (TEM) needed for the training. All budget items relevant to the conduct of the CBTP must be grouped under major categories.

The table below presents sample budget items grouped into major categories.

Category	Description/Budget Items Included
Human Resources	Costs for trainers and support staff including honoraria and Daily Travel Expenses (DTE)/allowances, if applicable.
Training Materials	Consumables and non-consumables as indicated in the Training Resources Table of the CBTP Training Plan
Tools and Equipment	Costs for usage, rental, or procurement of training tools and equipment essential to the CBTP being delivered, as indicated in the Training Resources Table of the CBTP Training Plan
Logistics	Expenses for transportation, meals, and accommodation of trainers, and movement of materials, tools, and equipment, if applicable
Utilities/Facilities	Costs for electricity, water, venue/facility rental, and maintenance
Contingency	Buffer for unexpected expenses (5–10% of the total budget)

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 and partners. *Below is a sample table reflecting cost-sharing arrangements for the CBTP Implementation.*

Cost Item	Description	Responsible Office	Funding Source
Training Venue	Use of City Hall as training venue	LGU	LGU counterpart
Trainer Honoraria	Compensation for trainers (not a TESDA employee) delivering the CBTP	Provincial Office/ PTC Implementer	TESDA sa Barangay Fund
Training Materials	Consumables and non-consumablesI (e.g., ingredients, handouts, learning tools, workbooks)	Provincial Office/ PTC Implementer	TESDA sa Barangay Fund
Transportation (Trainers)	Fare or vehicle rental for trainer mobility	Provincial Office/ PTC Implementer	TESDA sa Barangay Fund
Tools and Equipment Usage	Rental or depreciation of training tools and equipment	Provincial Office/ PTC Implementer	TESDA sa Barangay Fund
Meals and Snacks	Meals/snacks for participants and training personnel	LGU / Provincial Office	LGU counterpart
Transportation (Participants)	Support for learners' travel to/from training site LGU / Partner	LGU / Provincial Office	LGU / Partner CSOs counterpart
Assessment Costs	Assessor fee, materials, and certification expenses	Provincial Office/ PTC Implementer	TESDA sa Barangay Fund

Contingency (5–10%)	Reserved funds for price changes or emergency costs	Provincial Office/ PTC Implementer	TESDA sa Barangay Fund

✅**Tip:** Provincial CBTVET Officer to coordinate early with the finance unit of the Provincial Office 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. The template will help ensure consistency in the way costs are documented and presented. Update unit costs based on regional market rates and the estimated number of participants.

F. Coordinate and Validate

- Before submission, the Provincial CBTVET Officers will coordinate with their PO's finance unit and the PTCs that will implement the CBTP in their respective provinces to confirm the figures and local arrangements. Submit the finalized budget proposal to the Regional Office for review and consolidation.

End of Learning Material 4.3.1 Guide in Structuring the CBTP Budget Proposal

Learning Topic 4.3:
Preparing the Community-Based Training Program (CBTP) Implementation Budget Proposal and Terms of Reference (TOR)

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

Learning Material 4.3.2:
Parts and Components of a CBTP Implementation Budget Proposal

Overview

A CBTP Implementation Budget Proposal serves as the financial framework for successfully implementing the Community-Based Training Program (CBTP). This learning material will guide the Provincial CBTVET Officers in preparing a comprehensive and organized budget proposal, ensuring that all essential components of the program are covered and aligned with the CBTP Implementation Work Plan. The proposal must be structured to reflect both operational needs and resource utilization, ensuring cost-efficiency, accountability, and sustainability in the management of funds.

This learning material outlines the essential elements that make up a complete CBTP Implementation Budget Proposal. Each part should correspond to key information and planning outputs from learning sessions 1 to 3 and must reflect the strategic, operational, and financial considerations for implementation.

I. Key Components of the CBTP Implementation Budget Proposal

The budget proposal must group expenses under the following major components, reflecting typical cost items related to CBTP Implementation:

A. Human Resources
- Daily Travel Expense (DTE) of trainers
- 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 CBTP Implementation Budget Proposal

The CBTP Implementation Budget Proposal must be structured in a clear, organized manner that supports planning, funding validation, and accountability. Each section should align with the CBTP Implementation 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 CBTP:

A. HEADER INFORMATION

This section establishes the identity and reference details of the CBTP Implementation

Field	Description
Program Title	Specific title of the CBTP (e.g., “Cookery NC II for Solo Parents in Brgy. X”) as indicated in the training plan
Regional/Provincial Office	Region and Province where the CBTP will be implemented
TTI	Provincial Training Center that will implement the CBTP
Duration	Total number of training days and inclusive calendar dates as indicated in the training plan
Location	Barangay/Municipality/Training Venue

Funding Source	TESDA sa Barangay Fund / LGU/Counterpart / Partner Counterpart

B. OBJECTIVES OF THE BUDGET PROPOSAL

This section articulates the intent of the CBTP budget in relation to its training goals.

Example Objectives:

- To provide adequate and cost-efficient resources for the conduct of the CBTP on *[insert qualification]*.
- To ensure that necessary training inputs such as tools, materials, trainer services, and venue are fully supported.
- To enable delivery of quality-assured training programs that meet community needs and TESDA standards.
- To implement the CBTP efficiently, with cost-sharing and collaboration among TESDA and local partners.

C. BREAKDOWN OF BUDGET ITEMS

The budget proposal for the CBTP implementation must be organized by major categories, each linked to specific phases and deliverables outlined in the approved CBTP Implementation 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 / Duration	Total Cost (₱)	Remarks / Phase
Human Resources	Trainer Honoraria	1,000/day	20 days	20,000	Training Delivery Phase

	Support Staff (Admin, Documentation)	500/day	20 days	10,000	Preparation / Training Phase
Training Materials	Ingredients and Consumables	50/pax/day	25 pax × 20 days	25,000	Training Delivery Phase
	Learning Materials / Templates	300/pax	25 pax	7,500	Preparation Phase
Tools & Equipment	Tool Usage / Rental / Depreciation	100/pax	25 pax	2,500	Preparation / Training Phase
Logistics	Transport of Trainers & Materials	1,500/trip	4 trips	6,000	All Phases
Assessment Costs	Assessor Fees and Certification Expenses	1,000/pax	25 pax	25,000	Assessment Phase
Utilities / Facilities	Electricity and Water	Lump sum	–	2,000	All Phases
	Venue Rental (if not in-kind)	1,000/day	20 days	20,000	All Phases
Monitoring, Reporting & Evaluation	M&E Tools, Reports, Documentation, Certificates	Lump sum	–	3,000	Evaluation Phase
Contingency	Unforeseen Expenses (approx. 6.8%)	–	–	10,000	All Phases
TOTAL				**₱131,000**	

💡**Note:** *This summary serves as a guide only. Final figures must reflect the actual needs and resources for the conduct of the CBTP, based on the Training Plan and Work Plan.*

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.Clarify who will fund which items to ensure transparency and partnership commitment.

Other NGAs, LGUs, partner industries, and other stakeholders can also provide shares in the CBTP implementation depending on their partnership engagement and convergence commitment.

Below is the Cost-Sharing Arrangement that may be adopted in the implementation of the CBTP :

Cost Item	Estimated Cost (₱)	TESDA sa Barangay Fund	RO/PO MOOE	LGU / Other Partner
Trainer Honoraria	20,000	20,000	–	–
Support Staff	10,000	–	10,000	–
Ingredients and Consumables	25,000	25,000	–	–
Learning Materials / Templates	7,500	–	7,500	–
Tools & Equipment Usage	2,500	2,500	–	–
Transportation (Trainers & Supplies)	6,000	–	–	6,000
Assessment Costs	25,000	25,000	–	–
Electricity and Water	2,000	–	–	2,000
Venue Rental (if not in-kind)	20,000	–	–	20,000
Monitoring, Reporting & Evaluation	3,000	–	3,000	–
Contingency	10,000	10,000	–	–
TOTAL	**₱131,000**	**₱60,000**	**₱20,500**	**₱49,000**

💡 ***Note:*** *Amounts are illustrative. Adjust based on final local budget estimates and confirmed partner commitments.*

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

E. SUPPORTING NOTES OR ASSUMPTIONS

The following notes, as applicable, may be adopted to support the CBTP Implementation Budget Proposal:

1. **Basis of Unit Costs**
   - Derived from prevailing local market rates, recent procurement data, or TESDA financial guidelines.
   - Honoraria and allowances follow TESDA's DTE (Daily Travel Expenses) and honorarium policy.
2. **Number of Participants and Training Duration**
   - Estimates are based on a standard batch size of 25 participants and a 20-day training schedule.
3. **Phase Alignment of Costs**
   - Budget items are mapped to corresponding phases: Preparation, Training Delivery, Assessment, and Post-Training.
4. **Use of Existing TESDA Resources**
   - Available tools, equipment, and facilities at PTCs are assumed to be utilized where possible to minimize additional cost.
5. **LGU Counterpart Commitments**
   - Venue, electricity, water, and some logistics support may be provided in-kind by the LGU or barangay.
6. **Contingency Allocation**

- A 5–10% allocation is reserved for emergency or unforeseen expenses across all implementation phases.

7. **Monitoring, Reporting, and Evaluation Provisions**

    - The budget includes minimal costs for tools, documentation, printing of certificates, and evaluation-related activities.

8. **Cost-Sharing Responsibilities**

    - Funding is distributed across TESDA sa Barangay Fund, TESDA MOOE, and LGU or partner agency support, as reflected in the Cost-Sharing Table.

9. **Financial and Procurement Compliance**

    - All expenses are subject to Republic Act No. 12009 (Revised Government Procurement Act) and COA Circular No. 2012-01.

    - Disbursements must follow FMS-AD/FASD checklists and documentary requirements.

End of Learning Material 4.3.2 Parts and Components of the CBTP Budget Proposal

Learning Topic 4.3:
Preparing the Community-Based Training Program (CBTP) Implementation Budget Proposal and Terms of Reference (TOR)

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

Learning Material 4.3.3: Components of the CBTP Implementation Terms of Reference (TOR)

The CBTP Implementation Terms of Reference (TOR) serves as a comprehensive operational blueprint for the rollout of Community-Based Training Programs (CBTPs). It outlines the key elements necessary for effective execution by answering the “who,” “what,” “where,” “when,” and “how” of the program. It complements the CBTP Implementation Budget Proposal by translating financial plans into actionable directives that align with TESDA’s goals for inclusive, community-driven TVET.

This TOR is intended to guide TESDA Central, Regional, and Provincial Offices—including Provincial Training Centers (PTCs) and CBTVET focal persons—in organizing and managing CBTPs with clarity, transparency, and alignment to the Community-Based TVET Framework. It ensures that responsibilities are clearly assigned, timelines are realistic, and support systems are in place to deliver high-quality, relevant training at the grassroots level.

The TOR is organized into ten (10) main sections, each addressing a critical aspect of implementation:

- **General Information** – Identifies the program, implementers, and fund sources.
- **Background and Rationale** – Explains the local context and justification for the training.
- **Objectives** – States the intended outcomes of the CBTP.
- **Scope and Coverage** – Defines the geographic and demographic reach of the program.
- **Roles and Responsibilities of TESDA Offices** – Specifies duties and accountabilities at all levels.
- **Mechanics of Implementation** – Describes the step-by-step process of program rollout.

- **Budget Requirements** – Outlines financial needs, itemized costs, and funding arrangements.
- **Monitoring, Reporting, and Evaluation** – Details the systems for tracking and assessing progress.
- **Administrative and Financial Arrangements** – Covers fund management, procurement, and documentation.
- **Annexes and Templates** – Provides standardized forms and references to support consistent implementation.

Through this learning material, CBTVET Officers are expected to apply the TOR format in preparing, implementing, and reporting on CBTPs, ensuring that the programs are not only responsive to unique needs of communities but also managed according to TESDA's quality and governance standards.

I. General Information

Include the following basic details:

- Program Title: Concise name of the CBTP implementation (e.g., Community-Based Training Programs for CBTVET Clients in Taguig City)
- Focalship: Specify key personnel involved (e.g., Provincial CBTVET Officer)
- Region / Provincial Office: Indicate the Provincial Office that manages the Implementation
- Source of Fund: Identify fund sources (e.g., TESDA sa Barangay Fund, Regional/Provincial MOOE, LGU counterpart)
- Date of Implementation: Specific fiscal year and indicative timeline of the activity.

✅ ***Guide:*** *Ensure accurate identification of all participating TESDA offices and the applicable fund sources to facilitate coordination and accountability.*

II. Background and Rationale

This section explains the local context and reason for implementing the CBTP:

- **Background:** Reference the community's socioeconomic situation, training needs, and CBTVET framework.
- **Program Justification:** Describe the importance of the training intervention based on labor demand, client profiling, and strategic direction.

✅ *Guide: Draw insights from SWOT analysis and Learning Session 1 to support the rationale.*

III. Objectives

Present both general and specific objectives:

- **General Objective:** Broad developmental goal of the CBTP.
- **Specific Objectives:** Precise outcomes related to skills acquisition, certification, and community impact.

✅ *Guide: Clearly align with the goals of community-based skills development and the expected results of training implementation.*

IV. Scope and Coverage

Define the program's reach and focus:

- **Geographic Coverage:** Barangays, municipalities, or provinces covered.
- **Target Clients:** Indicate client groups such as women, OSYs, IPs, returning OFWs, or farmers.
- **CBTPs:** Specify the skills programs to be delivered (e.g., CBTP for Barangay Health Workers).
- **Duration:** Training duration in days or hours, including assessment, for each CBTP.

✅ *Guide: Ensure that the training content and modality respond to the target client group's needs and constraints.*

V. Roles and Responsibilities of TESDA Offices

Outline the duties of each TESDA unit and relevant partners:

- **TESDA Central Office:** Oversight, policy guidance, and inter-agency coordination.
- **TESDA Regional Office:** Budget supervision, monitoring, and technical support.
- **TESDA Provincial Office / PTCs:** Coordination with LGUs and other stakeholders, training implementation, documentation, and submission of reports.
- **Partner LGUs and Organizations:** Provision of venue, in-kind support, and community mobilization.

✅ *Guide: Detail accountability across offices to streamline coordination and implementation.*

VI. Mechanics of Implementation

This section provides a step-by-step outline of how the CBTP will be operationalized, from preparatory activities to training delivery, ensuring alignment with the approved CBTP Work Plan and active collaboration among stakeholders.

Below is a CBTP implementation mechanics sample organized into four key phases:

Phase 1: Planning and Coordination *(Weeks 1–2)*

- Identification of target clients
- Establishment of the CBTVET Convergence Ecosystem
- Identification and validation of training programs
- Preparation of training plans and budget proposals
- Profiling of beneficiaries
- Endorsement of beneficiaries and sites

Phase 2: Training Delivery *(Weeks 3–7)*

- Orientation of beneficiaries and partners
- Finalization of daily training schedules
- Conduct of skills training based on approved training plans and schedules.

Phase 3: Assessment and Certification ***(Week 7)***

- **Coordination with assessment centers and assessors.**
- **Administration of competency assessments.**
- **Issuance of NC or other certifications.**

Phase 4: Post-Training (Week 8)

- Monitoring of graduate outcomes (e.g., employment, entrepreneurship)
- Submission of narrative, financial, and evaluation reports
- Consolidation of documentation for liquidation and auditing
- Identification of lessons learned and good practices

✅ *Ensure that all phases are synchronized with the approved CBTP Work Plan, budget proposal, and reporting timelines.*

VII. Budget Requirements

This section summarizes the financial requirements necessary to implement the CBTP, based on the approved CBTP Implementation Budget Proposal (discussed in Learning Material 4.3.2).

A. Summary of Budget Categories

The CBTP budget covers all key resource needs across phases of implementation. Major categories include:

Budget Category	Cost Items	Phase of Use
Human Resources	Trainer honoraria, support staff allowances	Training, Assessment
Training Materials	Ingredients, consumables, learning materials, learner kits	Preparation, Training
Tools and Equipment	Usage fees, depreciation, or rental of tools/equipment	Preparation, Training
Logistics	Transportation of trainers/supplies, meals/snacks of trainees and staff	All Phases
Utilities/Facilities	Venue rental, electricity, water	All Phases
Assessment Costs	Assessor fees, assessment materials, certification expenses	Assessment Phase
Monitoring & Reporting	M&E tools, documentation forms, printing of certificates	Post-Training Phase
Contingency	Buffer for unforeseen costs (5–10% of subtotal)	Cross-cutting

For full item breakdown, refer to the CBTP Budget Proposals.

✅ *Each cost item should correspond with activities and deliverables in the CBTP Implementation Work Plan.*

Note: CBTVET Officers must read Learning Material 4.3.2 to guide them in preparing the budget proposal.

B. Funding Support and Cost-Sharing Arrangement

Funding support for the CBTP implementation is primarily sourced from TESDA—through the TESDA sa Barangay Fund and/or the agency's Maintenance and Other Operating Expenses (MOOE)—as well as from partner Local Government Units (LGUs) and other stakeholders, following an agreed-upon cost-sharing arrangement.

Provincial CBTVET Officers are encouraged to include in this section a Summary Table of Cost-Sharing Arrangements, and to make reference to the detailed matrix of cost provided in the approved Budget Proposals corresponding to the CBTPs covered under this TOR.

Below is a sample Summary of Cost-Sharing Arrangements that may be adopted in the CBTP Implementation. The detailed cost-sharing matrix is found in the approved budget proposals.

Funding Source	**Estimated Contribution (₱)**	**Scope of Expenses Covered**
TESDA sa Barangay Fund	₱84,000	Trainer honoraria, training materials, contingency
TESDA RO/PO MOOE	₱6,000	Monitoring, reporting, and evaluation tools
LGU (in-kind or financial)	₱41,000	Venue/utilities, transportation, meals/snacks
Total Estimated Cost	₱131,000	

Key Notes on this Cost-sharing Arrangement sample:

- *TESDA funds cover the bulk of direct training costs and quality assurance.*
- *LGUs contribute through venue provision, logistical support, and meal subsidies.*
- *Shared items such as meals and transportation may be co-funded depending on local agreements.*
- *Actual contributions may vary by province and are subject to formal confirmation through the TOR and budget approval process.*

C. Budget Alignment with Work Plan Phases

To ensure operational coherence and efficient resource utilization, each cost item in the CBTP Implementation Budget Proposal must be aligned with a specific phase of program implementation—namely:

- Planning and Coordination
- Training Delivery
- Assessment and Certification
- Post-Training Activities

The linkage between budget items and implementation phases should be clearly shown within the TOR. This may be done in one of the following ways:

- Through a Remarks / Phase column in the budget breakdown table, indicating the applicable phase for each cost item; or
- By including a separate table linking each major budget category to the corresponding program phase, if not yet integrated.

If the alignment is already shown within the detailed budget table, a separate linkage table is not necessary. Instead, include a short reference statement such as the following:

> *"The CBTP Implementation Budget Proposal aligns with the approved Work Plan. Each cost item is categorized and tagged according to its corresponding implementation phase (e.g., Planning and Coordination, Training Delivery, Assessment, and Post-Training). Refer to the 'Remarks / Phase' column in the detailed budget breakdown for the specific timing and usage of resources."*

This approach strengthens the connection between planning and financial management, while promoting transparency and accountability throughout implementation.

VIII. Monitoring, Reporting, and Evaluation

This section outlines how CBTP implementation progress and results will be tracked, documented, and assessed.

- **Monitoring Tools:** Utilize standardized tools to track training activities and outputs, such as daily attendance sheets, training delivery checklists, accomplishment reports, and photo documentation.
- **Reporting Schedule:** Submit narrative and financial reports based on the agreed timeline—typically weekly progress reports during training, and a consolidated post-training report within one week after program completion.
- **Evaluation Indicators:** Measure effectiveness using indicators such as the number of trainees who completed the program, certifications issued, employment or livelihood outcomes, and stakeholder feedback collected through evaluation forms or interviews.

✅ *Guide: Monitoring and evaluation must be integrated into all phases of implementation. Documentation should be results-based, consistent with the CBTP Work Plan and aligned with the requirements of TESDA and partner institutions.*

IX. Administrative and Financial Arrangements

This section outlines the procedures and standards for the efficient, accountable, and transparent management of CBTP resources:

- **Fund Transfer Procedures:** Clearly define the documentation and steps required for the release, disbursement, and liquidation of funds. Ensure fund transfers are supported by approved budget proposals, training plans, and TOR. Liquidations must be submitted within prescribed timelines using complete and validated supporting documents.

- **Procurement and Payments:** Follow standard procurement processes consistent with TESDA, COA, and RA 12009 regulations. All payments must comply with procurement thresholds, be properly documented, and made only to authorized recipients or suppliers.
- **Documentation:** Maintain complete records such as disbursement vouchers, official receipts, training-related expenditures, attendance sheets, and certification of fund use. These documents must be audit-ready and in compliance with TESDA and COA requirements.

✅*Guide: Provincial CBTVET Officers must ensure timeliness, accuracy, and transparency in all fund-related activities. Refer to Learning Material 4.3.4 for the full discussion on Administrative and Financial Arrangements.*

Note: For a more detailed discussion on resource and fund management, refer to Learning Material 4.3.4: Administrative and Financial Arrangements.

X. Annexes and Templates

Attach supporting materials to operationalize the TOR:

- Training schedule and session plans
- Roles and responsibilities matrix
- Budget proposal format and cost-sharing table
- Attendance, evaluation, and assessment forms
- Monitoring tools and liquidation templates

✅*Guide: Use annexes to standardize and streamline implementation at the field level.*

End of Learning Material 4.3.3 Components of the CBTP Implementation Terms of Reference (TOR)

Learning Topic 4.3:
Preparing the Community-Based Training Program (CBTP) Implementation Budget Proposal and Terms of Reference (TOR)

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

Learning Material 4.3.4: Administrative and Financial Arrangements

This section outlines the key processes and requirements related to the fund sourcing, disbursement, utilization, and reporting for the implementation of Community-Based Training Programs (CBTPs). It is important that all implementing units (COROPOTIs) follow the financial and administrative procedures to ensure accountability, timely implementation, and compliance with existing policies.

I. Fund Source and Allocation

1. Funds for CBTP implementation will be allocated by the TESDA Central Office (subject to approval by the Secretary/Director General) to the concerned TESDA Regional Offices. These funds will be sourced from the TESDA sa Barangay Fund.
2. The CBTVET Office (CBTVETO) will prepare the Fund Allocation Schedule, which outlines the distribution of funds across regions. This allocation is based on the implementation targets per province, with each province expected to deliver four (4) Community-Based Training Programs (CBTPs) catering to priority CBTVET clients under the four (4) clusters.
3. Each CBTP is allotted a maximum of Php 100,000, inclusive of training and assessment expenses. Provincial CBTVET Officers must ensure their proposed budgets are realistic, well-documented, and within this ceiling.
4. Provinces that demonstrate strong implementation capacity—particularly those completing CBTPs ahead of schedule or those in geographically large or underserved areas—may request additional funding. These requests must:
    - Be based on actual implementation progress.
    - Provide justified needs and cost breakdowns.
    - Show clear alignment with program objectives and regional priorities.

✅ *Guide for Provinces Requesting Additional Funding:*

- *Submit a written justification with updated work plans and expenditure reports.*

- *Show how the additional funds will expand reach or improve program quality.*
- *Highlight the province's readiness and past performance in CBTP implementation.*

📌 *A transparent and standardized process for submitting and evaluating these requests is essential, ensuring that resources are allocated fairly and in a manner that supports the overall success of the CBTPs.*

II. Preparation and Submission of TOR and Budget Proposal

1. Provincial Offices shall:
   - Prepare and submit to their Regional Office, within 5 working days from the Multiplier Training's completion, the Terms of References (TOR) for the CBTP Implementation, supported by:
     - Approved CBTP Training Plans
     - CBTP Work Plans
2. Regional Office shall:
   - Approve and consolidate all TORs, Work Plans, and Budget Proposals from provincial offices.
   - Submit the complete documents to the CBTVETO within 7 working days from the Multiplier Training's completion.
3. The submission must include a memorandum to the Executive Director of CBTVETO, indicating the total requested amount, broken down per province and per CBTVET client cluster.

   Below is a Sample Summary Table for Funding Request:

Province	**Amount**				**Total Amount**
	Cluster A	**Cluster B**	**Cluster C**	**Cluster D**	
A	Php xxx	Php xxx	Php xxx	Php xxx	Php xxx
B	Php xxx	Php xxx	Php xxx	Php xxx	Php xxx
C	Php xxx	Php xxx	Php xxx	Php xxx	Php xxx

✅***Guide:*** *Submit complete and accurate TORs, clearly specifying amounts requested per priority client. This will help CBTVETO validate and expedite funding requests.*

III. Transfer of Funds

1. The CBTVET Office will prepare and submit the following upon receipt of the approved TORs and supporting documents :
   - memorandum for the FMS requesting the fund transfer
   - obligation request and status (ORS)

    - disbursement voucher covering the amount NOT exceeding Php100,000 per CBTP
    - Copy of approved TOR
2. The FMS will:
    - Issue Sub-Allotment Release Order (Sub-ARO) within 5 working days of receiving complete documentation.
    - Process and release the Notice of Transfer of Allocation (NTA) within 7 working days.
3. The Regional Office will:
    - Transfer the funds to Provincial Offices within 3 working days from receipt.

4. The Provincial Office will:
    - Transfer the funds to the General Fund of the PTC implementers (with a complete set of accounting books) within 3 working days from receipt.
    - Manage the funds allocated for the CBTP implementation of PTC Implementers without a complete set of accounting books.

✅***Guide:*** *Avoid delays by ensuring all documents (e.g., ORS, DV, TOR) are complete and properly endorsed. Align fund transfers with activity timelines.*

IV. Utilization of Funds

For CBTPs implemented:

1. The concerned PTCs (with a complete set of accounting books); or The Provincial Office (for PTCs without a complete set of accounting books)
    - shall pay the following expenses using the funds transferred to them for the CBTP implementation in the province:

      For the training cost

      a. Honoraria of Trainer;
      b. Training Supplies, Tools, and Materials;
      c. Equipment utilization;
      d. Rental for venue/use of facilities;
      e. Fixed Obligations, like Water and Electricity; and
      f. All other costs directly involved with the conduct of the training

      For the assessment cost:

      a. Assessor's fee;
      b. Assessment Supplies, Tools, and Materials;
      c. Equipment utilization;
      d. Rental for venue/use of facilities;

e. Fixed Obligations, tike Water and Electricity; and
f. All other costs directly involved with the conduct of the assessment

OR

Standard Assessment fees, for assessments conducted by assessment centers other than the TTIs.

2. The payment of expenses shall be subject to submission of the prescribed documentary requirements as indicated in COA Circular No. 2012-01 dated June 14, 2012.
3. Expenses not covered in the COA Circular shall be supported with the prescribed documentary requirements in the FMS-AD/FASD checklists.
4. Procurement of all items shall be strictly governed by Republic Act No. 12009 dated July 20, 2024, its Revised Implementing Rules and Regulations (IRR), and other issuances of the Government Procurement Policy Board (GPPB).
5. After payment of all expenses incurred for the training and assessment, the remaining amount may be used to fund other CBT programs of the implementing Provincial Training Center/s of the province.
6. The Regional Offices shall oversee the disbursement of funds for the CBTP implementation per government accounting and auditing rules and regulations.

✅***Note:*** *All payments/disbursements of funds must comply with COA Circular No. 2012-01. Procurement activities must follow RA 12009 (2024) and GPPB guidelines.*

V. Monitoring, Reporting, and Evaluation

1. The CBTVETO oversees overall monitoring of CBTP implementation.
2. Regional and Provincial Offices shall be responsible for monitoring CBTP implementation progress and disbursing funds appropriately.
3. They shall also submit the required CBTP Implementation reports indicated in Memorandum No. 201 series 2025, such as, but not limited to the following:
    a. Monthly Report/s;
    b. Training Plans;
    c. Terminal Reports;
    d. After-Activity Reports; and
    e. Fund Utilization Reports.

4. The Regional CBTVET Officer, with the assistance of the Provincial CBTVET Officers, shall ensure submission of the required CBTP implementation reports by all Provincial Offices in the region.
5. CBTVETO personnel, together with CBTVET Officers, shall conduct onsite monitoring of CBTP implementation in every region.

✅***Guide:*** *Timely and accurate documentation is essential. Maintain organized records, use official templates, and coordinate with CBTVETO as needed. Ensure prompt submission of required reports and supporting documents to uphold accountability and compliance..*

📚Self-Check Quiz: Learning Material 4.3 on Preparing the Community-Based Training Program (CBTP) Implementation Budget Proposal and Terms of Reference (TOR)

🧠 **Now that you've gathered all the essential knowledge on structuring and allocating resources for CBTPs, it's time to test your understanding!**

📌**Instructions:**

- Take the Self-Check Quiz for Section 4.3 to assess your grasp of the material
- Ready to challenge yourself? Click the link below to begin
- Link for Self-Check Quiz: *https://forms.gle/8J4pwP4wpwY445Ym9*

Good luck, and remember, this quiz is a great way to reinforce your learning and ensure you're fully prepared for the next steps in CBTP implementation!

Congratulations!
You've completed Topic 4.3 on Preparing the Community-Based Training Program (CBTP) Implementation Budget Proposal and Terms of Reference (TOR)

Operation Sheet: Preparing the Community-Based Training Program (CBTP) Implementation Budget Proposal and Terms of Reference (TOR)

Now that you've gathered all the essential knowledge on structuring and allocating resources for CBTPs, it's time to test your understanding!

Before officially ending this learning session, take a few minutes to draft a **CBTP Implementation Budget Proposal and Terms of Reference (TOR)**. This activity will help you reflect on your learning and assess your readiness to proceed.

Please note that the **Final Budget Proposal** and **TOR** are the official outputs of the **Regional Multiplier Training**, ***this exercise is solely for your preparation***.

📌 **Instructions in Accomplishing the CBTP Budget Proposal Operation Sheet:**

1. Download or make a copy of the Operation Sheet by clicking the link below.
2. Review the worksheet carefully — it includes key components to guide your CBTP Implementation Budget Proposal and TOR preparation.
3. Complete the Budget Proposal and TOR by filling out the required fields based on your understanding of the CBTP Implementation Budget Proposal and TOR process.
4. Save your completed worksheet for your records and reference for the Regional Multiplier Work Plan.
5. Please note that the CBTP Implementation Budget Proposal and TOR are the output for the Regional Multiplier Training .

Download your Operation Sheet here:

- *Operation Sheet: Budget Proposal for the CBTP Implementation*
- *Operation Sheets: Terms of Reference Template*

End of Learning Topic 4.3: Preparing the Community-Based Training Program (CBTP) Implementation Budget Proposal and Terms of Reference (TOR)