



## BOOKKEEPING NC III

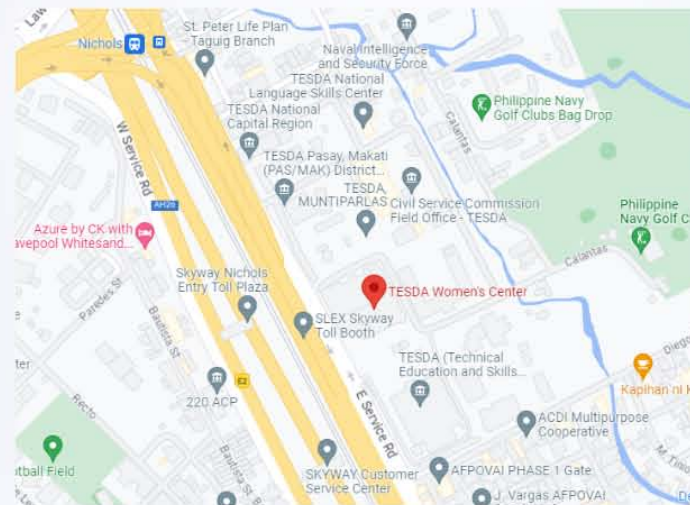
438 HOURS / 55 DAYS

## VISION

To be the leading TESDA Polytechnic Institute for Women in 2028

## MISSION

As the lead Polytechnic Institute for women's empowerment, we advocate and provide programs and services geared toward a quality-assured, inclusive, and gender-fair TVET



## CONTACT DETAILS

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**OUR ADDRESS :**  
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East Service Road, Taguig  
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## CORE COMPETENCIES

- Journalize Transactions
- Post Transactions
- Prepare Trial Balance
- Prepare Financial Reports
- Review Internal Control System

This course is designed to enhance the knowledge, skills and attitudes of trainees in Bookkeeping in accordance with industry standards. It covers core competencies such as Journalize Transactions, Post Transactions, Prepare Trial Balance, Prepare Financial Reports, Review Internal Control System



## BASIC COMPETENCIES

- Lead Workplace Communication
- Lead Small Team
- Develop and Practice Negotiation Skills
- Solve Problems Related to Work Activities
- Use Mathematical Concepts and Techniques
- Use Relevant Technology

## COMMON COMPETENCIES

- Apply Quality Standards
- Perform Computer Operations
- Maintain An Effective Relationship with Clients and Customers
- Manage Own Performance



## OPPORTUNITIES

- BE A BOOKKEEPER
- BE AN ACCOUNTING CLERK

## TRAINEE REQUIREMENTS

- CAN COMMUNICATE BOTH ORAL AND WRITTEN
- PHYSICALLY AND MENTALLY FIT
- WITH GOOD MORAL CHARACTER
- CAN PERFORM BASIC MATHEMATICAL AND COMPUTER OPERATION
- MUST HAVE AT LEAST 10 YEARS BASIC EDUCATION OR AN ALS CERTIFICATE OF ACHIEVEMENT WITH GRADE 10 EQUIVALENT HOLDE
- MUST UNDERGO TRAINABILITY EVALUATION