



# Technical Education and Skills Development Authority

CITIZEN'S CHARTER  
2025 (First Edition)



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## **I. Mandate**

The Technical Education and Skills Development Authority (TESDA) is the government agency tasked to manage and supervise technical education and skills development (TESD) in the Philippines. It was created by virtue of Republic Act 7796, otherwise known as the “Technical Education and Skills Development Act of 1994”. The said Act integrated the functions of the former National Manpower and Youth Council (NMYC), the Bureau of Technical-Vocational Education of the Department of Education, Culture and Sports (BTVE-DECS) and the Office of Apprenticeship of the Department of Labor and Employment (DOLE).

## **II. Vision**

The transformational leader in the technical education and skills development of the Filipino workforce.

## **III. Mission**

TESDA sets direction, promulgates relevant standards, and implements programs geared towards a quality-assured and inclusive technical education and skills development and certification system.

## **IV. Service Pledge**

We, the officials and employees of the Technical Education and Skills Development Authority (TESDA), voluntarily, and out of a sense of duty, do hereby make the following manifestations:

That, good governance is essential for sustainable economic and social development;  
That, good governance translates to the delivery of public services in a responsive, accountable and transparent manner by a public organization;  
That, the TESDA philosophy, methods, procedures and standards in delivering its services are contained in the TESDA Citizen’s Charter, which we have read and essentially understood.

That, in view hereof, we hereby commit to do the following:

- To know and abide by TESDA’s service standards in performing the duties and responsibilities of my/our appointive /designated position/s, wherever possible;
- To seek continual improvement of the service process/es of our service area;
- To account for the Citizen’s satisfaction/dissatisfaction in the TESDA services for which our work group is responsible;
- To attend to all clients/ customer or requesting parties who are within the premises of the office prior to the end of official working hours and during lunch break; and
- Through example, encourage others to be guided by and adhere to the service standards spelled out in the TESDA Citizen’s Charter.



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# **Central Office External Services**



## 1. Accreditation of Overseas Competency Assessment Centers

The service provided overseas involves the process of conduct of Accreditation of Overseas Competency Assessment Centers (OCACs) starting from the review and evaluation of Accreditation Application documents to the issuance of certificate of accreditation.

<b>Office or Division:</b>	Certification Office/ Competency Assessment Division/ TOTACU	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	Government to Citizen (G2C)	
<b>Who may avail:</b>	Training organizations based overseas thru MWO	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1.	Letter of Intent (1 scanned copy)	Applicant OCAC
2.	Copy of SEC Registration equivalent in the country of origin (1 scanned copy)	Applicant OCAC
3.	Business Permit or its equivalent in the country of origin (1 scanned copy)	Applicant OCAC
4.	For newly created company, paid up capital (1 scanned copy); or	Applicant OCAC
5.	For existing company, latest audited financial statement by a third party (1 scanned copy)	
6.	Fire Safety Certificate (current and valid) (1 scanned copy)	Applicant OCAC
7.	BIR Registration or its equivalent in the country of origin (1 scanned copy)	Applicant OCAC
8.	Building Lay-out/Floor Plan/Shop Lay-out (1 scanned copy)	Applicant OCAC
9.	Company Profile (1 scanned copy)	Applicant OCAC
10.	Location Map (1 scanned copy)	Applicant OCAC
11.	List of complete facilities, tools equipment and materials appropriate to the Qualification(s) applied for (1 scanned copy)	TESDA Overseas Training and Assessment Coordination Unit (TOTACU) thru MWO
12.	Organizational Structure and Staff Complement and Profile (1 scanned copy)	Applicant OCAC



13. Self-Assessment Checklist (TESDA-OP-CO-03-F03) (1 scanned copy)		TOTACU thru MWO		
14. Lease Contract/Proof of Ownership of the location/premises of the Assessment Center (1 scanned copy)		Applicant OCAC		
15. Checklist of tools, equipment, supplies and materials, and facilities (TESDA-OP-CO-03-F04) (1 scanned copy)		TOTACU thru MWO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The MWO endorses the inquiry to the TOTACU - Certification Office	1.1. Acknowledges the endorsement	None	1 Hour	<i>Processing Officer Unit Head TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>
	1.2. Provides the Applicant OCAC with the list of requirements to comply and request the Applicant OCAC to attend orientation	None	1 Hour	<i>Processing Officer Unit Head TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>
	1.3. Conducts orientation to Applicant OCAC on the following and provides the requirements for accreditation: a. Accreditation Procedures	None	2 Hours	<i>Processing Officer Unit Head TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>



	<p>b. Requirements for Accreditation</p> <p>c. List of tools, equipment and facilities for the qualification applied for</p>			
2. The Applicant submits the requirements to the MWO (forwarded the documents submitted by the Applicant)	2.1. Evaluates the submission	None	4 Hours	<i>Processing Officer Unit Head TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>
	2.2. If found compliant, informs the Applicant OCAC thru the MWO of the conduct of virtual inspection of the facility	None	4 Hours	<i>Processing Officer Unit Head TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>
3. Applicant prepares the facility	3.1. Inspects the facility using the evaluation guide and checklist of tools, equipment, supplies and materials and facility	None	2 Hours	<i>Inspection Team TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>  <i>Expert/s from TTIs/ the Qualifications and Standards Office</i>
	3.2. Submits the Inspection Report to the Executive Director of the Certification Office for review and consideration	None	1 Hour	<i>Head Inspection Team TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>



	3.3. If compliant, provides the Affidavit of Undertaking to be signed by the Applicant Overseas Assessment Center Manager	None	1 Hour	Executive Director Certification Office
4. Applicant receives the Certificate of Accreditation	4.1. Issues Certificate of Accreditation to the Accredited Overseas Competency Assessment Center upon submission of a notarized copy of Affidavit of Undertaking	None	1 Day	Executive Director Certification Office
	<b>TOTAL:</b>	None	4 Days	

## 2. Overseas TVET Program Registration

The service provided overseas involves the process of Program Registration of Overseas TVET Training Centers (OTTC) starting from the review and evaluation of Program Registration documents to the issuance of Certificate of TVET Program Registration (CTPR).

<b>Office or Division:</b>	Certification Office/ Program Registration Division/ TOTACU
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Government (G2G)/ Government to Business (G2B)
<b>Who may avail:</b>	Training organizations based overseas thru MWO
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>Corporate and Administrative</b>	Applicant OTTC
a. Application Letter (1 scanned copy)	Applicant OTTC



b. Special Law creating the institution for public institution (e.g. Republic Act, Executive Order, Migrant Workers Act, etc.) (1 scanned copy) (1 scanned copy)	Applicant OTTC
c. Securities and Exchange Commission Registration for Private institutions or its equivalent in the country of origin (1 scanned copy)	Applicant OTTC
d. Proof of Building Ownership or Contract of Lease (1 scanned copy)	Applicant OTTC
e. Current Fire Safety Certificate (1 scanned copy)	Applicant OTTC
<b>Curricular Requirements</b>	Applicant OTTC
f. Competency-based Curriculum Form No. TESDA-OP-CO-01- F04 - Competency based Curriculum (1 scanned copy)	Applicant OTTC
g. List of Equipment (1 scanned copy)	Applicant OTTC
h. List of Tools (1 scanned copy)	Applicant OTTC
i. List of Consumables/Materials (1 scanned copy)	Applicant OTTC
j. List of Instructional Materials (1 scanned copy)	Applicant OTTC
k. List of Physical Facilities (1 scanned copy)	Applicant OTTC
l. List of Trainers - Initial requirements National Certificate and TM1 Certificate or Trainers' Training Certificate (1 scanned copy)	Applicant OTTC
m. Shop layout of training facilities indicating floor area (1 scanned copy)	Applicant OTTC
n. Institutional assessment	Applicant OTTC
<b>Faculty Personnel</b>	Applicant OTTC
o. List of officials (1 scanned copy)	Applicant OTTC



p. List of non-teaching staff (1 scanned copy)		Applicant OTTC		
<b>Program Guidelines</b>		Applicant OTTC		
q. List of officials (1 scanned copy)		Applicant OTTC		
r. List of non-teaching staff (1 scanned copy)		Applicant OTTC		
<b>Support Services</b>		Applicant OTTC		
s. Health Services (1 scanned copy)		Applicant OTTC		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. The MWO endorses the inquiry to the TOTACU - Certification Office	1.1. Acknowledges the endorsement	None	1 hr	<i>Processing Officer Unit Head TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>
	1.2. Provides the Applicant OTTC with the list of requirements to comply and request to attend orientation	None	1 hr	<i>Processing Officer Unit Head TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>
	1.3. Conducts orientation to Applicant OTTC on the following and provides the requirements for overseas program registration: a. Program Registration Procedures b. Requirements for Program Registration c. List of tools, equipment and	None	2 hrs	<i>Processing Officer Unit Head TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>





	facilities for the qualification applied for			
2. The Applicant submits the requirements to the MWO (forwarded the documents submitted by the Applicant to TOTACU)	2.1. Evaluates the submission	None	1 Day	<i>Processing Officer Unit Head TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>
	2.2. If found compliant, informs the Applicant OTTC thru the MWO of the conduct of virtual inspection of the facility	None	2 hrs	<i>Processing Officer Unit Head TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>
3. Applicant prepares the facility	3.1. Inspects the facility using the evaluation guide and checklist of tools, equipment, supplies and materials and facility	None	4 hrs	<i>Inspection Team TESDA Overseas Training and Assessment Coordination Unit (TOTACU)  Expert/s from TTIs/ the Qualifications and Standards Office</i>
	3.2. Submits the Inspection Report to the Executive Director of the Certification Office for review and consideration	None	2 hrs	<i>Head Inspection Team TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>
	3.3. If compliant, prepares the letter of transmittal and CTPR	None	2 hrs	<i>Executive Director Certification Office</i>



4. Applicant receives the CTPR	4.1.4. Issues CTPR to OTTC	None	2 hrs	Executive Director Certification Office
<b>TOTAL:</b>		None	3 Days	

### 3. Assessment and Certification (Overseas Assessment Program)

The service is the conduct of Competency Assessment to OFWs overseas through various training organizations or Filipino communities. The process starts with the submission of request for assessment by the training organization or Filipino community and processing of assessment application and ends with the issuance of National Certificate (NC)/Certificate of Competency (COC)

<b>Office or Division:</b>	Certification Office – TESDA Overseas Training and Assessment Coordination Unit (CO-TOTACU)		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	Government to Citizen (G2C)		
<b>Who may avail:</b>	Overseas Filipino Workers (OFWs) thru MWO		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Duly accomplished Assessment Application Form (TESDA-OP-CO-05-F26) (1 copy)		TESDA Overseas Training and Assessment Coordination Unit (TOTACU) thru MWO	
2. Self-Assessment Guide (TESDA-OP-QSO-02-F07) (1 copy)		TOTACU thru MWO	
3. TESDA Consent Agreement Form (TESDA-DPA Form 02) (1 copy)		TOTACU thru MWO	
4. Passport size photo (3.5cm x 4.5cm with head size ranging from 27mm to 31mm, white background with collar, and with name indicated at the back) (3 original, 1 scanned)		Client	
5. Other requirements and preparation to be undertaken as may be required in the Competency Assessment Tools (CATs) (1 copy)		Client, MWO, Designated Assessment Venue	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplishes Self-Assessment Guide (SAG), Application Form and submits other requirements to MWO	None	None	None	None
2. MWO submits the list of confirmed candidates and the preferred assessment schedule to TESDA thru Certification Office	2.1. Confirms the submission and schedules virtual inspection of designated assessment venue (in case no assessment center was accredited in the post)	None	1 Day	<i>Processing Officer Head TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>
	2.2. Approves assessment schedule, assigns assessor and prepares required documents for the conduct of assessment	None	2 Days	<i>Processing Officer Head TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>
2. Arrives at the scheduled date of assessment	None	None	None	None
2.2. MWO turns-over the accomplished Application Forms to the TESDA Processing Officer	2.1. Turnovers the Assessment Package and attendance sheet to the Competency Assessor	None	2 Hours	<i>Processing Officer Head TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>  <i>Certification Office</i>
3. Undergoes assessment process	3.1 Conducts assessment in accordance with	None	6 Hours	<i>Competency Assessor Head</i>



	the TESDA promulgated CATs			TESDA Overseas Training and Assessment Coordination Unit (TOTACU)  Certification Office
	3.2 Encodes the profile of the applicant in the T2MIS	None	2 Hours	<i>Processing Officer Head</i> TESDA Overseas Training and Assessment Coordination Unit (TOTACU)  Certification Office
	3.3 After the conduct of assessment, issues the Competency Assessment Result Summary (CARS) to the candidates	None	1 Hour	<i>Designated Venue Manager</i> TESDA Overseas Training and Assessment Coordination Unit (TOTACU)  Certification Office
	3.4 Encodes assessment results in the T2MIS, assigns certificate numbers to successful candidates and generate RWAC	None	3 Hours	<i>Processing Officer Head</i> TESDA Overseas Training and Assessment Coordination Unit (TOTACU)  Certification Office
4.Presents the CARS to the designated venue manager	4.1 Checks the CARS presented	None	1 Hour	<i>Designated Venue Manager</i> TESDA Overseas Training and Assessment Coordination Unit (TOTACU)  Certification Office



	4.2 Prepares and issues NC/COC	None	1 Hour	Processing Officer Designated Venue Manager TESDA Overseas Training and Assessment Coordination Unit (TOTACU)  Certification Office
5. Receives NC/COC	None	None	None	Processing Officer Head TESDA Overseas Training and Assessment Coordination Unit (TOTACU)  Certification Office
	<b>TOTAL:</b>	None	5 Days	

#### 4. Briefing and Hosting on TESDA Programs and Services

This includes the request briefing/hosting/study visits (or courtesy call) of TVET counterparts and/or national/international stakeholders (Philippines, government agencies, Embassies, ASEAN, APEC, SEAMEO, ILO, UN agencies, other international institutions) on the Philippine TVET System.

<b>Office or Division:</b>	Planning Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government (including international government)
<b>Who may avail:</b>	- Other Government Agencies; - Private organizations; - Individuals; - International organizations/ institutions; - International TVET counterparts/ governments;
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Email request with attached letter	Client/ Requesting Agency/ Institution



(1 scanned copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send Email request / letter of request.	1. Acknowledge receipt of the letter or request/ email via email, call or formal letter	None	1 Day	<i>Technical Staff Chief TESD Specialist Foreign Relations and Project Development Division (FRPDD-PO)</i>  <i>Authorized Signatory of Letter</i>
	2. Coordinates on the schedule and requirements	None	2 Days	<i>Technical Staff Chief TESD Specialist Foreign Relations and Project Development Division (FRPDD-PO)</i>
	3. Coordinates with concerned TESDA offices	None	3 Days	<i>Technical Staff Chief TESD Specialist Foreign Relations and Project Development Division (FRPDD-PO)</i>
2. Received confirmation of hosting request through email	4. Facilitates the briefing and hosting*	None	1 Day	<i>Technical Staff Chief TESD Specialist Foreign Relations and Project Development Division (FRPDD-PO)</i>  <i>Executive Director/ Assistant Executive Director/ Deputy Director General/ Director General</i>



				<i>*the TESDA representation would depend on the level of representation of requesting party</i>
	<b>TOTAL:</b>	None	7 Days	

## 5. Briefing and Hosting with Client's Specific Requirements

This includes the request briefing/hosting/study visits (or courtesy call) of TVET counterparts and/or national/international stakeholders (Philippine government agencies, Embassies, ASEAN, APEC, SEAMEO, ILO, UN agencies, other international institutions) on the Philippine TVET System. It also includes visits to TVET institutions and other government agencies. Requesting country or institutions/stakeholders provides specific requirements for the conduct of the hosting/visit/briefing.

<b>Office or Division:</b>	Planning Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government (including international government)			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- Other Government Agencies</li> <li>- Private organizations</li> <li>- Individuals</li> <li>- International organizations/ institutions</li> <li>- International TVET counterparts/ governments</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Email request with letter		Client/ Requesting Agency/ Institution		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits letter of request	1. Acknowledges receipt of the letter or request/ email via email, call or formal letter	None	1 Day	<i>Technical Staff Chief TESD Specialist Foreign Relations and Project Development Division (FRPDD- PO)</i>



				Authorized Signatory of Letter
	2. Coordinates on the schedule and requirements	None	8 Days	<i>Technical Staff Chief TESD Specialist Foreign Relations and Project Development Division (FRPDD-PO)</i>
	3. Coordinates with concerned offices, agencies and/or institutions	None	10 Days	<i>Technical Staff Chief TESD Specialist Foreign Relations and Project Development Division (FRPDD-PO)</i>
2. Client received confirmation of the hosting request through email.	4. Facilitates the briefing and hosting*	None	1 Day	<i>Technical Staff Chief TESD Specialist Foreign Relations and Project Development Division (FRPDD-PO)</i>  <i>Executive Director/ Assistant Executive Director/ Deputy Director General/ Director General</i>  *the TESDA representation would depend on the level of representation of requesting party
	<b>TOTAL:</b>	None	20 Days	





## 6. Collection of Fees

This refers to the process of collecting money for fees and charges to do official transactions with TESDA or to avail its dormitory services.

<b>Office or Division:</b>	Cash Unit, General Services Division (GSD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business			
<b>Who may avail:</b>	Entities transacting with TESDA and individuals availing TESDA services			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Order of Payment (1 original)		Accounting Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Presents the Order of Payment and Pays the required fees to the cashier/collecting officer	1.1 Accepts payment	<u><b>Executive Room:</b></u> ₱300.00/day for walk-in/Non-Tesdans  <u><b>Aircon Room with CR</b></u> ₱250.00/day for Walk-in/Non-Tesdans  <u><b>Aircon Room with Common CR</b></u> ₱220.00/day for Walk-in/Non-Tesda	3 Minutes	<i>Cashier/ Collecting Officer Cash Unit Chief Administrative Officer General Services Division</i>
	1.2 Checks and compares the amount of cash/check received with the amount in order of payment	None	3 Minutes	<i>Cashier/ Collecting Officer Cash Unit Chief Administrative Officer General Services Division</i>



2. Secures official receipt for payment made	2. Issues Official Receipt	None	3 Minutes	Cashier/ Collecting Officer Cash Unit Chief Administrative Officer General Services Division
	<b>TOTAL:</b>	<b>Executive Room:</b> ₱300.00/day for walk-in/Non-Tesdans <b>Aircon Room with CR</b> ₱250.00/day for Walk-in/Non-Tesdans <b>Aircon Room with Common CR</b> ₱220.00/day for Walk-in/Non-Tesda	9 minutes	

## 7. Complaints Handling

The Agency processes and handles complaints filed by its customers through various communication modalities: Public Assistance and Complaint Desk (PACD), calls, registered mails, emails, and SMS. The procedure in handling complaints is in accordance with the Customer Satisfaction Management System Operating Procedures which is part of TESDA QMS.

<b>Office or Division:</b>	TESDA Central Office
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>



<p>Complaint lodged at the Public Assistance and Complaint Desk (PACD)</p> <ul style="list-style-type: none"> <li>• Duly accomplished Dulugan Form (1 original)</li> <li>• Evidence to be attached to the Dulugan Form or to be sent to contactcenter@tesda.gov.ph</li> </ul>	Public Assistance and Complaint Desk (PACD)			
<p>Complaint received through registered mails, emails and SMS shall have:</p> <ol style="list-style-type: none"> <li>1. Full name, address, &amp; contact details of complainant;</li> <li>2. Details of the acts complained of;</li> <li>3. Person(s) charged;</li> <li>4. Name of Department/ Agency of the person charged, if applicable; and</li> <li>5. Evidence of violation.</li> </ol>	Complainant			
<p>Formal complaint are complaints with a duly notarized affidavit shall have:</p> <ol style="list-style-type: none"> <li>1. Full name &amp; address of complainant;</li> <li>2. Full name &amp; address of the person complained as well as his position and office;</li> <li>3. A narration of the relevant and material facts which shows the acts or omissions allegedly committed;</li> <li>4. Certified true copy of documentary evidence and affidavits of his/her witnesses, if any; and</li> <li>5. Certification or statement of non-forum shopping. Must be signed by the party or his/her authorized representative.</li> </ol>	Complainant			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<p>1. Lodges a complaint thru the different modalities</p> <p>For customer verbal complaints; customer is encouraged to put in writing the details of complaint</p>	<p>1.1.Acknowledges the complaint</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)</p> <p><i>Chief (Information Officer V)</i> Public Information</p>



				and Assistance Division
	1.2. Assesses the complaint	None	30 Minutes	<p><i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)</p> <p><i>Chief (Information Officer V)</i> Public Information and Assistance Division</p>
	1.3. Transmits customer complaint/s	None	2 Days	<p><i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)</p> <p><i>Chief (Information Officer V)</i> Public Information and Assistance Division</p>
	1.4. Validates and acts on complaints	None	13 Days	<p><i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)</p> <p><i>Customer Satisfaction Focal Head of Office</i> Concerned Office</p> <p><i>Designated Focal Regional Director</i> Regional Office</p> <p><i>Designated Focal Provincial Director</i> Provincial Office</p>
2. Receives/ accepts action on complaint	2. Informs customer of actions taken	None	1 Day	<i>Customer Service Officer (CSO)</i>



	(depends on modality)			Public Assistance and Complaint Desk (PACD) <i>Chief (Information Officer V)</i> Public Information and Assistance Division
3. Accomplishes feedback form	3. Requests customer for feedback	None	1 Day	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD) <i>Chief (Information Officer V)</i> Public Information and Assistance Division
4. Drops feedback form on the designated feedback box/ submits online	4.1. Gathers feedback form from customer  4.2. Reports complaints in the National, Regional and Provincial Quality Management Committee meetings	None	1 Day  1 Day	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD) <i>Chief (Information Officer V)</i> Public Information and Assistance Division
	<b>TOTAL:</b>	None	19 Days, 40 Minutes	

## 8. Customer Inquiry and Feedback Through Calls

The Agency through its Hotline number receives, facilitates, assesses and provides information and other needs of the customers.

This pertains to the service addressing simple inquiries and feedback from customer calls requesting information through the Contact Center Unit (CCU).



<b>Office or Division:</b>	Public Assistance and Complaint Desk (PACD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Call the Hotline number		Customer/ Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Call the TESDA Hotline number	1.1 Receives call	None	1 Minute	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)  <i>Chief (Information Officer V)</i> Public Information and Assistance Division
	1.2 Logs Caller's name, location, inquiry in the CCU Client Log Form (Central Office)	None	1 Minute	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)  <i>Chief (Information Officer V)</i> Public Information and Assistance Division
2. Obtains the requested information/assistance from CCU	2.1 Provides action for inquiry/request	None	2 Minutes	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)  <i>Chief (Information Officer</i>



				V) Public Information and Assistance Division
	<b>TOTAL:</b>	None	<b>4 Minutes</b>	

## 9. Customer Inquiry and Feedback Thru Calls with concerned Office

This pertains to the service addressing simple inquiries and feedback from customer calls requesting information through the Contact Center Unit in coordination with the Office/units within the TESDA Central Office.

<b>Office or Division:</b>	Public Assistance and Complaint Desk (PACD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Call the Hotline number		Customer/ Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Call the TESDA Hotline number	1.1 Receives call	None	1 Minute	Customer Service Officer (CSO) Public Assistance and Complaint Desk (PACD)  Chief (Information Officer V) Public Information and Assistance Division
	1.2 Logs Caller's name, location, inquiry in the CCU Client Log Form (Central Office)	None	1 Minute	Customer Service Officer (CSO) Public Assistance and Complaint Desk (PACD)  Chief (Information Officer



				V) Public Information and Assistance Division
	1.3 Refers and provide callers with the contact information of the concerned office that will provide the assistance	None	2 Minutes	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)  <i>Chief (Information Officer V)</i> Public Information and Assistance Division
2. Calls and obtains the requested information/assistance from CCU	2.1 Provides information/ requests	None	2 Minutes	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)  <i>Chief (Information Officer V)</i> Public Information and Assistance Division
	<b>TOTAL:</b>	None	6 Minutes	

## 10. Customer Inquiry and Feedback Thru Public Assistance and Complaint Desk

The Agency through its Public Assistance and Complaint Desk (PACD) receives, facilitates, assesses and provides information and other needs of the walk-in customers.

This pertains to the service addressing simple inquiries and feedback from walk-in customers requesting information through the PACD Central Office.

<b>Office or Division:</b>	TESDA Central Office - Contact Center Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business





	G2G - Government to Government			
<b>Who may avail:</b>	All Walk-in Customers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
N/A		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Visits TESDA Central Office - Public Assistance and Complaint Desk and fills out the client logbook	1. Receives the client/ customer	None	1 Minute	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)  <i>Chief (Information Officer V)</i> Public Information and Assistance Division
	1.2 Assesses inquiry/request/s	None	3 Minutes	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)  <i>Chief (Information Officer V)</i> Public Information and Assistance Division
2. Obtain the requested information from the CSO PACD	2.1 Addresses/ provides the information on inquiry/ request	None	7 Minutes	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)  <i>Chief (Information Officer V)</i> Public Information and Assistance Division
	<b>TOTAL:</b>	None	11 Minutes	



## 11. Customer Inquiry and Feedback Thru Public Assistance and Complaint Desk with Concerned Office

This pertains to the service addressing simple inquiries and feedback from walk-in customers requesting information through the PACD Central Office in coordination with the Office/units within the TESDA Central Office.

<b>Office or Division:</b>	TESDA Central Office - Contact Center Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	All Walk-in Customers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
N/A		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Visits TESDA Central Office - Public Assistance and Complaint Desk and fills out the client logbook	1. Receives the client/ customer	None	1 Minute	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)  <i>Chief (Information Officer V)</i> Public Information and Assistance Division
	1.2 Assesses inquiry/request/s	None	3 Minutes	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)  <i>Chief (Information Officer V)</i> Public Information and Assistance Division



	1.3 Identifies the office/unit where the inquiry/request may be addressed	None	5 Minutes	Customer Service Officer (CSO) Public Assistance and Complaint Desk (PACD)  Chief (Information Officer V) Public Information and Assistance Division
	1.4 Endorses the client/ customer to the Concerned Office/ Focal Person	None	3 Minutes	Customer Service Officer (CSO) Public Assistance and Complaint Desk (PACD)  Chief (Information Officer V) Public Information and Assistance Division
	1.5 Reviews and evaluates the inquiry/request	None	15 Minutes	Focal Person Chief/Head Concerned Office
2. Obtain the requested information from the CSO PACD	2.1 Addresses/ provides the information on inquiry/ request	None	7 Minutes	Chief/ Head of Concerned Office
	<b>TOTAL:</b>	None	34 Minutes	

## 12. Customer Inquiry and Feedback Thru SMS and Electronic mails

The Agency through its Hotline electronic mail address and SMS number receives, facilitates, assesses and provides information and other needs of the customers.

This pertains to the service addressing simple inquiries and feedback from customer texts and electronic mails requesting information through the Contact Center Unit.

<b>Office or Division:</b>	Contact Center Unit
<b>Classification:</b>	Simple



<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Message sent thru e-mail (contactcenter@tesda.gov.ph) or SMS (0917-4794-370)		Customer/ Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sends email or SMS to TESDA email account and SMS number	1. Accesses the email account/SMS online facility	None	1 Minute	Customer Service Officer (CSO) Contact Center Unit  Chief (Information Officer V) Public Information and Assistance Division
2. Obtains the requested information/ assistance from CCU; or	2. Provides action for simple inquiry/ requests; or	None	5 Minutes	Customer Service Officer (CSO) Contact Center Unit  Chief (Information Officer V) Public Information and Assistance Division
	<b>TOTAL:</b>	None	6 Minutes	

### 13. Customer Inquiry and Feedback Thru SMS and Electronic mails with concerned Office

This pertains to the service addressing complex inquiries and feedback from customer texts and electronic mails requesting information through the Contact Center Unit in coordination with the office/Units within the TESDA Central Office.

<b>Office or Division:</b>	Contact Center Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen



	G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Message sent thru e-mail (contactcenter@tesda.gov.ph) or SMS (0917-4794-370)		Customer/ Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sends email or SMS to TESDA email account and SMS number	1. Accesses the email account/SMS online facility	None	1 Minute	<i>Customer Service Officer (CSO)</i> Contact Center Unit  <i>Chief (Information Officer V)</i> Public Information and Assistance Division
	1.2 Prepares the transmittal to the Concerned Office that will provide the assistance information	None	5 Minutes	<i>Customer Service Officer (CSO)</i> Contact Center Unit  <i>Chief (Information Officer V)</i> Public Information and Assistance Division
	1.3 Endorsed the transmittal to the Concerned Office/ Focal Person	None	3 Minutes	<i>Customer Service Officer (CSO)</i> Contact Center Unit  <i>Chief (Information Officer V)</i> Public Information and Assistance Division
	1.4 Reviews and evaluates the customer inquiry/request	None	15 Minutes	<i>Focal Person</i> <i>Chief/Head</i> <i>Concerned Office</i>



	1.5 Gathers factual information	None	3 Days	<i>Focal Person Chief/Head Concerned Office</i>
	1.6 Prepared response/letter for the customer/client	None	3 Days	<i>Focal Person Chief/Head Concerned Office</i>
2. Obtains the requested information/ assistance from Concerned Office	2.1 Sends response to the requested information	None	2 Minutes	<i>Focal Person Chief/Head Concerned Office</i>
	<b>TOTAL:</b>	None	6 Days, 26 Minutes	

## 14. Dormitory Service

Provide dormitory services for walk-in clients.

<b>Office or Division:</b>	General Services Division (GSD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- TESDA Trainees;</li> <li>- TESDA Graduates; and</li> <li>- Others referred by TESDAs</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Dormitory Registration Form (1 original)		Old Dormitory, Building 16		
2. Order of payment (1 original, 1 photocopy)		Accounting Division		
3. Official Receipts (1 original)		Cash Unit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquires for the availability of dormitory rooms	1.1. Checks the availability of rooms	None	1 Minute	<i>Dormitory Manager Chief Administrative Officer General Services Division (GSD)</i>



	1.2.1. Issues dormitory registration form if there is an available room; or	None	1 minute	<i>Front Desk Dormitory Manager Chief Administrative Officer General Services Division (GSD)</i>
	1.2.2. Informs client if there is no room available	None	1 minute	<i>Front Desk Dormitory Manager Chief Administrative Officer General Services Division (GSD)</i>
2. Fills up and submits Dormitory Registration Form to the Front Desk	2.1. Receives the form and checks correctness and completeness	None	1 minute	<i>Front Desk Dormitory Manager Chief Administrative Officer General Services Division (GSD)</i>
	2.2. Assigns room number and bed number		1 minute	
	2.3. Computes total cost of accommodation for Order of Payment		1 minute	
	2.4. Records dormitory registration form in the daily occupancy logbook		1 minute	
3. Secures order of payment	3.1. Issues order of payment to the client. Secures the triplicate copy to be submitted to accounting	None	1 minute	<i>Dormitory Manager Chief Administrative Officer General Services Division (GSD)</i>
	3.2. Records Order of Payment No. in the		1 minute	



	Registration Form			
4. Pays dormitory fee	4. Accepts payment and issues Official Receipt (O.R)	Executive Room PHP300 x No. of nights stayed  Aircon Room with CR PHP250 x No. of nights stayed  Aircon Room w/o CR PHP220 x No. of nights stayed	3 Minutes	<i>Cashier/ Collecting Officer Cash Unit  Chief General Services Division</i>
5. Presents the Official Receipt (O.R) to the Front Desk	5. Records the O.R. No. in the dormitory registration form	None	3 Minutes	<i>Front Desk Dormitory Manager Chief Administrative Officer General Services Division (GSD)</i>
6. Uses dormitory facilities	6. Issues key of assigned room	None	1 Minute	<i>Front Desk Dormitory Manager Chief Administrative Officer General Services Division (GSD)</i>
7. Upon check-out, surrenders key to the front desk	7.1. Records check-out time in the registration form and logs-out the client in the daily occupancy logbook	None	1 Minute	<i>Front Desk Dormitory Manager Chief Administrative Officer General Services Division (GSD)</i>





	7.2. Update room accommodation database		1 Minute	
8. Fills-up dormitory feedback form and drops in the designated box	8. Encodes the feedback every end of the month	None	1 Minute	<i>Dormitory Manager Chief Administrative Officer General Services Division (GSD)</i>
	<b>TOTAL:</b>	<b>Executive Room:</b> PHP300 x No. of nights stayed  <b>Aircon Room with CR:</b> PHP250 x No. of nights stayed  <b>Aircon Room w/o CR:</b> PHP220 x No. of nights stayed	<b>19 minutes</b>	

## 15. Filling-Up of Vacant Positions

Part of the Recruitment, Selection and Placement is the filling-up of vacant positions. It refers to the process of laying down the recruitment plan, sourcing applicants and updating the pools of applicants for a specific vacancy.

<b>Office or Division:</b>	Human Resource Management Division (HRMD)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Applicants/ Citizens qualified for government plantilla position



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Gen6eral Public				
<b>Basic Requirements</b>				
1. Letter of Application specifying the position and office applying for (1 original)		Applicant		
2. Personal Data Sheet (CSC Form No. 212, Revised 2017) (1 original)		Human Resource Management Division (HRMD), Administrative Service (AS), TESDA Central Office		
3. Eligibility (1 authenticated copy)		Civil Service Commission (CSC) / Professional Regulation Commission (PRC)		
4. Transcript of Records (1 authenticated copy)		Last School Graduated or Attended / Applicant		
5. Diploma (1 authenticated copy)		Last School Graduated or Attended / Applicant		
6. Training Certificates (1 authenticated copy for each)		Applicant		
<b>For Employees of other Government Agencies</b>				
7. IPCR for Two-Rating Period (1 original)		Employer		
8. Service Records (1 original)		Employer		
<b>For non-government Employees</b>				
7. Performance Evaluation (1 original)		Employer		
8. Certificate of Employment (1 original)		Employer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application and requirements via personal appearance/ mail or email	1.1. Receives application and requirements via personal appearance/ mail or email	None	30 Minutes	<i>Recruitment Staff/ Personnel Chief</i> Human Resource Management Division
	1.2. Checks completeness of requirements submitted	None	2 Hours	<i>Recruitment Staff/ Personnel Chief</i>



				Human Resource Management Division
	1.3. Requires applicant to submit lacking documents based on prescribed deadline	None	2 Days	<i>Recruitment Staff/ Personnel Chief</i> Human Resource Management Division
	1.4. Evaluates qualification based on submitted documents using the CSC Qualification Standards and assessment criteria for a particular position level	None	4 hours	<i>Recruitment Staff/ Personnel Chief</i> Human Resource Management Division
	1.5. Checks the veracity of supporting documents	None	2 Hours	<i>Recruitment Staff Personnel</i>  <i>Chief</i> Human Resource Management Division
2. Received Letter Reply	Send Letter Reply	None	5 Minutes	<i>Recruitment Staff Personnel</i>  <i>Chief</i> Human Resource Management Division
	<b>TOTAL:</b>	None	3 Days, 8 Hours, 35 Minutes (upon receipt of complete documents)	



			*Above cited number of working days may be extended only once for the same number of days pursuant to Rile VII, Sec. 3(b) of JMS No. 2019-001 on the IRR of RA 11032**	
<p>Note: *Applicants may opt to send applications through snail/registered mail, courier or hand carry</p> <p>***1) Prior to the lapse of the processing time the client is notified in writing of the reason for the extension and final date of release of request. 2) To serve as proof, the written notice shall be signed by the client which can be in the form of electronic or scanned signature. 3) in the event that securing a written notification and acknowledgement from the client is not feasible, other means of communication such as but not limited tom, emails and/or short message service (SMS) can be done to ensure that the client is properly notified.</p>				

## 16. Issuance of Certificate of Taxes Withheld

TESDA as a registered tax withholding agent is mandated by law to withhold taxes from payments for the purchase of goods and services and from payments of salaries of employees. Certificates of Taxes Withheld are issued by the Accounting Division to suppliers, service providers and employees as proof of taxes withheld.

<b>Office or Division:</b>	Accounting Division, FMS	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government	
<b>Who may avail:</b>	Business/government entities and individuals whose payment of services were deducted with withholding taxes	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Disbursement Vouchers/payroll		Accounting Division



(1 photocopy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements	1.1. Prepares certificate/s of tax/es withheld	None	10 Minutes	<i>Tax Remittance Officer</i> <i>Chief Accountant</i> Accounting Division
	1.2. Reviews and verifies the amount of tax/es withheld in the certificate/s	None	5 Minutes	<i>Disbursement Section Head</i> <i>Chief Accountant</i> Accounting Division
	1.3. Signs the Certificate of Tax/es Withheld	None	3 Minutes	<i>Chief Accountant</i> Accounting Division
2. Receives the Certificate/s of Tax/es Withheld	2. Releases the Certificate/s of Tax/es withheld	None	2 Minutes	<i>Releasing Officer</i> <i>Chief Accountant</i> Accounting Division
	<b>TOTAL:</b>	None	20 Minutes	

## 17. Issuance of Certification for Authentication and Verification (CAV) of National Certificate (NC)/ Certificate of Competency (CoC)

This service covers the certification, authentication and verification of NCs/COCs of certified workers. The process starts from the inquiry of the client up to the issuance of Certificate/ CAV.

<b>Office or Division:</b>	Certification Office – Competency Assessment Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	Certified Workers whose National Certificate (NC) or Certificate of Competency was awarded thru Overseas Assessment Program and One-Stop Shop Services Center (OSSC) POEA
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>Principal</b>	



1. National Certificate (NC)/ Certificate of Competency (COC) (1 original)		Client		
2. National Certificate (NC)/ Certificate of Competency (COC) (1 Certified True Copy)		Client		
<b>Representative</b>				
1. National Certificate (NC)/ Certificate of Competency (COC) (1 original)		Client		
2. Authorization Letter or Special Power of Attorney (SPA) (1 original)		Client		
3. Identification Card of the Certified Worker (2 photocopy)		Client		
4. Valid Identification Card of the Representative (1 Original Copy)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquires at the Public Assistance and Complaint Desk (PACD)	1. Please refer to the service: Customer Inquiry and Feedback thru the PACD	None	13 Minutes	<i>Customer Service Officer Public Assistance and Complaint Desk (PACD) Chief Administrative Officer Human Resources Management Division</i>
2. Submits requirements/ documents	2.1. Verifies/ Checks documents/ requirements	None	5 Minutes	<i>Personnel Chief Competency Assessment Division (CO-CAD)</i>
	2.2. Verifies the profile of client in the Online Registry of Certified Workers in the TESDA Website	None	5 Minutes	<i>Personnel Chief Competency Assessment Division (CO-CAD)</i>
	2.3. Prepares the Certification for Authentication and Verification	None	5 Minutes	<i>Personnel Chief Competency Assessment Division (CO-CAD)</i>



	(CAV) of NC/ COC			<i>Executive Director Certification Office</i>
	2.4. Signs and approves CAV of NC/ COC	None	5 Minutes	<i>Personnel Chief Competency Assessment Division (CO-CAD)  Executive Director Certification Office</i>
3. Client receives the CAV of NC/ COC	3. Issues the CAV of NC/COC	None	2 Minutes	<i>Personnel Chief Competency Assessment Division (CO-CAD)</i>
4. Signs the client's record logbook and accomplishes the Customer Satisfaction Survey Form	4. Requests the client to sign in the client's records logbook and accomplish the Customer Satisfaction Survey Form	None	2 Minutes	<i>Personnel Chief Competency Assessment Division (CO-CAD)</i>
	<b>TOTAL:</b>	None	37 Minutes	

## 18. Issuance of Certified True Copy (CTC) of National Certificate (NC) / Certificate of Competency (CoC)

This service covers the issuance of Certified True Copy (CTC) of National Certificate (NC) / Certificate of Competency (CoC) to certified workers. The process starts from the inquiry of the client and ends with the issuance of CTC.

<b>Office or Division:</b>	Certification Office – Competency Assessment Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen	
<b>Who may avail:</b>	All Certified Workers	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Principal</b>		
1. National Certificate (NC)/ Certificate of Competency (1 original, 2 photocopy)	Client	



2. Documentary Stamp (2 pieces)		Client		
<b>Representative</b>				
1. National Certificate (NC)/ Certificate of Competency (1 original, 2 photocopy)		Client		
2. Documentary Stamp (2 pieces)		Client		
3. Authorization Letter or Special Power of Attorney (SPA) (1 Original)		Client		
4. Valid Identification Card of the Representative (1 Original Copy)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquires at the Public Assistance and Complaint Desk (PACD)	1. Please refer to the service: Customer Inquiry and Feedback thru the PACD	None	13 Minutes	<i>Customer Service Officer Public Assistance and Complaint Desk (PACD) Chief Administrative Officer Human Resources Management Division</i>
2. Submits documents/ requirements	2.1. Verifies/ Checks documents/ requirements	None	2 Minutes	<i>Personnel Chief Competency Assessment Division (CO-CAD)</i>
	2.2. Verifies the profile of client in the Online Registry of Certified Workers in the TESDA Website	None	2 minutes	<i>Personnel Chief Competency Assessment Division (CO-CAD)</i>
	2.3. Requests the client to secure Order of Payment and pay the CTC fee	None	1 minute	<i>Personnel Chief Competency Assessment Division (CO-CAD)</i>
3. Secures Order of payment at the Accounting Division	3. Please refer to the service: Issuance of	None	9 Minutes	<i>Accounting Staff Chief Accountant Accounting Division</i>





	Order of Payment			
4. Pays the CTC fee at the Cash Unit	4. Please refer to the service: Collection of Fees	PHP50	9 Minutes	Cashier/ Collecting Officer Chief Administrative Officer Cash Unit
5. Proceeds to Records Section for the "Stamping" of the CTC of NC/COC	5. Stamps certified true copy on the photocopy of NC/ COC	None	5 Minutes	Head Records Section Chief Administrative Officer General Services Division
6. Returns to CO CAD for the initials of authorized personnel and dry sealing of the CTC of NC/COC	6. Certifies the photocopy of NC/COC as true copy and affixes official dry seal	None	2 Minutes	Personnel Chief Competency Assessment Division (CO-CAD)
7. Signs the client's records logbook and accomplishes the Customer Satisfaction Survey Form	7. Signs/ certifies the photocopy of NC/COC as a true copy	None	2 Minutes	Head Records Section Chief Administrative Officer General Services Division
8. Returns to the Records Section and receives the Certified True Copy of the NC/COC	7. Issues the Certified True Copy of the NC/COC	None	1 Minute	Head Records Section Chief Administrative Officer General Services Division
	<b>TOTAL:</b>	PHP50	46 Minutes	

## 19. Issuance of Comments/ Position

Request for Comments/ Position (Requires inputs from other offices) includes request for comments/ position papers from other agencies or organizations, e.g. House/Senate Bills and Resolutions; requests from NGAs (NEDA, DSWD, DOLE, DFA, DTI, DepEd, etc.), international organizations/institutions (ASEAN, APEC, SEAMEO, UNESCO for comments/inputs on plans, projects, activities, statements, declarations, positions among others.

<b>Office or Division:</b>	Legal Division
<b>Classification:</b>	Highly Technical



<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	- Other Government Agencies; - Private organizations; - International organizations/ institutions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter (1 Original Copy) / Email of Request		Client/ Requesting Office/ Organization		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits letter of request	1.1. Acknowledges the receipt of the letter-request and records it in the monitoring sheet	None	30 Minutes	<i>Legal Assistant II</i>  <i>Legal Assistant III</i> Legal Division Office of the Director General
	1.2 Evaluates the content and scope of the letter-request	None	1 day	<i>Legal Assistant II</i>  <i>Legal Assistant III</i> Legal Division Office of the Director General
	1.3 Prepares a memorandum requesting inputs/comments from other relevant offices	None	1 day	<i>Legal Assistant II</i>  <i>Legal Assistant III</i>  <i>Attorney III</i>  <i>Attorney IV</i> Legal Division Office of the Director General
	1.4 Issuance of memorandum requesting inputs/comments from the concerned offices.	None	1 day	<i>Legal Assistant II</i>  <i>Legal Assistant III</i>  <i>Attorney V</i> Legal Division Office of the Director General



	1.5 Receives the requested inputs/comments from the relevant offices.	None	30 Minutes	<i>Legal Assistant II</i>  <i>Legal Assistant III</i> Legal Division Office of the Director General
	1.6 Reviews and consolidates the inputs/comments received from other offices	None	2 days	<i>Legal Assistant II</i>  <i>Legal Assistant III</i>  <i>Attorney III</i> Legal Division Office of the Director General
	1.7 Drafts the Position Paper based on the gathered inputs/comments	None	1 day	<i>Legal Assistant II</i>  <i>Legal Assistant III</i>  <i>Attorney III</i>  <i>Attorney IV</i> Legal Division Office of the Director General
	1.8 Forwards the draft Position Paper to the Planning Office for their consideration	None	1 day	<i>Legal Assistant II</i>  <i>Legal Assistant III</i> Legal Division Office of the Director General
	1.9 Receives the finalized Position Paper from the Planning Office	None	30 Minutes	<i>Legal Assistant II</i>  <i>Legal Assistant III</i> Legal Division Office of the Director General
	1.10 Prepares the Complete Staff Work (CSW) for the Position Paper	None	1 day	<i>Legal Assistant II</i>  <i>Legal Assistant III</i> Legal Division Office of the Director General



	1.11 Transmits the CSW to the Planning Office for review and endorsement.	None	1 day	<i>Legal Assistant II</i>  <i>Legal Assistant III</i> Legal Division Office of the Director General
	1.12 Receives the signed CSW from the Planning Office	None	30 Minutes	<i>Legal Assistant II</i>  <i>Legal Assistant III</i> Legal Division Office of the Director General
	1.13 Finalizes the CSW and releases it to the Office of the Deputy Director General for Policies and Planning (ODDG-PP)	None	1 day	<i>Legal Assistant II</i>  <i>Legal Assistant III</i>  <i>Attorney III</i>  <i>Attorney V</i> Legal Division Office of the Director General
	1.16 Receives the signed CSW and Position Paper from the Office of the Director General	None	1 day	<i>Legal Assistant II</i>  <i>Legal Assistant III</i> Legal Division Office of the Director General
2. Receives requested comments/ position through letter or email	2.1 The Legal Division prepares the communication and provide the client the requested comments/ position, via email or through formal letter	None	3 Days	<i>Legal Assistant II</i>  <i>Legal Assistant III</i> Legal Division Office of the Director General  <i>Authorized Signatory</i> of the Letter
	<b>TOTAL:</b>	None	14 Days, 2 Hours	



Note: The total processing time **excludes** the duration required for obtaining comments/inputs from the concerned offices, the period allocated for the ODDG-PP's review and approval of the CSW, and the time for the approval and signing of the CSW and Position Paper of the Secretary/Director General.

## 20. Issuance of Comments/ Position with Inputs from Other Offices

Request for Comments/ Position (Requires inputs from other offices) includes request for comments/ position papers from other agencies or organizations, e.g. House/Senate Bills and Resolutions; requests from NGAs (NEDA, DSWD, DOLE, DFA, DTI, DepEd, etc.), international organizations/ institutions (ASEAN, APEC, SEAMEO, UNESCO, ILO) for comments/inputs on plans, projects, activities, statements, declarations, agreement, conventions, positions among others. There is a need to gather inputs from other offices for information that are not available with the Planning Office depending on the nature of the requests.

<b>Office or Division:</b>	Legal Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- Other Government Agencies;</li> <li>- Private organizations;</li> <li>- International organizations/ institutions</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter (1 Original Copy) / Email of Request		Client/ Requesting office/ organization/ institution		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits letter of request	1.1. Acknowledges the receipt of the letter-request and records it in the monitoring sheet	None	30 Minutes	<i>Legal Assistant II</i>  <i>Legal Assistant III</i> Legal Division Office of the Director General
	1.2 Evaluates the content and scope of the letter-request	None	1 day	<i>Legal Assistant II</i>  <i>Legal Assistant III</i>



				Legal Division Office of the Director General
	1.3 Prepares a memorandum requesting inputs/comments from other relevant offices	None	1 day	<i>Legal Assistant II</i> <i>Legal Assistant III</i> <i>Attorney III</i> <i>Attorney IV</i> Legal Division Office of the Director General
	1.4 Issuance of memorandum requesting inputs/comments from the concerned offices.	None	1 day	<i>Legal Assistant II</i> <i>Legal Assistant III</i> <i>Attorney V</i> Legal Division Office of the Director General
	1.5 Receives the requested inputs/comments from the relevant offices.	None	30 Minutes	<i>Legal Assistant II</i> <i>Legal Assistant III</i> Legal Division Office of the Director General
	1.6 Reviews and consolidates the inputs/comments received from other offices	None	2 days	<i>Legal Assistant II</i> <i>Legal Assistant III</i> <i>Attorney III</i> Legal Division Office of the Director General
	1.7 Drafts the Position Paper based on the gathered inputs/comments	None	1 day	<i>Legal Assistant II</i> <i>Legal Assistant III</i> <i>Attorney III</i> <i>Attorney IV</i> Legal Division Office of the Director General



	1.8 Forwards the draft Position Paper to the Planning Office for their consideration	None	1 day	<i>Legal Assistant II</i>  <i>Legal Assistant III</i> Legal Division Office of the Director General
	1.9 Receives the finalized Position Paper from the Planning Office	None	30 Minutes	<i>Legal Assistant II</i>  <i>Legal Assistant III</i> Legal Division Office of the Director General
	1.10 Prepares the Complete Staff Work (CSW) for the Position Paper	None	1 day	<i>Legal Assistant II</i>  <i>Legal Assistant III</i> Legal Division Office of the Director General
	1.11 Transmits the CSW to the Planning Office for review and endorsement.	None	1 day	<i>Legal Assistant II</i>  <i>Legal Assistant III</i> Legal Division Office of the Director General
	1.12 Receives the signed CSW from the Planning Office	None	30 Minutes	<i>Legal Assistant II</i>  <i>Legal Assistant III</i> Legal Division Office of the Director General
	1.13 Finalizes the CSW and releases it to the Office of the Deputy Director General for Policies and Planning (ODDG-PP)	None	1 day	<i>Legal Assistant II</i>  <i>Legal Assistant III</i>  <i>Attorney III</i>  <i>Attorney V</i> Legal Division Office of the Director General
	1.16 Receives the signed CSW and Position	None	1 day	<i>Legal Assistant II</i>  <i>Legal Assistant III</i>



	Paper from the Office of the Director General			Legal Division Office of the Director General
2. Receives requested comments/ position through letter or email	2.1 The Legal Division prepares the communication and provide the client the requested comments/ position, via email or through formal letter	None	3 Days	<i>Legal Assistant II</i> <i>Legal Assistant III</i> Legal Division Office of the Director General  <i>Authorized Signatory</i> of the Letter
	<b>TOTAL:</b>	None	15 Days, 2 Hours	

Note: The total processing time **excludes** the duration required for obtaining comments/inputs from the concerned offices, the period allocated for the ODDG-PP's review and approval of the CSW, and the time for the approval and signing of the CSW and Position Paper of the Secretary/Director General.

## 21. Issuance of Comments/ Position with Inputs from Other Offices

Request for Comments/ Position (Requires inputs from other offices) includes request for comments/ position papers from other agencies or organizations (NEDA, DSWD, DOLE, DFA, DTI, DepEd, etc.), international organizations/ institutions (ASEAN, APEC, SEAMEO, UNESCO, ILO) for comments/inputs on plans, projects, activities, statements, declarations, agreement, conventions, positions among others. There is a need to gather inputs from other offices for information that are not available with the Planning Office depending on the nature of the requests.

<b>Office or Division:</b>	Planning Office
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	- Other Government Agencies; - Private organizations; - International organizations/ institutions





CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter (1 Original Copy) / Email of Request		Client/ Requesting office/ organization/ institution		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter of request	1.1. Acknowledges the receipt of the letter of request	None	1 Day	<i>Technical Staff</i> <i>Chief TESD Specialist</i> Policy and Planning Division (PPD-PO)  <i>Chief TESD Specialist</i> Policy Research and Evaluation Division (PRED-PO)  <i>Chief TESD Specialist</i> Project Development Division (PDD-PO)  <i>Authorized Signatory of the Letter</i>
	1.2. Coordinates/ gathers inputs from concerned offices	None	10 Days	<i>Technical Staff</i> <i>Chief TESD Specialist</i> Policy and Planning Division (PPD-PO)  <i>Chief TESD Specialist</i> Policy Research and Evaluation Division (PRED-PO)  <i>Chief TESD Specialist</i> Project Development Division (PDD-PO)
	1.3. Processes the inputs gathered from	None	2 Days	<i>Technical Staff</i> <i>Chief TESD Specialist</i>



	other offices and packaged based on the request			<p>Policy and Planning Division (PPD-PO)</p> <p><i>Chief TESD Specialist</i></p> <p>Policy Research and Evaluation Division (PRED-PO)</p> <p><i>Chief TESD Specialist</i></p> <p>Project Development Division (PDD-PO)</p>
	1.4. Prepares the communication	None	1 Day	<p><i>Technical Staff</i></p> <p><i>Chief TESD Specialist</i></p> <p>Policy and Planning Division (PPD-PO)</p> <p><i>Chief TESD Specialist</i></p> <p>Policy Research and Evaluation Division (PRED-PO)</p> <p><i>Chief TESD Specialist</i></p> <p>Project Development Division (PDD-PO)</p> <p><i>Authorized Signatory of the Letter</i></p>
	1.5. Approves the communication	None	5 Days	<p><i>Technical Staff</i></p> <p><i>Chief TESD Specialist</i></p> <p>Policy and Planning Division (PPD-PO)</p> <p><i>Chief TESD Specialist</i></p> <p>Policy Research and Evaluation Division (PRED-PO)</p> <p><i>Chief TESD Specialist</i></p>



				Project Development Division (PDD-PO) <i>Authorized Signatory of the Letter</i>
2. Receives requested comments/ position through letter or email	2.1. Provides the client the requested comments/ position, via email or through formal letter	None	1 Day	<i>Technical Staff</i> <i>Chief TESD Specialist</i> Policy and Planning Division (PPD-PO) <i>Chief TESD Specialist</i> Policy Research and Evaluation Division (PRED-PO) <i>Chief TESD Specialist</i> Project Development Division (PDD-PO) <i>Authorized Signatory of the Letter</i>
	<b>TOTAL:</b>	None	20 Days	

## 22. Issuance of Data/ Statistics

This pertains to the TVET statistics/data being requested, which are available in the TVET Statistics Report developed and disseminated by the Planning Office.

<b>Office or Division:</b>	Planning Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	- Other Government Agencies; - Private organizations; - Individuals;



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter (1 Original Copy) / Email of Request		Client/ Requesting office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter of request	1.1. Acknowledges the receipt of the letter or request/ email via email, call or formal letter	None	1 Day	<i>Technical Staff Chief TESD Specialist Labor Market Information Division (PO-LMID)</i>
	1.2. Processes the data based on the request of the client	None	4 Days	<i>Technical Staff Chief TESD Specialist Labor Market Information Division (PO-LMID)</i>
2. Receives requested data	2. Prepares the communication and provide the client the requested data through formal letter or email		2 Days	<i>Technical Staff Planning Office  Director General Office of the Director General</i>
	<b>TOTAL:</b>	None	7 Days	

### 23. Issuance of Data/ Statistics with Inputs from Other Offices

This pertains to the TVET statistics/data being requested, which are not included in the TVET statistics report. This includes special requirements that will require the inputs of the concerned Office/Units.

<b>Office or Division:</b>	Planning Office
<b>Classification:</b>	Highly Technical



<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	- Other Government Agencies - Private organizations - Individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter (1 Original Copy) / Email of Request		Client/ Requesting office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits letter of request	1.1. Acknowledges the receipt of the letter or request via email, call or formal letter	None	1 Day	<i>Technical Staff Chief TESD Specialist Labor Market Information Division (PO-LMID)</i>
	1.2. Coordinates with other offices on the requested data	None	9 Days	<i>Technical Staff Chief TESD Specialist Labor Market Information Division (PO-LMID)</i>
	1.3. Processes the data based on the request of the client	None	7 Days	<i>Technical Staff Chief TESD Specialist Labor Market Information Division (PO-LMID)</i>
2. Receives requested data/ statistics	2. Prepares the communication and provide the client the requested data through formal letter or email	None	3 Days	<i>Technical Staff Labor Market Information Division (PO-LMID)  Authorized Signatory of the Letter</i>
	<b>TOTAL:</b>	None	20 Days	



## 24. Issuance of Legal Opinion

Issuance of legal opinion on various legal matters and on TESDA's policies, guidelines, procedures, programs, operational matters, laws, and rules and regulations necessary for management and project implementation.

<b>Office or Division:</b>	Legal Division, Office of the Director General			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business			
<b>Who may avail:</b>	- TESDA Clients and Public in General; and - Private Technical and Vocational Education and Training Institutions (TVIs)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter (1 Original Copy) request with the following: 1. Brief Background; 2. Other pertinent information; and 3. Other reference material		Requesting Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits request with requirements	1.1. Receives the request through e-mail, memorandum and/ or letter	None	3 Minutes	<i>Administrative Assistant III</i> <i>Legal Assistant II</i> <i>Legal Assistant III</i> Legal Division Office of the Director General
	1.2. Conducts initial assessment of request based on submitted documents	None	7 Minutes	<i>Administrative Assistant III</i> <i>Legal Assistant III</i> <i>Attorney III</i> Legal Division Office of the Director General
	1.3. Requires requester to	None	5 Minutes	<i>Administrative Assistant III</i>



	submit lacking documents or attachments based on inquiry/request			<i>Legal Assistant III</i>  <i>Attorney III</i> Legal Division Office of the Director General
	1.4. Records in the logbook the request with complete documents	None	15 Minutes	<i>Administrative Assistant III</i>  <i>Legal Assistant III</i>  Legal Division Office of the Director General
	1.5. Handling lawyer evaluates the contents and substance of the request for legal opinion and checks the veracity of supporting documents.	None	1 day	<i>Attorney III</i> <i>Attorney IV</i> Legal Division Office of the Director General
	1.7. Conducts cross-validation and reference of facts to other divisions and units, when needed	None	1 day	<i>Attorney III</i> <i>Attorney IV</i> Legal Division Office of the Director General
	1.8. Conducts legal research about the relevant laws, rules and jurisprudence based on the point of inquiry	None	2 days	<i>Attorney III</i> <i>Attorney IV</i> Legal Division Office of the Director General
	1.9. Drafts legal opinion	None	1 day	<i>Attorney III</i> <i>Attorney IV</i>



				Legal Division Office of the Director General	
	1.10	Reviews and finalizes the legal opinion	None	2 days	Attorney V Legal Division Office of the Director General
	1.11.	Submits the legal opinion to the Office of the Director General (ODG) for approval/ further instructions	None	30 Minutes	Administrative Assistant III  Legal Assistant III  Attorney V Legal Division Office of the Director General
2.	Receives legal opinion	Once approved, sends the requested legal opinion to the requester	None	5 Days	Administrative Assistant III  Legal Assistant III  Attorney V Legal Division Office of the Director General
	<b>TOTAL:</b>		None	12 Days, 1 Hour	

## 25. Issuance of Order of Payment

The issuance of Order of Payment is part of the procedures for collections and deposits through collecting officers as stated in Section 40 of the Government Accounting Manual Volume I. Prior to the collection that takes place at the cashier's office. An accounting personnel fills out the Order of Payment form stating the nature of transactions and the corresponding amount to be paid by customer/client.

<b>Office or Division:</b>	Accounting Division, FMS
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business
<b>Who may avail:</b>	Private/Government entities and individuals





CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Reservation Form (1 Original Copy) ; or		TESDA Dormitory		
2. NC/ COC ( 1 Photocopy); or		Certification Office		
3. Bid Documents; ( 1 Photocopy) or		Bid Documents – Procurement Service Division		
4. Vouchers, checks and other source documents ( 1 Photocopy)		Accounting Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the requirements	1.1. Receives the requirements as the basis for issuing order of payment  1.2. Prepare the Order of Payment indicating the amount and the Fund where payment should be credited to  1.3. Records the order of payment in the logbook	None	8 Minutes	<i>Accounting Staff Chief Accountant Accounting Division</i>
2. Receives the order of payment and signs in the logbook	2. Issues the order of payment	None	1 Minute	<i>Releasing Officer Chief Accountant Accounting Division</i>
	<b>TOTAL:</b>	None	9 Minutes	

## 26. Issuance of Service Record/ Certificate of Employment

A Service Record provides a documentary history of an employee's activities and accomplishments while serving as a government employee.



A Certificate of Employment is issued to officials, employees and job order personnel to certify that they are previously/currently employed in TESDA. It may be issued with or without annual compensation.

<b>Office or Division:</b>	Human Resource Management Division (HRMD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government			
<b>Who may avail:</b>	For Service Record: - Retired or separated/ resigned TESDA employee For Certificate of Employment: - Previous and/or Current TESDA Job Order Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
For Service Record				
1. Duly accomplished HRMD Requisition Slip (1 original)		Human Resource Management Division (HRMD)		
Certificate of Employment				
1. Duly accomplished HRMD Requisition Slip (1 original)		Human Resource Management Division (HRMD)		
2. Service Contract (1 photocopy)		Records Section – GSD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
For Service Record/ Certificate of Employment				
1. Submits requirements	1.1. Receives requirements	None	1 Minute	HRMD Staff Chief Administrative Officer Human Resource Management Division
	1.2. Updates and prints Service Record; or prepares/ prints the required Certification	None	15 minutes	HRMD Staff Chief Administrative Officer Human Resource Management Division
	1.3. Signs Service Record/ Certificate of Employment	None	1 Minute	Chief Administrative Officer



				Human Resource Management Division
2. Receives Service Records/ Certificate of Employment	2. Issues Service Record/ Certificate of Employment	None	1 minute	HRMD Staff Chief Administrative Officer Human Resource Management Division
	TOTAL:	None	18 Minutes	

## 27. Issuance of TESDA Identification Card (ID)

An Identification Card is issued to officials, employees and job order personnel, containing a picture with their complete name, employee number, address, and other pertinent information.

<b>Office or Division:</b>	Human Resource Management Division (HRMD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	For ID: - TESDA Central Office Job Order Personnel with valid contract and TESDA officials and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
For Issuance of TESDA Identification Card				
1. Duly accomplished HRMD Requisition Slip (1 original);	Human Resource Management Division (HRMD)			
2. ID Information Sheet (1 original)	Human Resource Management Division (HRMD)			
3. 1x1 ID picture (2 pieces)	Client			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
For Issuance of TESDA Identification Card (ID)				
1. Fills-out HRMD Service Requisition Slip and ID Information Sheet *Prepare supporting documents:	1.1. Receives duly accomplished and signed HRMD Requisition Slip and ID	None	1 Minute	HRMD Staff Chief Administrative Officer Human Resource Management Division



a. Authenticated Copy of Appointment b. Picture 1x1 (2 copies)	Information Sheet			
	1.2. Updates entries of information in Employees' Record	None	1 Minute	HRMD Staff Chief Administrative Officer Human Resource Management Division
	1.3. Prints ID	None	5 minutes	HRMD Staff Chief Administrative Officer Human Resource Management Division
2. Receives ID	2. Releases ID	None	1 minute	HRMD Staff Chief Administrative Officer Human Resource Management Division
	TOTAL:	None	8 Minutes	

## 28. Issuance of Special Report

Request for the submission of TESDA reports to the Office of the President, Senate, House of Representatives, Cabinet Clusters (i.e. HDPR, EDC, SDC, etc.) and private organizations. This also includes the submission of reports to oversight agencies like the DBM and NEDA. Responding to surveys and requests for Philippine TVET situationer from international agencies/organizations and partners (ASEAN, APEC, ILO, ADB, World Bank, UNESCO, etc.) are also included. Coordination/ gathering of inputs like status of accomplishment, fund disbursement, success stories, photo documentation from other offices in the Central office and even from the field offices are needed in the preparation of the TESDA report.

<b>Office or Division:</b>	Planning Office
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B - Government to Business



	G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- Other Government Agencies from the Executive and Legislative branches;</li> <li>- Private organizations;</li> <li>- International organizations;</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter (1 Original Copy) / Email of Request		Client/ Requesting office/ organization		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter of request	1.1. Acknowledges the receipt of the letter of request	None	1 Day	<i>Technical Staff</i> <i>Chief TESD Specialist</i> Policy and Planning Division (PPD-PO)  <i>Chief TESD Specialist</i> Policy Research and Evaluation Division (PRED-PO)  <i>Chief TESD Specialist</i> Project Development Division (PDD-PO)  <i>Authorized Signatory of the Letter</i>
	1.2. Coordinates/gathers inputs from concerned offices	None	9 Days	<i>Technical Staff</i> <i>Chief TESD Specialist</i> Policy and Planning Division (PPD-PO)  <i>Chief TESD Specialist</i> Policy Research and Evaluation Division (PRED-PO)  <i>Chief TESD Specialist</i>



				Project Development Division (PDD-PO)
	1.3. Processes the inputs gathered from other offices and prepares the write-up	None	7 Days	<i>Technical Staff</i> <i>Chief TESD Specialist</i> Policy and Planning Division (PPD-PO) <i>Chief TESD Specialist</i> Policy Research and Evaluation Division (PRED-PO) <i>Chief TESD Specialist</i> Project Development Division (PDD-PO)
2. Receives requested comments/ position through letter or email	2. Prepares the communication and provides the client the requested comments/ position, via email or through formal letter		3 Days	<i>Technical Staff</i> <i>Chief TESD Specialist</i> Policy and Planning Division (PPD-PO) <i>Chief TESD Specialist</i> Policy Research and Evaluation Division (PRED-PO) <i>Chief TESD Specialist</i> Project Development Division (PDD-PO)  <i>Authorized Signatory of the Letter</i>
	<b>TOTAL:</b>	None	20 Days	

## 29. Payment through List of Due and Demandable Accounts Payable – Advise to Debit Account (LDDAP-ADA)

Payment to clients for the goods and/or services delivered/rendered to TESDA.



<b>Office or Division:</b>	Cash Unit, General Services Division (GSD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- TESDA Job Order Personnel</li> <li>- Consultants</li> <li>- Suppliers</li> <li>- Service Providers</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved Disbursement Voucher with supporting documents (1 original) (based on the given checklist indicated in COA Circular 2012-001 “Prescribing the Revised Guidelines and Documentary Requirements for common Government Transactions”)		Approving Office/ Accounting Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits Approved Disbursement Voucher and supporting documents	1.1. Receives approved Disbursing Voucher (DV) with complete supporting documents	None	3 Minutes	<i>Staff Cash Unit Chief Administrative Officer General Services Division</i>
	1.2. Checks the completeness of signatures on the DV	None	3 Minutes	<i>Administrative Officer II Administrative Officer III Chief Administrative Officer General Services Division</i>
	1.3. Classifies DVs according to bank account, allotment class	None	30 Minutes	<i>Administrative Officer II Administrative Officer III Chief Administrative Officer General Services Division</i>



	1.4. Prepares LDDAP-ADA and Summary of LDDAP-ADAs Issued and Invalidated ADA Entries (SLIIE)	None	2 Hours	<i>Administrative Officer II</i> <i>Administrative Officer III</i> <i>Chief Administrative Officer</i> <i>General Services Division</i>
	1.5. Prepares Complete Staff Work (CSW)	None	10 Minutes	<i>Administrative Officer II</i> <i>Administrative Officer III</i> <i>Chief Administrative Officer</i> <i>General Services Division</i>
	1.6 Reviews and compares the amount and other details of LDDAP-ADA on DV	None	30 Minutes	<i>Administrative Officer II</i> <i>Administrative Officer III</i> <i>Chief Administrative Officer</i> <i>General Services Division</i>
	1.7 Signs the LDDAP-ADA	None	5 Minutes	<i>Administrative Officer V</i> <i>Chief Administrative Officer</i> <i>General Services Division</i>
	1.8 Forwards the LDDAP-ADA to other signatories	None	30 Minutes	<i>Administrative Officer II</i> <i>Administrative Officer III</i> <i>Chief Administrative Officer</i> <i>General Services Division</i>
2. Receives payment through credited to bank account	2. Forwards LDDAP-ADA to the depository bank (Landbank will credit to the	None	30 Minutes	<i>Administrative Assistant III</i> <i>Administrative Aide IV</i> <i>Cash Unit</i>





	account of client within 24 hours)			General Administrative Division
3. Issues Official Receipt (OR)	3. Attaches issued OR to DV	None	15 Minutes	Administrative Assistant II Administrative Assistant III Administrative Officer III Cash Unit General Administrative Division
	<b>TOTAL:</b>	None	4 Hours, 36 Minutes	

### 30. Portfolio Assessment

This service is the conduct of Portfolio Assessment. The process starts with the provision of information to the applicants and ends with the issuance of National Certificate (NC)/ Certificate of Competency (COC).

<b>Office or Division:</b>	Certification Office – TESDA Overseas Training and Assessment Coordination Unit (CO-TOTACU)		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2C - Government to Citizen		
<b>Who may avail:</b>	Professionals, wage or self-employed and unemployed with at least three (3) years of appropriate and relevant work experience		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Assessment Application Form (TESDA-OP-CO-05-F26) (1 scanned copy)		TESDA Website	
Self-Assessment Guide (TESDA-OP-QSO-02-F07) (1 scanned copy)		TESDA Website	
Letter of Intent (TESDA-OP-CO-F02PA) (1 scanned copy)		TOTACU	
TESDA Consent Agreement Form (TESDA-DPA Form 02) (1 scanned copy)		TOTACU	
<u>Mandatory Requirements:</u>		Applicant	



<ol style="list-style-type: none"> <li>1. Curriculum Vitae/ Résumé; (1 Scanned Copy)</li> <li>2. Certificate of Employment (1 Scanned Copy) of at least 5 years in the qualification being applied for signed by employer for wage-employed indicating the number of years of conducting business in the area or BIR Form Number 1701-A/F (Account information Form engaged in business and trade) or BIR Form 1901 (for doing business) or Mayor's Business Permit; and</li> <li>3. Video Coverage of Work-related Projects showing the applicant performing/ completing the tasks relevant to the qualification applied for (it must be unedited, clear and shall run not more than 20 minutes only).</li> </ol>				
<p><u>At least two (2) of the following:</u></p> <ol style="list-style-type: none"> <li>1. Work samples – items produced by the applicant relevant to the applied qualification/ competencies; or</li> <li>2. Award(s) or Commendation or licenses, Certificates obtained – honors or rewards or licenses gained relevant to competencies; or</li> <li>3. Photos – showing the applicant performing/ completing tasks relevant to competencies; or</li> <li>4. Training Certificates/ Workplace Training Records on completion of courses/ programs related to the competencies/ qualifications being applied for.</li> </ol>	Applicant			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquires on process and requirements	1.1 Informs applicant on the	None	1 Day	<i>Processing Officer Unit Head</i>



	requirements and the process of portfolio assessment and orients the applicant thru telephone, email, SMS, viber, messenger			TOTACU Regional Office District/ Provincial Office
2. Accomplishes Self-Assessment Guide (SAG), Application Form, Letter Intent, TESDA Consent form and submits together with the mandatory and additional requirements to Central Office thru email	2.1 Receives and acknowledges receipt of documents	None	1 Hour	<i>Processing Officer Unit Head TOTACU Regional Office District/ Provincial Office</i>
	2.2 Evaluates the completeness and correctness of the documents submitted	None	6 Hours	<i>Processing Officer Unit Head TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>
	2.3 Acknowledges the document submission of applicant and informs the applicant of lacking requirements (if any)	None	1 Hour	<i>Processing Officer Unit Head TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>
	2.4 Verifies authenticity of the documents submitted by email with the	None	1 Day	<i>Processing Officer Unit Head TESDA Overseas Training and Assessment</i>



	organization/ source of documents			Coordination Unit (TOTACU) <i>Employers/ School Heads/ Administrators</i>
	2.3 Uploads the verified documents of the applicants in a Google Drive	None	1 Day	<i>Processing Officer Unit Head TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>
	2.4 Organizes conduct of portfolio assessment	None	3 Hours	<i>Processing Officer Unit Head TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>
	2.5 Prepares and submits list of candidates with the qualifications and the list of Panel of Portfolio Assessors to the Executive Director of the Certification Office	None	3 Hours	<i>Processing Officer Unit Head TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>
	2.6 Notifies the panel on the schedule of assessment on the portfolio of applicants and encodes Assessment Schedule, Assigned Panel	None	1 Hour	<i>Processing Officer Unit Head TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>



	of Assessors and List of Candidates			
	2.7 Sends the link of documents to the Panel of Portfolio Assessors for advance information and review five (5) working days before the schedule of assessment	None	1 Hour	<i>Processing Officer Unit Head TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>
	2.8 Reviews the application documents	None	2 Days	<i>Panel of Portfolio Assessors</i>
	2.9 Conducts Portfolio Assessment	None	3 Hours	<i>Panel of Portfolio Assessors  Designated Venue Manager  TESDA Representative  Processing Officer Unit Head TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>
	2.10 Encodes the profile of the applicant in the T2MIS	None	1 Hour	<i>Processing Officer Unit Head TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>
3.Undergoes online interview (if preferred by the assessors)	3.1 Assessors interviews and	None	1 Hour	<i>Panel of Portfolio Assessors</i>



	give feedback to the candidate			
	3.2 Assessors accomplishes the online Rating Sheets and Competency Assessment Result Summary (CARS)	None	30 Mins	<i>Panel of Portfolio Assessors</i>
	3.3 Validates the entries in the Online Rating Sheets and Competency Assessment Results (CARS)	None	30 Mins	Designated Venue Manager
	3.4 Informs candidate on the assessment results through letter and issues the Competency Assessment Result Summary (CARS) to the candidates	None	1 Hour	<i>Executive Director Certification Office</i>
	3.5 Encodes assessment results in the T2MIS, assigns certificate numbers to successful candidates and generate RWAC	None	1 Hour	<i>Processing Officer Unit Head TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>



4. Sends the CARS, scanned copy of ID photo through email	4.1 Validates the CARS and prepares the NC/COC	None	30 Mins	<i>Designated Venue Manager Processing Officer Unit Head TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>
5. Receives E-Certificate	4.2 Issues NC/COC	None	30 Mins	<i>Processing Officer Unit Head TESDA Overseas Training and Assessment Coordination Unit (TOTACU)</i>
	<b>TOTAL:</b>	None	8 Days	

### 31. Processing of Application for Foreign Sponsored Training Programs (thru the Foreign Scholarship Training Program Unit)

The Foreign Scholarship Training Program Unit processes sponsored short-term non-degree courses in diverse learning disciplines offered by international donor countries and organizations to various government agencies.

<b>Office or Division:</b>	Foreign Scholarship Training Program (FSTP) Unit, TESDA Development Institute (TDI), Human Resource Management Division (HRMD) – Administrative Service (AS)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Employees of other government agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Program Invitation (1 photocopy)		FSTP/ HRMD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Donor Country Forwards Letter of Invitation with General Information, Brochure	1.1. Receives program invitation from	None	10 Minutes	<i>Administrative Officer V Foreign Scholarship Training Program</i>



and other relevant information about the training program/s	the donor country			<i>Assistant Executive Director Administrative Service</i>
	1.2. Reviews and Identifies the agencies appropriate for the program offered	None	15 Minutes	<i>Administrative Officer V Foreign Scholarship Training Program</i>
	1.3. Prepares the executive summary/ies and letter/s of invitation for dissemination	None	30 Minutes	<i>Administrative Officer V Foreign Scholarship Training Program</i>
	1.4. Forwards letter of invitation and informs identified government agency on the program offered thru courier	None	1 Day	<i>Administrative Officer V Foreign Scholarship Training Program  Assistant Executive Director Administrative Service</i>
2. Receives Letter of Invitation	2. Provides necessary information regarding the training program/s offered by various donor countries	None	5 Minutes	<i>Administrative Officer V Foreign Scholarship Training Program  Assistant Executive Director Administrative Service</i>
3. Forwards/ submits all documentary requirements as specified in Annex A of specific donor country	3.1. Receives nominations from government agencies interested in the training program	None	6 Days	<i>Administrative Officer V Foreign Scholarship Training Program Assistant Executive Director</i>





	and reviews all submitted documents as to completeness and correctness			Administrative Service
	3.2. Provides feedback regarding the documents submitted	None	15 Minutes	<i>Administrative Officer V</i> Foreign Scholarship Training Program <i>Assistant Executive Director</i> Administrative Service
	3.3. Provides information relative to interview schedule	None	15 Minutes	<i>Administrative Officer V</i> Foreign Scholarship Training Program
4. Attends interview	4.1. Conducts interview proper by batch	None	2 Hours	<i>National Screening Committee</i>
	4.2. Documents results of the interview session	None	30 Mins	<i>Admin Support Staff</i> <i>Administrative Officer V</i> Foreign Scholarship Training Program
	4.3. Provides interview assessment form, nominee assessment form and executive summaries of the programs	None	30 Mins	<i>Admin Support Staff</i> <i>Administrative Officer V</i> Foreign Scholarship Training Program
	4.4. Deliberates/ selects nominee for endorsement to the program	None	1 Hour	<i>National Screening Committee</i>



	4.5. Receives, reviews, collates and tallies interview assessment form and nominee assessment form	None	2 Hours	<i>Admin Support Staff Administrative Officer V Foreign Scholarship Training Program</i>
	4.6. Prepares Endorsement Letters of successful nominees who have met the requirements and passed the interview process	None	10 Minutes	<i>Admin Support Staff Administrative Officer V Foreign Scholarship Training Program</i>
	4.7. Forwards Endorsement Letters for signature of the Secretary	None	30 Minutes	<i>Admin Support Staff Administrative Officer V Foreign Scholarship Training Program</i>
	4.8. Forwards signed/approved Endorsement Letters to various donor countries together with the required documents	None	3 Days	<i>Admin Support Staff Administrative Officer V Foreign Scholarship Training Program</i>
	4.9. Receives letter of acceptance and regret from donor country	None	5 Minutes	<i>Admin Support Staff Administrative Officer V Foreign Scholarship Training Program</i>
	4.10. Prepares letter of	None	5 Minutes	<i>Administrative Officer V Foreign Scholarship Training Program</i>



	acceptance or regret and informs government Agency			<i>Assistant Executive Director</i> Administrative Service
	4.11 Forwards letter of acceptance or regret for the signature of the Secretary	None	3 Days	<i>Administrative Officer V</i> Foreign Scholarship Training Program  <i>Assistant Executive Director</i> Administrative Service
	4.12 Signs acceptance/regret letters	None	1 Day	<i>Director General</i> Office of the Director General
	4.13 Receives signed letters from the Office of the Director General	None	1 Day	<i>Administrative Officer V</i> Foreign Scholarship Training Program  <i>Assistant Executive Director</i> Administrative Service
5. Receives acceptance/ regret letter	5. Releases and forwards signed acceptance/ regret letter to concerned agencies and nominees	None	3 Days	<i>Administrative Officer V</i> Foreign Scholarship Training Program  <i>Assistant Executive Director</i> Administrative Service
6.1 Accepted nominee/s attend/s training program  6.2 Submits post-training requirements	6. Receives and reviews post-training requirements	None	20 Minutes	<i>Administrative Officer V</i> Foreign Scholarship Training Program  <i>Assistant Executive Director</i> Administrative Service
	<b>TOTAL:</b>	None	18 Days, 8 Hours,	



			40 Minutes	
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## 32. Provision of Research Assistance

Request for Research Assistance (Within the function of the Planning Office) pertains to the request of client for inputs/comments of the agency on the TVET related studies wherein the topic/subject matter is within the function/concern of the Planning Office. This may include conduct of an interview or Focused Group Discussion, review of questionnaire, among others.

<b>Office or Division:</b>	Planning Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	- Other Government Agencies - Private organizations - Individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter (1 Original copy) / Email of Request		Client/ Requesting Agency		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits letter of request	1.1. Acknowledges receipt of the letter or request/ email via email, call or formal letter	None	1 Day	<i>Technical Staff Chief TESD Specialist Policy Research and Evaluation Division (PRED-PO)</i>
	1.2. Processes all collected information based on the request of the client	None	4 Days	<i>Technical Staff Chief TESD Specialist Policy Research and Evaluation Division (PRED-PO)</i>
2. Receives requested research assistance	2. Prepares communication and provide the	None	2 Days	<i>Technical Staff Planning Office Director General</i>



	client the requested data through formal letter or email			Office of the Director General
	<b>TOTAL:</b>	None	7 Days	

### 33. Provision of Research Assistance with Inputs from Other Offices

Request for Research Assistance (Requires inputs from other offices) pertains to the request of client for inputs/comments of the agency on the TVET related studies, wherein the topic/ subject matter is beyond the function/ concern of the Planning Office. This may include conduct of an interview or Focused Group Discussion (FGD), review of questionnaire, among others.

<b>Office or Division:</b>	Planning Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	- Other Government Agencies - Private organizations - Individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter (1 Original copy) / Email of Request		Client/ Requesting Agency		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits letter of request	1.1. Acknowledges the receipt of the letter or request via email, call or formal letter	None	1 Day	<i>Technical Staff Chief TESD Specialist Policy Research and Evaluation Division (PRED-PO)</i>
	1.2. Coordinates with other offices on the required inputs/	None	9 Days	<i>Technical Staff Chief TESD Specialist</i>



	comments or arranged interviews/ FGD as necessary			Policy Research and Evaluation Division (PRED-PO)
	1.3. Processes all collected information based on the request of the client	None	7 Days	<i>Technical Staff</i> <i>Chief TESD</i> <i>Specialist</i> Policy Research and Evaluation Division (PRED-PO)
2. Receives requested research assistance	2. Prepares communication and provides the client the requested data via email or through formal letter	None	3 Days	<i>Technical Staff</i> Planning Office  <i>Director General</i> Office of the Director General
	<b>TOTAL:</b>	None	20 Days	

#### 34. Provision of Technical Assistance/Information on Program Registration (Walk-in Clients)

This includes the orientation on Program Registration procedures, requirements/documents and Process Cycle Time (PCT) in the processing of TVET program registration application.

<b>Office or Division:</b>	Program Registration Division - Certification Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	Any domestic corporation either stock or non-stock e.g. TVIs, Public and Private Institutions, TTIs, Companies, Industry Associations, etc.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Visits/ Inquires personally at the TESDA Certification Office	1.1. Provides the applicant/Client an orientation on Program Registration procedures, requirements/ documents and Process Cycle Time (PCT) in the processing of TVET program registration application	None	1 Hour	<i>Executive Director/Assistant Executive Director/ Chief TESD Specialist Program Registration Division/Program Registration Focal</i>
2. Received Documents relative to program Registration	2.1. Provides the applicant/client with the hardcopies of the forms/templates and the link for the softcopy which are available and downloadable at TESDA Website	None	20 Minutes	<i>Executive Director/Assistant Executive Director/ Chief TESD Specialist Program Registration Division/Program Registration Focal</i>
			1 Hour, 20 Minutes	

### 35. Provision of Technical Assistance/Information on Program Registration (Thru Letters//Emails/Phone Calls)

This includes the provision of the program registration procedures, requirements/documents and the Process Cycle Time (PCT) in the processing of TVET program registration application.

<b>Office or Division:</b>	Program Registration Division - Certification Office
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<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	Any domestic corporation either stock or non-stock e.g. TVIs, Public and Private Institutions, TTIs, Companies, Industry Associations, etc.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Inquiries in the form of letters (1 Original copy)/emails/ phone calls		Client/ applicant/corporation		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquires through sending letters/ emails/phone calls	<p>1. Prepares appropriate correspondences e.g. letter/email/phone call which include the following information:</p> <p>a. Program Registration procedures, requirements/documents;</p> <p>b. Process Cycle Time (PCT) in the processing of TVET program registration application;</p> <p>c. Program Registration Checklist of Requirements;</p> <p>d. Advises applicant/client to visit and coordinate with the Regional/Provincial/District Office</p>	None	1 Hour	<p><i>Executive Director/Assistant Executive Director/ Chief TESD Specialist Program Registration Division/Program Registration Focal</i></p>





	(ROPODO) which has jurisdiction of their institution for the submission of complete, correct and valid program registration application			
2. Received reply/information thru letter/email/phone call on program registration	3.1. Provides reply/information thru letter/email/phone call on program registration	None	10 minutes	<i>Executive Director/Assistant Executive Director/Chief TESD Specialist Program Registration Division/Program Registration Focal</i>
	<b>TOTAL:</b>		1 hour, 10 minutes	

### 36. Provision of Technical Assistance/Information on the Issuance of Certification for Authentication and Verification (CAV) of Scholastic Records

The service provides orientation on the requirements, issuing office and the steps in the issuance of Certification for Authentication and Verification (CAV) of submitted scholastic records of the applicant.

<b>Office or Division:</b>	Program Registration Division - Certification Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- Graduates of TESDA Registered Programs</li> <li>- Undergraduates of TESDA Registered Programs</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Inquiries in the form of letters (1 Original copy)/emails/ phone calls/personal visit		Client



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquires on the Issuance of Certification, Verification and Authentication (CAV) of TVET Credentials	1. Provides information on the Processing and Issuance of Certification for Authentication and Verification (CAV) of TVET Credentials/ Scholastic Records thru:  a. Orientation for client with personal appearance; or b. Letter reply to client who inquired in the form of letter/ email/ phone call	None	45 minutes	<i>Program Registration Focal/ Chief TESD Specialist Program Registration Division/ Executive Director/ Assistant Executive Director Certification Office</i>
2. Received list of requirements on the issuance of CAV	1.2. Provides/send through email list of requirements on the issuance of CAV	None	15 Minutes	<i>Program Registration Focal/ Chief TESD Specialist Program Registration Division</i>
	<b>TOTAL:</b>	None	1 hour	

### 37. Provision of Technical Assistance/Information on the Issuance of Special Order (SO)

This service provides guidance and assistance to Technical-Vocational Institutions (TVIs) in securing Special Order (SO). The Special Order serves as evidence that learners are graduates and have satisfied all training requirements of a TESDA-registered program of the TVI.

<b>Office or Division:</b>	Program Registration Division - Certification Office
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<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	Technical Vocational Institutions (TVIs) with TESDA Registered Programs			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Inquiries in the form of letters (1 Original copy)/emails/ phone calls/Personal Visit		TVI Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquires on the issuance of Special Order Number	1.1. Provides information on the processing and issuance of Special Order Number	None	45 Minutes	<i>Program Registration Focal/ Chief TESD Specialist</i> Program Registration Division
2. Received list of requirements on the issuance of SO	1.2. Provides list of requirements	None	30 Minutes	<i>Program Registration Focal/ Chief TESD Specialist</i> Program Registration Division
	<b>TOTAL:</b>	None	1 Hour	

### 38. Verification of National Certificate (NC)/ Certificate of Competency (CoC) in the Online Registry of Certified Workers (Walk-in Client)

This service covers the provision of technical assistance to certified individuals requesting for verification of National Certificate (NC)/ Certificate of Competency (CoC) through walk-in. The process starts from the inquiry of the client up to the provision of verification results.

<b>Office or Division:</b>	Certification Office – Competency Assessment Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	- Certified Individuals; - Human Resource Management Officer or the Administrative Officer of the Organization to which the employee concerned belongs;



	<ul style="list-style-type: none"> <li>- Owner/ Representative of the company to which the employee is currently employed;</li> <li>- Person requesting for verification or person/representative duly authorized by the certified individual.</li> </ul>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<b>Principal</b>				
1. Valid National Certificate (NC)/ Certificate of Competency (1 original)		Client		
<b>Representative</b>				
1. Valid National Certificate (NC)/ Certificate of Competency (1 original)		Client		
2. Authorization Letter or Special Power of Attorney (SPA) (1 original)		Client		
3. Valid Identification Card of the Representative (1 original)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquires at the Public Assistance and Complaint Desk (PACD); or	1.1. Please refer to the service: Customer Inquiry and Feedback thru the PACD	None	13 Minutes	<i>Customer Service Officer</i> Public Assistance and Complaint Desk (PACD) <i>Chief Administrative Officer</i> Human Resources Management Division
2. Requests for verification and presents the National Certificate (NC)/ Certificate of Competency (CoC)	2.1. Verifies the profile of client in the Online Registry of Certified Workers in the T2MIS	None	8 hours	<i>Personnel Chief</i> Competency Assessment Division (CO-CAD)
	2.2. Prints the verification page from the TESDA website	None	1 Minute	<i>Personnel Chief</i> Competency Assessment Division (CO-CAD)
3.1. Receives the print out of the verification page and signs on the clients' records logbook	3.1. CO-CAD personnel issue the result of the verification	None	2 Minutes	<i>Personnel Chief</i>



and accomplished the Customer Satisfaction Survey Form; or				Competency Assessment Division (CO-CAD)
	<b>TOTAL:</b>	None	1 day and 16 Minutes	

### 39. Verification of National Certificate (NC)/ Certificate of Competency (CoC) in the Online Registry of Certified Workers (Inquiry thru Email)

This service covers the provision of technical assistance to certified individuals requesting for verification of National Certificate (NC)/ Certificate of Competency (CoC) through emails. The process starts from the inquiry of the client up to the provision of verification results.

<b>Office or Division:</b>	Certification Office – Competency Assessment Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Certified Individuals; Human Resource Management Officer or the Administrative Officer of the Organization to which the employee concerned belongs; Owner/ Representative of the company to which the employee is currently employed; Person requesting for verification or person/representative duly authorized by the certified individual.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid National Certificate (NC)/ Certificate of Competency (1 Scanned Copy)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Requests for verification and presents the National Certificate (NC)/ Certificate of Competency (CoC) thru email	1.1. CO-CAD personnel verifies the profile of client in the Online Registry of Certified Workers in the T2MIS	None	8 hours	<i>Personnel Chief</i> Competency Assessment Division (CO-CAD)



2. Receives the result of verification thru email and answers the Customer Satisfaction Survey Form	2.1. Sends the screenshot of the Verification Result page and the link to the customer satisfaction survey	None	5 Minutes	<i>Personnel Chief</i> Competency Assessment Division (CO-CAD)
	<b>TOTAL:</b>	None	1 day and 2 minutes	



# Central Office Internal Services



## 1. Approval of Regional Qualification Maps (RQMs)

The approval of the Regional Qualification Map (RQM) serves as basis that a participating Technical Vocational Institute (TVI) is authorized to implement TESDA Scholarship Programs. The document contains pertinent data such as name of the qualified training provider, the qualification title and corresponding number of slots, the inclusive period of training and date of assessment, costing and total amount.

<b>Office or Division:</b>	Scholarships Management Division (SMD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	TESDA Regional Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished RQMs (1 Original Copy)		TESDA Regional Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits the Regional Qualification Map (RQM) to the Scholarship Management Division (SMD)	1.1. Receives the RQM submitted by the Regional Offices	None	4 Hours	<i>Administrative Officer Head of Division Scholarship Management Division</i>
	1.2. Evaluates the RQM and endorses thru preparation of CSW Memorandum to the Director General for approval	None	4 Hours	<i>Regional Scholarship Focal Head of Division Scholarship Management Division</i>
	1.3. Approves the RQM	None	1 Day	<i>The Director General Office of the Director General</i>
2. Receives approved RQM	2. Transmits approved RQM to TESDA Regional Office	None	1 Day	<i>Regional Scholarship Focal Head of Division Scholarship Management Division</i>





	<b>TOTAL:</b>	None	3 Days	
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## 2. Authentication of Documents

Authentication is a formal certification on the part of the official concerned that the copies of documents being furnished to any interested party are true copies/photo copies of records in the custody of the Central Office Records Section.

<b>Office or Division:</b>	Records Section, General Services Division (GSD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	TESDA officials and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. TESDA Issuance (1 photocopy)  (e.g. TESDA Circular, TESDA Order, Office Order, Memorandum, Memorandum Circular, Advisory), Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), Contracts of Services, Job Order Contracts, Service Contracts and other communications signed by the Director General (where the original is in the custody of Records Section)		Records Section, GSD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Presents the document/s to be authenticated to the Records Section, GSD	1.1 Verifies authenticity of the documents and compares the photocopies against the original documents available at the Records Section	None	3 Minutes	<i>Administrative Aide</i> <i>Administrative Officer V</i> Records Section  <i>Chief Administrative Officer</i> General Services Division
	1.2 Stamps "CERTIFIED TRUE COPY"	None	3 Minutes	<i>Administrative Aide</i> <i>Administrative Officer V</i>



	on the photocopy of the document/s			Records Section <i>Chief Administrative Officer</i> General Services Division
	1.3 Signs the documents	None	3 Minutes	<i>Administrative Aide</i> <i>Administrative Officer V</i> Records Section  <i>Chief Administrative Officer</i> General Services Division
2. Receives authenticated documents	2. Releases the authenticated documents	None	3 Minutes	<i>Administrative Aide</i> <i>Administrative Officer V</i> Records Section  <i>Chief Administrative Officer</i> General Services Division
	<b>TOTAL:</b>	None	12 Minutes	

### 3. Collection of Fees and Receivables

This refers to the collection of money from TESDA officials and employees for fees, charges, refunds and receivables in availing the agency's dormitory services.

<b>Office or Division:</b>	Cash Unit, General Services Division (GSD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	TESDA Officials and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Order of Payment (1 original)		Accounting Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Presents the Order of Payment and Pays the	1.1 Accepts payment	<u>Executive Room:</u> ₱150.00/day	3 Minutes	<i>Cashier / Collecting Officer</i> Cash Unit



required fees to the cashier/collecting officer		for TESDA Employees; ₱210.00/day for Relatives of Tesda Employees; <u><b>Aircon Room with CR</b></u> ₱125.00/day for Tesda Employees; ₱175.00/day for Relatives of Tesda Employees; <u><b>Aircon Room with Common CR</b></u> ₱110.00/day for Tesda Employees; ₱154.00/day for Relatives of Tesda Employees;		<i>Chief Administrative Officer</i> General Services Division
	1.2 Checks and compares the amount of cash/check received with the amount in order of payment	None	3 Minutes	<i>Cashier / Collecting Officer</i> Cash Unit  <i>Chief Administrative Officer</i> General Services Division
2. Secures official receipt for payment made	2. Issues Official Receipt	None	3 Minutes	<i>Cashier / Collecting Officer</i> Cash Unit  <i>Chief Administrative Officer</i> General Services Division
	<b>TOTAL:</b>	<u><b>Executive Room:</b></u> ₱150.00/day for TESDA Employees; ₱210.00/day for Relatives	9 Minutes	



		of Tesda Employees; <u><b>Aircon Room with CR</b></u> ₱125.00/day for Tesda Employees; ₱175.00/day for Relatives of Tesda Employees; <u><b>Aircon Room with Common CR</b></u> ₱110.00/day for Tesda Employees; ₱154.00/day for Relatives of Tesda Employees;		
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#### 4. Dormitory Service (For Individual TESDAns)

Provision of dormitory services and facilities for transient TESDA officials and personnel.

<b>Office or Division:</b>	General Services Division (GSD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	TESDA Officials and Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished Dormitory Registration Form (1 original)		Old Dormitory, Building 16		
2. Order of payment (1 original and 1 duplicate copy)		Accounting Unit		
3. Official Receipts (1 original)		Cash Unit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>For Individual TESDAns</b>				
1. Inquire for the availability of dormitory rooms	1.1 Checks the availability of rooms	None	2 Minutes	<i>Dormitory Manager Chief Administrative Officer</i>



				General Services Division
	1.2.1. Issues dormitory registration form if there is an available room; or	None	1 Minute	<i>Dormitory Manager Chief Administrative Officer General Services Division</i>
	1.2.2. Informs client if there is no room available	None	2 Minutes	<i>Dormitory Manager Chief Administrative Officer General Services Division</i>
2. Fills-up Dormitory Registration Form and submits to the Front Desk	2.1. Receives the form and checks correctness and completeness	None	1 Minute	<i>Front Desk Chief Administrative Officer General Services Division</i>
	2.1 Assigns room number and bed number	None	1 Minute	<i>Front Desk Chief Administrative Officer General Services Division</i>
	2.2. Computes total cost of accommodation for Order of Payment	None	1 Minute	<i>Front Desk Chief Administrative Officer General Services Division</i>
	2.3 Records dormitory registration form in the daily occupancy logbook	None	1 Minute	<i>Front Desk Chief Administrative Officer General Services Division</i>
3. Secures order of payment from the Accounting Division	3.1 Issues order of payment	None	4 Minutes	<i>Administrative Officer IV Chief Accountant Accounting Division</i>
	3.2 Records Order of Payment No. in the Registration Form.	None	5 Minutes	<i>Administrative Officer IV Chief Accountant Accounting Division</i>



4. Pays dormitory fee	4. Accepts payment and issue Official Receipt (O.R)	<p><b>Executive Room –</b> PHP150.0 0 x no. of nights stayed</p> <p><b>Aircon Room with CR –</b> PHP125.0 0 x no. of nights stayed</p> <p><b>Aircon Room w/o CR –</b> PHP110.0 0 x no. of nights stayed</p>	3 Minutes	<p><i>Cashier/Collecting Officer</i> <i>Cash Unit</i> <i>Chief Administrative Officer</i> <i>General Services Division</i></p>
5. Presents the Official Receipt (O.R) to the Front Desk.	5. Records the O.R. No. in the dormitory registration form	None	2 Minutes	<p><i>Front Desk</i> <i>Chief Administrative Officer</i> <i>General Services Division</i></p>
6. Uses dormitory facilities	6. Gives the assigned room key	None	1 Minute	<p><i>Front Desk</i> <i>Chief Administrative Officer</i> <i>General Services Division</i></p>
7. Upon check-out, Client surrenders key to the front desk	7.1 Records check-out time in the registration form and logs-out the client in the daily occupancy logbook	None	1 Minute	<p><i>Front Desk</i> <i>Dormitory Manager</i> <i>Chief Administrative Officer</i> <i>General Services Division</i></p>
	7.2 Update room accommodation database	None	1 Minute	<p><i>Front Desk</i> <i>Dormitory Manager</i> <i>Chief Administrative Officer</i> <i>General Services Division</i></p>



8. Fills-out dormitory feedback form and drop in the designated box	8. Encodes the feedback every end of the month	None	1 Minute	<i>Front Desk Dormitory Manager Chief Administrative Officer General Services Division</i>
	<b>TOTAL:</b>	<b>Executive Room –</b> PHP150.0 0 x no. of nights stayed  <b>Aircon Room with CR –</b> PHP125.0 0 x no. of nights stayed  <b>Aircon Room without CR –</b> PHP110.0 0 x no. of nights stayed	27 Minutes	

## 5. Dormitory Service (For the Office of Primary Responsibility (OPR))

Provision of dormitory services and facilities for transient TESDA officials and personnel. The TESDA Events/Activities to be charged to the Office of Primary Responsibility (OPR)

<b>Office or Division:</b>	General Services Division (GSD)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	TESDA Officials and Personnel
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Dormitory Registration Form (1 original)	Old Dormitory, Building 16
2. TESDA Order (1 certified true copy)	Office with Primary Responsibility (OPR)



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits duly accomplished Dormitory Reservation Form (together with the TESDA Order and/or supporting documents)	1.1 Receives the Dormitory Reservation Form and check if properly filled-up	None	3 Minutes	<i>Dormitory Manager Chief General Services Division</i>
	1.2 Checks availability of room and informs OPR if request is approved or disapproved	None	2 Minutes	<i>Dormitory Manager Chief General Services Division</i>
	1.3 If approved, prepares room assignment with instructions of the GSD Chief	None	2 Minutes	<i>Dormitory Manager Chief General Services Division</i>
	1.4 Forwards the reservation form and room assignment to the Front Desk	None	3 Minutes	<i>Dormitory Manager Chief General Services Division</i>
2. Upon arrival, participants fills-up Dormitory Registration Form and submits to the Front Desk	2. Receives the Dormitory Registration Form and check if properly filled-up	None	1 Minute	<i>Front Desk Chief Dormitory Manager Administrative Officer General Services Division</i>
3. Uses dormitory facilities	3.1 Gives the assigned room key	None	1 Minute	<i>Front Desk Chief Dormitory Manager Administrative Officer General Services Division</i>
	3.2 Records Dormitory	None	1 Minute	<i>Front Desk Chief</i>





	Registration Form in the daily occupancy logbook			<i>Dormitory Manager Administrative Officer General Services Division</i>
4. Upon check-out, Client surrenders key to the front desk and fills-up dormitory feedback form and drop in the designated box	4.1 Records check-out time in the registration form and logs-out the client in the daily occupancy logbook	None	1 Minute	<i>Front Desk Dormitory Manager Chief Administrative Officer General Services Division</i>
	4.2 Forwards the registration form to the Dormitory Manager for preparation of Guest List and updating of dormitory accommodation database	None	1 Minute	<i>Front Desk Dormitory Manager Chief Administrative Officer General Services Division</i>
	4.3 Encodes the feedback every end of the month	None	1 Minute	<i>Front Desk Dormitory Manager Chief Administrative Officer General Services Division</i>
	4.4 Prepares Guest List with attached Dormitory Registration Form for the signature of the GSD Chief	None	5 Minutes	<i>Dormitory Manager Chief Administrative Officer General Services Division</i>
	4.5 Forwards the Guest List to Accounting Division for Billing Statement	None	3 Minutes	<i>Dormitory Manager Chief General Services Division</i>



	4.6 Prepares Billing Statement for signature of the Chief Accountant then forwards the Statement to the OPR	None	5 Minutes	<i>Accounting Staff Chief Accountant Accounting Division</i>
	<b>TOTAL:</b>	<b>Executive Room:</b> PHP300.0 0 x no. of nights stayed  <b>Aircon Room with CR:</b> PHP250.0 0 x no. of nights stayed  <b>Aircon Room without CR:</b> PHP220.0 0 x no. of nights stayed	29 Minutes	

## 6. Filling-Up of Vacant Positions

Part of the Recruitment, Selection and Placement is the filling-up of vacant positions. It refers to the process of laying down the recruitment plan, sourcing applicants and updating the pools of applicants for a specific vacancy.

<b>Office or Division:</b>	Human Resource Management Division (HRMD)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	Qualified TESDA Officials, employees and personnel



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Application specifying the position and office applying for. (1 original)		Human Resource Management Division (HRMD)		
2. Personal Data Sheet (CSC Form No. 212, Revised 2017) (1 original)		Human Resource Management Division (HRMD)		
3. Eligibility (1 authenticated copy)		Civil Service Commission (CSC) / Professional Regulation Commission (PRC)		
4. Certificates of Training (1 authenticated copy each)		Client		
<b>Government Employee within TESDA:</b>				
5. IPCR for two Rating Periods (1 original)		Human Resource Management Division (HRMD)		
6. Service Records (1 original)		Human Resource Management Division (HRMD)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application and requirements via personal appearance/mail or email	1.1 Receives application and requirements via personal appearance / mail or email	None	10 Minutes	<i>Recruitment Staff/ Personnel Chief</i> Human Resource Management Division
	1.2 Checks completeness of requirements submitted	None	10 Minutes	<i>Recruitment Staff/ Personnel Chief</i> Human Resource Management Division
	1.3 Requires applicant to submit lacking documents based on prescribed deadline	None	10 Minutes	<i>Recruitment Staff/ Personnel Chief</i> Human Resource Management Division
	1.4 Evaluates qualification based on submitted	None	1 Hour	<i>Recruitment Staff/ Personnel Chief</i>



	documents using the CSC Qualification Standards and assessment criteria for a particular position level			Human Resource Management Division
	1.5 Checks the veracity of supporting documents	None	1 Hour	<i>Recruitment Staff/ Personnel Chief</i> Human Resource Management Division
	1.6 Accomplishes the Individual Assessment Form (IAF)	None	1 Hour	<i>Recruitment Staff/ Personnel Chief</i> Human Resource Management Division
2. Receives notice of interview and written examination	2 Notifies qualified applicant 2 days before the schedule of the written examination and interview thru letter / via phone call	None	15 Minutes	<i>Recruitment Staff/ Personnel Chief</i> Human Resource Management Division
3. Attends interview and takes written examination	3.1 Conducts Interview and examination	None	1 Day	<i>Recruitment Staff/ Personnel Chief</i> Human Resource Management Division
	3.2 Processes application including selection of appointee/s by the Appointing Authority	None	14 Days	<i>Recruitment Staff/ Personnel Chief</i> Human Resource Management Division
4. Receives Notice of Acceptance / non-	4. Notifies applicant of his/her	None	1 Hour	<i>Recruitment Staff/ Personnel</i>



acceptance to the organization	acceptance (Congratulatory Letter) or non-acceptance (Regret Letter) to the agency			<i>Chief</i> Human Resource Management Division <i>Director IV</i> Administrative Services <i>Director General</i>
	<b>TOTAL:</b>	None	15 Days, 3 Hours, 45 Minutes	

## 7. Issuance of Certificate of Availability of Funds (CAF)

Volume I of Government Accounting Manual of Section 37 states that No funds shall be disbursed, and no expenditures or obligations chargeable against any authorized allotment shall be incurred or authorized in any department, office or agency without first securing the certification of its Chief Accountant or head of accounting unit as to the availability of funds and the allotment to which the expenditure or obligation may be properly charged. Hence, this certificate must be secured first from the office of the Chief Accountant by any offices concerned before an obligation and disbursement will be made.

<b>Office or Division:</b>	Accounting Division, FMS			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	TESDA Offices in the Central Office			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Terms of Reference (T.O.R.) (1 photocopy)		Requesting Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits requirements/ required documents to the Accounting Division	1.1 Receives the requirements	None	1 Minute	<i>Accounting Staff</i> <i>Chief Accountant</i> Accounting Division



	1.2. Checks the validity of the request	None	1 Minute	<i>Accounting Staff Chief Accountant Accounting Division</i>
	1.3. Prepares the Certificate of Availability of Funds	None	2 Minutes	<i>Accounting Staff Chief Accountant Accounting Division</i>
	1.4. Checks the validity and accuracy of amount and signs the CAF	None	15 Minutes	<i>Chief Accountant Accounting Division</i>
2. Receives CAF	8. Releases CAF	None	1 Minute	<i>Releasing Officer Chief Accountant Accounting Division</i>
	<b>TOTAL:</b>	None	20 Minutes	

## 8. Issuance of Certificate of Taxes Withheld

TESDA as a registered tax withholding agent is mandated by law to withhold taxes from payments for the purchase of goods and services and from payments of salaries of employees. Certificates of Taxes Withheld are issued by the Accounting Division to suppliers, service providers and employees as proof of taxes withheld.

<b>Office or Division:</b>	Accounting Division, FMS			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Individuals whose payment of services were deducted with withholding taxes			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Disbursement Vouchers/payroll (1 original)		Accounting Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Submits requirements to the tax remittance office	1.1. Prepares certificate/s of tax/es withheld	None	10 Minutes	<i>Tax Remittance Officer Chief Accountant Accounting Division</i>
	1.2. Reviews and verifies the amount of tax/es withheld in the certificate/s	None	5 Minutes	<i>Accountant III Disbursement Section Head Chief Accountant Accounting Division</i>
	1.3. Signs the Certificate of Tax/es Withheld	None	3 Minutes	<i>Accounting Staff Chief Accountant Accounting Division</i>
2. Receives the Certificate/s of Tax/es Withheld	2. Releases the Certificate/s of Tax/es withheld	None	2 Minutes	<i>Accounting Staff Chief Accountant Accounting Division</i>
	<b>TOTAL:</b>	None	20 Minutes	

## 9. Issuance of Comments/Position

Request for Comments/ Position from the Legal Division including request for comments/ position papers from other agencies or organizations, e.g. House/Senate Bills and Resolutions; requests from NGAs (NEDA, DSWD, DOLE, DFA, DTI, DepEd, etc.), international organizations/institutions (ASEAN, APEC, SEAMEO, UNESCO for comments/inputs on plans, projects, activities, statements, declarations, positions among others.

<b>Office or Division:</b>	Planning Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- Other Government Agencies;</li> <li>- Private organizations;</li> <li>- International organizations/ institutions</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter (1 Original Copy) / Email of Request		Legal Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



<p>1. Submits letter of request</p>	<p>1.1. Acknowledges the receipt of the letter of request</p>	<p>None</p>	<p>1 Day</p>	<p><i>Technical Staff</i>  <i>Chief TESD Specialist</i>  Policy and Planning Division (PPD-PO)    <i>Chief TESD Specialist</i>  Policy Research and Evaluation Division (PRED-PO)    <i>Chief TESD Specialist</i>  Project Development Division (PDD-PO)    <i>Authorized Signatory of the Letter</i></p>
	<p>1.2. Reviews proposed bills</p>	<p>None</p>	<p>1 Day</p>	<p><i>Technical Staff</i>  <i>Chief TESD Specialist</i>  Policy and Planning Division (PPD-PO)    <i>Chief TESD Specialist</i>  Policy Research and Evaluation Division (PRED-PO)    <i>Chief TESD Specialist</i>  Project Development Division (PDD-PO)</p>
	<p>1.3. Provides comments on the draft position</p>	<p>None</p>	<p>2 Days</p>	<p><i>Technical Staff</i>  <i>Chief TESD Specialist</i>  Policy and Planning Division (PPD-PO)    <i>Chief TESD Specialist</i>  Policy Research and Evaluation Division (PRED-PO)</p>





				<p><i>Chief TESD Specialist</i> Project Development Division (PDD-PO)</p>
	<p>1.4. Endorses the revised Position paper to the Legal Division</p>	<p>None</p>	<p>1 Day</p>	<p><i>Technical Staff</i> <i>Chief TESD Specialist</i> Policy and Planning Division (PPD-PO)</p> <p><i>Chief TESD Specialist</i> Policy Research and Evaluation Division (PRED-PO)</p> <p><i>Chief TESD Specialist</i> Project Development Division (PDD-PO)</p> <p><i>Authorized Signatory of the Letter</i></p>
<p>2. Endorses final Position paper and Complete Staff Work (CSW)</p>	<p>1.5. Reviews CSW and endorses for the Executive Director's approval</p>	<p>None</p>	<p>1 day</p>	<p><i>Technical Staff</i> <i>Chief TESD Specialist</i> Policy and Planning Division (PPD-PO)</p> <p><i>Chief TESD Specialist</i> Policy Research and Evaluation Division (PRED-PO)</p> <p><i>Chief TESD Specialist</i> Project Development Division (PDD-PO)</p> <p><i>Authorized Signatory of the Letter</i></p>



2. Receives final position paper and CSW approved by Planning Office	2.1. Submits the final position paper and approved CSW to the legal division	None	1 Day	<i>Technical Staff</i> <i>Chief TESD Specialist</i> Policy and Planning Division (PPD-PO) <i>Chief TESD Specialist</i> Policy Research and Evaluation Division (PRED-PO) <i>Chief TESD Specialist</i> Project Development Division (PDD-PO) <i>Authorized Signatory of the Letter</i>
	<b>TOTAL:</b>	None	7 Days	

## 10. Issuance of Legal Opinion

Issuance of legal opinion on various legal matters and on TESDA's policies, guidelines, procedures, programs, operational matters, laws, and rules and regulations necessary for management and project implementation.

<b>Office or Division:</b>	Legal Division, Office of the Director General
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	- TESDA Central/Regional/Provincial/District Offices - TESDA Technology Institutions
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Letter (1 Original Copy if not urgent/1 Photocopy if urgent or advance copy) request with the following: 1. Brief Background; 2. Other pertinent information; and 3. Other reference material	Requesting Office



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits request and requirements	1.1 Receives the request through e-mail, memorandum and/or letter	None	3 Minutes	<i>Administrative Assistant III Legal Assistant III Attorney IV Legal Division Office of the Director General</i>
	1.2 Conducts initial assessment of request based on submitted documents	None	7 Minutes	<i>Administrative Assistant III Legal Assistant III Attorney IV Legal Division Office of the Director General</i>
	1.3 Requires requester to submit lacking documents or attachments based on inquiry/request	None	5 Minutes	<i>Administrative Assistant III Legal Assistant III Attorney IV Legal Division Office of the Director General</i>
	1.4 Records in the logbook the request with complete documents	None	15 Minutes	<i>Administrative Assistant III Legal Assistant III Attorney IV Legal Division Office of the Director General</i>
	1.5. Handling lawyer evaluates the contents and substance of the request for legal opinion and checks the veracity of supporting documents.	None	1 day	<i>Attorney III Attorney IV Legal Division Office of the Director General</i>
	1.7. Conducts cross-validation and reference of facts to other	None	1 day	<i>Attorney III Attorney IV Legal Division Office of the Director General</i>



	divisions and units, when needed			
	1.8. Conducts legal research about the relevant laws, rules and jurisprudence based on the point of inquiry	None	2 days	<i>Attorney III</i> <i>Attorney IV</i> Legal Division Office of the Director General
	1.9. Drafts legal opinion	None	1 day	<i>Attorney III</i> <i>Attorney IV</i> Legal Division Office of the Director General
	1.10 Reviews and finalizes the legal opinion	None	2 days	<i>Attorney III</i> <i>Attorney IV</i> Legal Division Office of the Director General
	1.11. Submits the legal opinion to the Office of the Director General (ODG) for approval/ further instructions	None	30 Minutes	<i>Administrative Assistant III</i>  <i>Legal Assistant III</i>  <i>Attorney V</i> Legal Division Office of the Director General
2. Receives legal opinion	2. Once approved, sends the requested legal opinion to the requester	None	5 Days	<i>Administrative Assistant III</i>  <i>Legal Assistant III</i>  <i>Attorney V</i> Legal Division Office of the Director General
	<b>TOTAL:</b>	None	12 Days, 1 Hour	



## 11. Issuance of Order of Payment

The issuance of Order of Payment is part of the procedures for collections and deposits through collecting officers as stated in Section 40 of the Government Accounting Manual Volume I. Prior to the collection that takes place at the cashier's office. An accounting personnel fills out the Order of Payment form stating the nature of transactions and the corresponding amount to be paid by customer/client.

<b>Office or Division:</b>	Accounting Division, FMS			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	TESDA offices, employees and personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Reservation Form (1 Original Copy); or		TESDA Dormitory		
2. NC/COC (1 Original Copy); or		Certification Office		
3. Bid Documents; (1 Original Copy) or		Bid Docs – BAC Secretariat		
4. Vouchers, checks and other source documents (1 Original Copy)		Accounting Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits the requirements	1.1 Receives the requirements as the basis for issuing order of payment	None	3 Minutes	<i>Administrative Officer IV Chief Accountant Accounting Division</i>
	1.2 Prepares the Order of Payment indicating the amount and the Fund where payment should be credited to	None	3 Minutes	<i>Administrative Officer IV Chief Accountant Accounting Divisio</i>
	1.3 Records the order of	None	2 Minutes	<i>Administrative Officer IV Chief Accountant</i>



	payment in the logbook			Accounting Division
2. Receives the order of payment and signs in the logbook	2. Issues the order of payment	None	1 Minute	<i>Releasing Officer Chief Accountant Accounting Division</i>
	<b>TOTAL:</b>	None	9 Minutes	

## 12. Issuance of Scholarship Grant Certificate (SGCs) to Regional Office/s

Scholarship Grant Certificate (SGCs) serves as evidence of the TESDA learner that he/she is eligible for scholarship and can proceed to the actual training, assessment and certification. SGCs are issued to the Regional Offices for distribution to Provincial Offices which will distribute to their respective TVIs.

<b>Office or Division:</b>	Scholarships Management Division (SMD)			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	TESDA Regional Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Target Number of Slots and allocation per Scholarship Program set by SMD		Scholarships Management Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receives blank SGCs	1. Releases blank SGCs to the Regional Office based on Regional Scholarship Distribution	None	1 Day	<i>Regional Scholarship Focal Head of Division Scholarship Management Division</i>
2. Signs and submits regional Inventory Receipt of Blank SGCs	2. Receives the signed inventory Receipt of the Blank SGCs	None	3 Days	<i>Regional Scholarship Focal Head of Division Scholarship Management Division</i>
	<b>TOTAL:</b>	None	4 Days	



### 13. Issuance of Service Record/Certificate of Employment

A Service Record provides a documentary history of an employee's activities and accomplishments while serving as a government employee.

<b>Office or Division:</b>	Human Resource Management Division (HRMD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	TESDA employees in the Central/Regional/Provincial Offices and TESDA Training Institutions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished HRMD Requisition Slip (1 Original)		Human Resource Management Division (HRMD)		
2. Service Contract (1 Photocopy)		Records Section - GSD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits requirements	1.1 Receives requirements	None	1 Minute	<i>HRMD Staff Chief Administrative Officer Human Resource Management Division</i>
	1.2 Updates and prints Service Record; or prepares/prints the required Certification	None	1 Minute	<i>HRMD Staff Chief Administrative Officer Human Resource Management Division</i>
	1.3 Signs Service Record/Certificate of employment	None	1 Minute	<i>Chief Administrative Officer Human Resource Management Division</i>
2. Receives Service Records/Certificate of Employment	2. Issues Service Record/Certificate of Employment	None	1 Minute	<i>HRMD Staff Chief Administrative Officer Human Resource Management Division</i>
	<b>TOTAL:</b>	None	6 Minutes	



## 14. Issuance of TESDA Identification Card (ID) - Central Office

A Certificate of employment is issued to officials, employees and job order personnel to certify that they are previously/currently employed in TESDA. It may be issued with or without annual compensation.

<b>Office or Division:</b>	Human Resource Management Division (HRMD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	TESDA employees in the Central/Regional/Provincial Offices and TESDA Training Institutions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished HRMD Requisition Slip (1 Original)		Human Resource Management Division (HRMD)		
2. ID Information Sheet (1 Original)		Human Resource Management Division (HRMD)		
3. 1x1 ID picture (2 pieces)		TESDA Employee		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fills-out HRMD Service Requisition Slip and ID Information Sheet * Prepare supporting documents: a. Authenticated Copy of Appointment b. Picture, 1x1 (2 copies)	1.1 Receives duly accomplished and signed HRMD Requisition Slip and ID Information Sheet	None	1 Minute	<i>HRMD Staff Chief Administrative Officer Human Resource Management Division</i>
	1.2 Updates entries of information in Employees' Record	None	2 Minutes	<i>HRMD Staff Chief Administrative Officer Human Resource Management Division</i>
	1.3 Prints ID	None	2 Minutes	<i>HRMD Staff Chief Administrative Officer Human Resource Management Division</i>
2. Receives ID	2. Releases ID	None	2 Minutes	<i>HRMD Staff Chief Administrative Officer</i>





				Human Resource Management Division
	<b>TOTAL:</b>	None	7 Minutes	

## 15. Issuance of TESDA Identification Card (ID) - RODOPOTI

An Identification Card is issued to official and employees, containing a picture with their complete name, employee number, address, and other pertinent information.

<b>Office or Division:</b>	Human Resource Management Division (HRMD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	TESDA employees in the Central/Regional/Provincial Offices and TESDA Training Institutions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished HRMD Requisition Slip (1 Original)		Human Resource Management Division (HRMD)		
2. ID Information Sheet (1 Original)		Human Resource Management Division (HRMD)		
3. Authenticated Copy of Appointment (1 Original)		Human Resource Management Division (HRMD)		
4. 1x1 ID picture (2 copies)		TESDA Employee		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. HR registers the personal information of employee/s concerned and uploads required ID picture and signature thru the HR Hub.	1.1 Uploads employee's data information from HR Hub to Personnel Information System (PIS)	None	1 Minute	<i>HR Focal in RODOPOTI</i> Chief Administrative Officer Human Resource Management Division
	1.2 Prints ID	None	1 Minute	<i>HRMD Staff</i> Chief Administrative Officer Human Resource Management Division



2. Receives printed ID	2. Sends printed ID thru Records Section	None	3 Days	<i>HRMD Staff Chief Administrative Officer Human Resource Management Division</i>
	<b>TOTAL:</b>	None	3 Days, 2 Minutes	

## 16. Issuance of Supplies Available on Stock

This service provides for the supplies and materials needed by the different offices for their day-to-day operations. National government agencies are mandated to buy their common supplies from the Procurement Service (PS-DBM). The supplies being procured from PS-DBM are based on the submitted Annual Procurement Plan (APP) of the various offices.

<b>Office or Division:</b>	Procurement Division (PD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	TESDA offices in the Central Office			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished Requisition and Issue Slip (RIS) (1 original, 2 photocopy)		Requesting Office/ Procurement Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits RIS	1.1 Receives RIS	None	2 Minutes	<i>Administrative Assistant Chief Administrative Officer Procurement Division</i>
	1.2 Checks if the requested items are included in the approved Annual Procurement Plan (APP) and if available on stock	None	10 Minutes	<i>Administrative Officer IV Chief Administrative Officer Procurement Division</i>
2.a Receives the supplies requested; or	2.a If included in the APP and	None	10 Minutes	<i>Administrative Officer IV</i>



	available on stock, issues supplies being requested; or			Chief Administrative Officer Procurement Division
2.b Receives advice on the procurement of supplies	2.b If the supplies requested are neither included in the APP nor available on stock, returns the RIS to the requesting office for the preparation of Purchase Request (PR).	None	30 Minutes	Administrative Officer IV Chief Administrative Officer Procurement Division
	<b>TOTAL:</b>	None	52 Minutes	

### 17. Payment through List of Due and Demandable Accounts Payable – Advise to Debit Account (LDDAP-ADA) / Notice of Transfer of Allocation (NTA)

Payment of salaries, wages and other benefits, travel and other miscellaneous expenses of TESDA personnel.

<b>Office or Division:</b>	Cash Unit, General Services Division (GSD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G-Government to Government	
<b>Who may avail:</b>	TESDA Offices, Officials and Employees	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
For Salaries / Wages and other benefits:  1. Approved Disbursement Voucher with supporting documents (1 Original copy) (based on the given checklist indicated in COA Circular 2012-001 "Prescribing the Revised Guidelines and Documentary Requirements for common Government Transactions")	Approving Office/ Accounting Division	



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits Approved Disbursement Voucher and supporting documents	1.1 Receives approved Disbursing Voucher (DV) with complete supporting documents	None	3 Minutes	<i>Cash Unit staff Chief Administrative Officer General Services Division</i>
	1.2 Checks the completeness of signatures on the DV	None	3 Minutes	<i>Administrative Officer II Administrative Officer III Chief Administrative Officer General Services Division</i>
	1.3 Classifies DVs according to bank account, allotment class	None	30 Minutes	<i>Administrative Officer II Administrative Officer III Chief Administrative Officer General Services Division</i>
	1.4 Prepares LDDAP-ADA and Summary of LDDAP-ADAs Issued and Invalidated ADA Entries (SLIIE) or Notice of Transfer Allocation (NTA)	None	2 Hours	<i>Administrative Officer II Administrative Officer III Chief Administrative Officer General Services Division</i>
	1.5 Prepares Complete Staff Work (CSW)	None	10 Minutes	<i>Administrative Officer II Administrative Officer III Chief Administrative Officer General Services Division</i>
	1.6 Reviews and compares the amount and	None	30 Minutes	<i>Administrative Officer II</i>



	other details of LDDAP-ADA / NTA on DV			<i>Administrative Officer III Chief Administrative Officer General Services Division</i>
	1.7 Signs the LDDAP-ADA / NTA	None	5 Minutes	<i>Administrative Officer V Chief Administrative Officer General Services Division</i>
	1.8 Forwards the LDDAP-ADA / NTA to other signatories	None	30 Minutes	<i>Administrative Officer II Administrative Officer III Chief Administrative Officer General Services Division</i>
2. Receives payment through credit to bank account	2. Forwards LDDAP-ADA/NTA to the depository bank (To be credited to client's bank account within 24 hours)	None	30 Minutes	<i>Administrative Assistant III Administrative Aide IV Chief Administrative Officer General Services Division</i>
	<b>TOTAL:</b>	None	4 Hours, 21 Minutes	

## 18. Processing of Application for Leave

TESDA employees are entitled to different types of leave such as vacation leave, sick leave, and forced leave. This shall be monitored by HRMD - AS.

<b>Office or Division:</b>	Human Resource Management Division (HRMD)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G-Government to Government
<b>Who may avail:</b>	TESDA Officials and employees
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>



1. Application for Leave Form (1 Original)		Human Resource Management Division- Administrative Service (HRMD-AS) (TESDA Central Office)		
		Regional Financial and Administrative Service Division ( TESDA Regional Offices)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly signed application for leave	1. Receives duly accomplished and signed Application for Leave Form	None	1 Minute	<i>Administrative Officer II</i> (Human Resource Management Division)
	1.2 Checks leave credit balance in the Leave Credit Sheet	None	1 Minute	<i>Administrative Officer IV</i> (Human Resource Management Division)
	1.3 Certifies leave credit balance and signs the application for Leave Form	None	1 Minute	<i>Administrative Officer V</i> (Human Resource Management Division)  <i>Chief Administrative Officer</i> (Human Resource Management Division)
	1.4 Forwards processed Application for Leave to concerned Officials for approval	None	1 Minute	<i>Administrative Officer II</i> (Human Resource Management Division)
	1.5 Approves application for leave	None	3 Hours	Authorized Approving Official/s
2. Receives copy of approved application for leave	2.1 Provides copy of approved application for leave to concerned employee	None	1 Minute	<i>Administrative Officer II</i> (Human Resource Management Division)



	2.2 Updates Leave Credit Sheet	None	1 Minute	Administrative Officer IV  (Human Resource Management Division)
	<b>TOTAL:</b>	None	3 Hours, 6 Minutes	

## 19. Application for Retirement

This service refers to the process of application for retirement, computation of the appropriate retirement benefits, and verification of the authenticity, accuracy and consistency of the data contained in the documents submitted by the retiring applicant.

<b>Office or Division:</b>	Human Resource Management Division (HRMD)		
<b>Classification:</b>	Simple Transaction		
<b>Type of Transaction:</b>	G2G – Government to Government Employee		
<b>Who may avail:</b>	Retiring applicants		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Memorandum from the employee specifying the intention to retire (1 original)		Applicant	
2. Endorsement Memorandum from respective office heads (Deputy Director General/ Executive Director for TESDA Central Office Personnel and Regional Director for Regional Office, Provincial Office, and TESDA Administered Institutions (1 Original Copy)		Respective Office Heads <ul style="list-style-type: none"> <li>Deputy Director General/ Executive Director ( TESDA Central Office)</li> <li>Regional Director (TESDA Regional Office)</li> </ul>	
3. Service Record (1 Original Copy)		Human Resource Management Division- Administrative Service (HRMD-AS) (TESDA Central Office)  Regional Financial and Administrative Service Division ( TESDA Regional Offices)	



4. Individual Performance Commitment and Review ( 1 Original Copy)		Human Resource Management Division-Administrative Service (HRMD-AS) (TESDA Central Office)		
		Regional Financial and Administrative Service Division ( TESDA Regional Offices)		
5. Statement of Assets, Liabilities and Net Worth (1 Original Copy)		Applicant		
6. Turn Over Report / Knowledge Transfer ( Original Copy)		Applicant		
7. GSIS Application for Retirement Form (1 Original Copy)		Human Resource Management Division-Administrative Service (HRMD-AS) (TESDA Central Office)		
		Regional Financial and Administrative Service Division ( TESDA Regional Offices)		
8. Declaration of Pendency/ Non-Pendency (1 Original Copy)		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application and requirements via personal appearance/mail or email through proper channels indicating intent of the applicant to retire and the effectivity of retirement	1.1. Receives application and requirements via Personal appearance/ mail or email	None	1 minute	<i>Administrative Officer II</i> (Human Resource Management Division)
	1.2 Prepares Complete Staff Work (CSW) and Memorandum of Acceptance	None	20 minutes	<i>Administrative Officer II</i> (Human Resource Management Division)
	1.3 Endorses CSW and Memorandum to the Director IV of the Administrative Service	None	5 minutes	<i>Chief Administrative Officer</i> (Human Resource Management Division)





	1.4 Signs the CSW and endorses CSW to the Deputy Directors General	None	1 hour	<i>Director IV, Administrative Service</i>
	1.5 Signs the CSW and endorses to the Director General/ Secretary	None	1 hour	Deputy Director General concerned
	1.6 Forwards CSW and Memorandum to the Office of the Director General	None	2 hours	Deputy Director General concerned
	1.7 Signs Memorandum and Certificate of Retirement and Memorandum and Certificate of Retirement	None	4 hours	Director General / Secretary
	1.8 Receives Memorandum and Certificate signed by the Director General	None	1 minute	<i>Administrative Officer II</i> (Human Resource Management Division)
	1.9 Receives Memorandum and Certificate signed by the Director General	None	1 minute	<i>Administrative Officer II</i> (Human Resource Management Division)
	2.0 Scans Memorandum and Email Scanned Memorandum to office concerned	None	2 minutes	<i>Administrative Officer II</i> (Human Resource Management Division)
2. Receives Original Copy of Signed Memorandum of Retirement	2.1 Forwards duly signed retirement acceptance to the concerned Regional Office/Executive Office (EO) and retiring employee	None	2 minutes	<i>Administrative Officer II</i> (Human Resource Management Division)



	through courier for Regional Office Personnel			
	<b>TOTAL:</b>	None	1 day, 32 Minutes	

## 20. Processing of TESDA Clearance

This process is a requirement of the Agency to employee/s to settle all debts and obligations, including return of properties or documents, to be cleared of any accountability and be issued a clearance document.

<b>Office or Division:</b>	Human Resource Management Division (HRMD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government Employee			
<b>Who may avail:</b>	Retiring applicants			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Basic Requirements</b>				
1. TESDA Clearance Form (1 Original Copy)		Applicant		
2. Endorsement Memorandum from respective office heads (Deputy Director General/ Executive Director for TESDA Central Office Personnel and Regional Director for Regional Office, Provincial Office, and TESDA Administered Institutions (1 Original Copy)		Respective Office Heads <ul style="list-style-type: none"> <li>• Deputy Director General/ Executive Director ( TESDA Central Office)</li> <li>• Regional Director (TESDA Regional Office)</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Submits duly signed Clearance Form and Memorandum to HRMD/ Regional FASD	1.1 Receives TESDA Clearance from COROPOTI	None	1 minute	<i>Administrative Officer II</i>  (Chief Human Resource Management Division)
	1.2 HRMD forwards The original clearance to the Legal Division for the Certification of No Pending Administrative Case	None	2 minutes	<i>Administrative Officer II</i>  (Chief Human Resource Management Division)
	1.3 LD staff receives Clearance	None	1 minute	<i>Administrative Assistant III</i>  ( Legal Division)
	1.2 Legal Division reviews Employee records if with or without administrative case	None	2 hours	Head of Legal Division
	1.3 Legal Division Head signs TESDA Clearance and forwards to HRMD	None	1 minute	<i>Administrative Assistant III</i>  ( Legal Division)
	1.3 Receives the signed Clearance	None	5 minutes	<i>Administrative Officer II</i> (Human Resource Management Division)
	1.2 Prepares Complete Staff Work (CSW) for the signing of the TESDA Clearance	None	20 minutes	<i>Administrative Officer II</i>  (Human Resource Management Division)
	1.3 Endorses CSW and TESDA Clearance to the	None	5 minutes	<i>Chief Administrative Officer</i>



	Director IV of the Administrative Service			(Human Resource Management Division)
	1.4 Signs the CSW and endorses CSW to the Deputy Directors General	None	1 hour	<i>Director IV, Administrative Service</i>
	1.5 Signs the CSW and endorses clearance to the Director General/ Secretary	None	1 hour	Deputy Director General concerned
	1.6 Signs the TESDA Clearance	None	4 hours	Director General / Secretary
	1.7 Receives CSW and TESDA Clearance signed by the Director General	None	1 minute	<i>Administrative Officer II Human Resource Management Division</i>
	1.8 Scans Clearance and Email Scanned Clearance to office concerned	None	2 minutes	<i>Administrative Officer II Human Resource Management Division</i>
2. Receives Original Copy of Signed Clearance	1.9 Forwards duly signed original clearance to the concerned Regional Office/Executive Office (EO) and transmit signed original clearance through courier for Regional Office Personnel	None	7 minutes	<i>Administrative Officer II Human Resource Management Division</i>
	<b>TOTAL:</b>		1 Day, 45 Minutes	



## 21. Processing of Terminal Leave

This service refers to money value of the total accumulated leave credits of an employee based on the highest salary rate received prior to or upon retirement date/voluntary separation.

<b>Office or Division:</b>	Human Resource Management Division (HRMD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government Employee			
<b>Who may avail:</b>	Retiring applicants			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Basic Requirements</b>				
1. Endorsement Memorandum from respective office heads (Deputy Director General/ Executive Director for TESDA Central Office Personnel and Regional Director for Regional Office, Provincial Office, and TESDA Administered Institutions ( 1 Original Copy)		Respective Office Heads <ul style="list-style-type: none"> <li>• Deputy Director General/ Executive Director ( TESDA Central Office)</li> <li>• Regional Director (TESDA Regional Office)</li> </ul>		
2. Duly signed Application for Terminal Leave (1 Original Copy)		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Submits complete documentary requirements for Terminal Leave with duly signed leave application for Terminal Leave Benefits to HRMD /Regional FASD	1.1 Reviews and Receives complete documentary requirements for Terminal Leave with duly signed leave application for Terminal Leave Benefits	None	5 minutes	<i>Administrative Officer II</i>  (Human Resource Management Division)
	1.2 Prepares Complete Staff Work and indicated documentary requirements needed for Terminal Leave	None	3 hours	<i>Administrative Officer IV</i>  (Human Resource Management Division)



	provided by the employer			
	1.3 Certifies Application for Terminal Leave and Endorses CSW to the Director IV, Administrative Service	None	30 minutes	<i>Chief Administrative Officer</i>  (Human Resource Management Division)
	1.4 Signs the CSW and endorses CSW to the concerned Deputy Directors General	None	1 hour	<i>Director IV,</i> Administrative Service
	1.5 Signs the CSW and the Terminal Leave Application	None	1 hour	Deputy Director General concerned
	1.6 Receives CSW and TESDA Clearance signed by the Director General	None	1 minute	<i>Administrative Officer II</i> Human Resource Management Division
	1.7 Scans Clearance and Email Scanned Clearance to office concerned	None	2 minutes	<i>Administrative Officer II</i> Human Resource Management Division
2. Receives signed Application for Terminal Leave	18 Forwards Application for Terminal Leave to the concerned Regional Office/Executive Office (EO) transmit signed original Terminal Leave application through courier	None	2 minutes	<i>Administrative Officer II</i> Human Resource Management Division



	for Regional Office Personnel			
	<b>TOTAL:</b>		1 Hour, 30 Minutes	

## 22. Payment of Terminal Leave Benefits

This service refers to the process of application for retirement, computation of the appropriate retirement benefits, and verification of the authenticity, accuracy and consistency of the data contained in the documents submitted by the retiring applicant.

<b>Office or Division:</b>	Human Resource Management Division (HRMD)		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2G – Government to Government Employee		
<b>Who may avail:</b>	Retiring applicants		
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>		
1. Endorsement Memorandum from respective office heads (Deputy Director General/ Executive Director for TESDA Central Office Personnel and Regional Director for Regional Office, Provincial Office, and TESDA Administered Institutions ( 1 Original Copy)	Respective Office Heads <ul style="list-style-type: none"> <li>Deputy Director General/ Executive Director ( TESDA Central Office)</li> <li>Regional Director (TESDA Regional Office)</li> </ul>		
2. Memorandum of Request from Regional Office for Terminal Leave Benefits of Optional Retirees/ Resigned Employees without funding from the downloaded GAA with the List of Actual Retirees to be Paid (LARP) ( 1 Original Copy)	<ul style="list-style-type: none"> <li>Regional Director (TESDA Regional Office)</li> </ul>		
2. Duly signed Application for Terminal Leave (1 Original Copy)	<i>Applicant</i>		
3. Updated Service Record (last day of duty and date of effectivity of retirement) (1 Original Copy)	<i>Employer</i>		
4. Approved Agency Clearance (1 Certified True Copy)	<i>Employer</i>		



5. GSIS Clearance (1 Original Copy)	<i>Applicant</i>
6. SALN (1 Original Copy)	<i>Applicant</i>
7. Copy of NOSA ( Showing the Highest Salary under last Appointment) (1 Original Copy)	<i>Employer</i>
8. Copy of Appointment (1 Original Copy)	<i>Employer</i>
9. Copy of Acceptance of Retirement/ Resignation (1 Original Copy)	<i>Employer</i>
10. 1 Certified Photocopy of employee leave card with computed leave credits as at last date of service of personnel	<i>Employer</i>
11. Computation of Terminal Leave Benefits signed by the respective Accountant for TESDA Central Office/ Regional Office (1 Original Copy)	<i>Employer</i>
Additional Requirements in case of death ((1 Original Copy)) - Death Certificate issued by PSA - Marriage Certificate issued by PSA - Birth Certificate of all surviving legal heirs issued by PSA - Waiver of Rights of Children 18 years old and above if applicable	<i>Applicant</i>

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits all documentary requirements for the payment of terminal leave benefits	1.1 Receives and reviews the submitted complete duly signed documentary requirements for the payment of terminal leave benefits	None	1 hour	<i>Administrative Officer II</i>  (Human Resource Management Division)





	1.2 Prepares computation of terminal leave benefit duly and Prepares ORS and DV and List of Actual Retirees to be Paid (LARP) to processes payment of terminal leave benefit	None	2 hours	<i>Administrative Officer IV</i> (Human Resource Management Division)
	1.3 Signs ORS and DV (Signatories are dependent on the amount dependent on the delegation of authority) and forwards documents to the Financial Management Service (Accounting and Budget Division)	None	2 hours	<i>Chief Administrative Officer HRMD-AS/ Director IV, Administrative Service Chief Accountant</i> (Accounting Division)
	1.4 Transmit DV with complete documentary requirements to Accounting Division / FMS to validate the terminal leave benefit computation.	None	5 minutes	<i>Personnel Human Resource Management Division</i>
	1.5 Checks computation of terminal leave benefit duly	None	2 Minutes	<i>Personnel Accounting Division Financial and Management Service</i>



	1.6 Computation of terminal leave and List of Actual Retirees to be Paid (LARP) sign and certified	None	2 Minutes	Chief Accounting Division Financial and Management Service
	1.7 Transmit DV and all other supporting documents to Director IV, Administrative Service for signature	None	1 Minute	Chief Accounting Division Financial and Management Service
	1.8 Signs LARP	None	24 minutes	Director IV, Administrative Service
	1.9 Transmit DV and other supporting documents to Budget Division/FMS	None	1 Minute	Personnel Administrative Service
	1.10 Forwards signed ORS and DV to Budget Division together with the List of Actual Retirees to be Paid (LARP)	None	5 minutes	Administrative Officer II (Human Resource Management Division)
	1.11 Checking of availability of funds. (If funds are not available in the Central Office, FMS prepares letter request to DBM for release of funds and Complete Staff Work.)	None	5 Mins	Personnel Budget Division Financial and Management Service
	1.12 Prepares the letter request for funding and all supporting documents to DBM (LARP additional	None	20 Minutes	Budget Division



	<i>requirement to be submitted)</i>			
	1.13 Endorses letter request/ CSW to Director IV, FMS for signature/ endorsement to the Director General	None	15 minutes	<i>Chief Budget Division Financial and Management Service</i>
	1.14 Director General signs letter request to DBM and approves CSW	None	1 day	Director General
	1.15 Transmits letter request and all supporting documents to DBM	None	1 day	Budget Division Financial and Management Service
	2.1 DBM verifies the computation, ascertains whether the grant and amount of terminal leave benefits are in accordance with law, and releases the required funds to TESDA	None	1 Hour <i>*DBM's Citizen Charter External Service No. 2</i>	Department of Budget and Management



	2.2 Based on the evaluated Special Budget Request (SBR), DBM issues Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA) for payment of terminal leave benefits chargeable against the Pension and Gratuity Fund (PGF)	None	14 working days  <i>*DBM's Citizen Charter External Service No. 2</i>	Department of Budget and Management
	2.3 Issuance of NCA corresponding to the SARO issued for credit to TESDA's Special MDS Account and returns all supporting documents to TESDA	None	1 Hour  <i>*DBM's Citizen Charter External Service No. 2</i>	Department of Budget and Management
	3.1 Obligates the amount of terminal leave benefits approved/ released by DBM; forwards DV and all supporting documents including copy of SARO to Accounting Division/FMS for processing	None	1 day	Personnel Budget Division Financial and Management Service
	3.2 Signs Obligation Request Status (ORS)	None	30 minutes	<i>Chief</i> Budget Division



	3.3 Processes terminal leave payment of retiring employee	None	1 day	Personnel Accounting Division Financial and Management Service
	3.4 Signs DV	None	30 minutes	Chief Accounting Division Financial and Management Service
	3.5 Signs Box D of DV  For amounts P300,00.00 & above, Director General is the signatory  For amounts P299,999.00 & Below, Director IV, Administrative Service	None	1 day	Director General  <i>Director IV, Administrative Service</i>
	3.6 Prepares List of Due and Demandable Accounts Payable (LDAP) for terminal leave benefit payment of Central Office retiring employee and Complete Staff Work (CSW)	None	1 day	<i>Personnel Cash Unit</i> General Services Division Administrative Service
	3.7 Signs LDAP forwards LDAP to Chief, Budget Division and Chief Accountant for signature	None	30 minutes	Cash Unit Head



	3.8 Transmit CSW to Director IV, FMS for her initials and endorses LDAP, CSW to Director IV, Administrative Service for signature	None	1 day	<i>Personnel Cash Unit General Services Division Administrative Service</i>
	3.9 Director IV, Administrative Service signs CSW/endorses LDAP to the Director General	None	30 minutes	<i>Director IV, Administrative Service</i>
	3.10 Signs LDAP and CSW	None	1 day	Director General
	3.11 Transmit duly signed LDAP to Landbank of the Philippines to credit the terminal leave benefit in the ATM account of the retiring employee	None	1 day	<i>Personnel Cash Unit General Services Division Administrative Service</i>
	3.12 For payment of terminal leave benefit for RO retiring employee, Cash Unit prepares Notice of Transfer Allocation (NTA)	None	30 minutes	<i>Personnel Cash Unit General Services Division Administrative Service</i>
	3.13 Signs NTA and transmit NTA to Budget Division for signature of Chief, Budget Division	None	15 minutes	Head Cash Unit General Services Division Administrative Service
	3.14 Signs NTA	None	15 minutes	<i>Chief Budget Division Financial and Management Service</i>



	3.15 Transmit NTA to Cash Unit	None	15 minutes	Budget Division Financial and Management Service
	3.16 Cash Unit transmit NTA to Landbank of the Philippines for fund transfer to concerned Regional Office	None	1 day	<i>Personnel</i> Cash Unit General Services Division Administrative Service
2. Receives Terminal Leave Benefits	3.17 Cash Unit sends copies of NTA and Sub-ARO to concerned Regional Office	None	30 minutes	<i>Personnel</i> Cash Unit General Services Division Administrative Service
	<b>TOTAL:</b>	None	25 Days, 4 Hours, 5 Mins	

**NOTE:** All incomplete documents will not be accepted. Only documents with complete documentary requirements will be processed for the multi stage processing.

### 23. Processing of Career Executive Service Performance Evaluation System (CESPES) Ratings of TESDA Officials

The Career Executive Service Performance Evaluation System or CESPES is the official performance evaluation system for members of the Career Executive Service (CES). It serves as the basis for personnel actions, including original and promotional appointment to CES ranks, salary adjustments, grant of merit-based incentives.

<b>Office or Division:</b>	Human Resource Management Division (HRMD)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	TESDA Officials holding Director Positions, Designated Officers-in-Charge in the Regional and Provincial Offices
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Ratee Information Sheet (RIS) (1 original)	Human Resource Management Division (HRMD)



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits Ratee Information Sheet (RIS)	1.1 Request submission of RIS of TESDA officials occupying CES positions through issuance of Memorandum	None	25 Minutes	<i>Administrative Officer V Chief Administrative Officer Human Resource Management Division</i>
	1.2 Receives RIS	None	5 Minutes	<i>Administrative Officer IV Chief Administrative Officer HRMD</i>
	1.3 Encodes information indicated on the submitted RIS in the CESB portal for the following period: <ul style="list-style-type: none"> <li>➤ January-June (1<sup>st</sup> semester)</li> <li>➤ July-December (2<sup>nd</sup> semester)</li> <li>➤ 3 months (minimum appraisal)</li> <li>➤ 1 year (maximum period)</li> </ul>	None	30 Minutes per RIS	<i>Administrative Officer V Chief Administrative Officer Human Resource Management Division</i>
2. Encodes Performance Commitment and Review Form (Performance Planning) in the CESB portal	2.1 Issues memorandum to all TESDA officials occupying CES positions on the encoding of	None	30 Minutes	<i>Administrative Officer V Chief Administrative Officer Human Resource Management Division</i>





	online Performance Commitment and Review Form (Performance Planning) in the CESB portal within the prescribed date of submission			
	2.2 Requests encoding of online Performance Rating for Superior and Subordinate Raters thru memorandum	None	30 Minutes	<i>Administrative Officer V Chief Administrative Officer Human Resource Management Division</i>
3. Requests from CESB access in the CESB for Superior and Subordinate raters who failed to rate for their respective ratee/s on the scheduled date of submission	3. Prepares letter to CESB requesting for access in the CESB portal for Superior and Subordinate raters who failed to rate for their respective ratee/s on the scheduled date of submission	None	30 Minutes	<i>Administrative Officer V Chief Administrative Officer Human Resource Management Division</i>
4. Receives Individual CESPES Rating and the Summary List of officials (with & without ratings) from CESB	4. Furnishes the officials with the original copy of CESPES rating through memorandum Individual CESPES Rating and the	None	30 Minutes per official	<i>Chief Administrative Officer Director IV Administrative Service</i>



	Summary List of officials (with & without ratings) from CESB			
	<b>TOTAL:</b>	None	3 Hours	

## 24. Processing of Disbursement Vouchers

Disbursement is the settlement of government payable/obligation by cash, check or ADA. It shall be covered by Disbursement Voucher. All Disbursement Voucher must undergo the process of checking, verification, validation, mathematical computation before it is certified by the Chief Accountant.

<b>Office or Division:</b>	Accounting Division, FMS			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	TESDA offices, employees and personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. DV (3 original copies)		Requesting TESDA Office		
2. ORS (3 original copies)		Requesting TESDA Office		
3. Other supporting documents (1 original copy) based on the given checklist indicated in COA Circular 2012-001 "Prescribing the Revised Guidelines and Documentary Requirements for common Government Transactions"		Requesting TESDA Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits the requirements/ documents	1.1. Receives the requirements/ documents	None	5 Minutes	<i>Receiving Officer</i> <i>Chief Accountant</i> Accounting Division
	1.2. Checks completeness of the requirements/ documents	None	5 Minutes	<i>Receiving Officer</i> <i>Chief Accountant</i> Accounting Division



	1.3.a. If complete, assigns DV number and encodes at the Disbursement Voucher monitoring sheet; or 1.3.b. If incomplete, returns to the requesting office for compliance	None	5 Minutes	<i>Receiving Officer Chief Accountant Accounting Division</i>
	1.4. Checks the accuracy of the requirements/documents attached, and makes adjustments, if needed. If found not in order, returns the DV to the requesting office for compliance	None	1 Hour	<i>Administrative Officer IV Chief Accountant Accounting Division</i>
	1.5. Reviews and verifies the validity and legality of transaction and documents attached. If found not in order, returns the DV to the requesting office for compliance	None	10 Minutes	<i>Disbursement Section head Chief Accountant Accounting Division</i>
	1.6. Writes Journal Entries at the Box letter B at the portion of the DV	None	10 Minutes	<i>Administrative Officer IV Chief Accountant Accounting Division</i>



	1.7. Stamps the source of funds on the DV	None	10 Minutes	<i>Accounting Staff Chief Accountant Accounting Division</i>
	1.8 Reviews the Disbursement Vouchers certifies completeness of supporting documents and signs Box C of the DV. If found not in order, returns the DV to the requesting office for compliance	None	1 Hour	<i>Accounting Staff Chief Accountant Accounting Division</i>
2. Receives DV duly certified on the availability of funds and completeness of documents	2. Releases DV with supporting documents to the approving official	None	10 Minutes	<i>Accounting Staff Chief Accountant Accounting Division</i>
	<b>TOTAL:</b>	None	2 Hours, 55 Minutes	

## 25. Processing of Purchase Order/Job Order

Purchase Order and Job Order are the primary source documents attached to the disbursement voucher. These are requirements needed when paying to a supplier for the good and services acquired by the agency. Prior to the delivery of the said goods and services, POs and JOs must undergo the process of checking, verification, validation, mathematical computation before it is certified by the Chief Accountant.

<b>Office or Division:</b>	Accounting Division, FMS	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G - Government to Government	
<b>Who may avail:</b>	TESDA Offices	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Purchase Request (3 original)		Requesting Office



2. Purchase Order (3 original)		Requesting Office		
3. Other supporting Documents based on the given checklist indicated in COA Circular 2012-001 "Prescribing the Revised Guidelines and Documentary Requirements for common Government Transactions" (1 original)		Requesting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the requirements	1.1 Receives requirements/ documents	None	5 Minutes	<i>Receiving Staff Chief Accountant Accounting Division</i>
	1.2. Checks the completeness of the requirements/ documents. If incomplete, returns to the requesting office for compliance	None	5 Minutes	<i>Receiving Staff Chief Accountant Accounting Division</i>
	1.3. Assigns PO/JO number and encodes at the google sheet monitoring	None	5 Minutes	<i>Receiving Staff Chief Accountant Accounting Division</i>
	1.4. Checks completeness, funds availability and accuracy of computation. If found not in order, returns the PO/JO to the Requesting Office for compliance	None	10 Minutes	<i>Administrative Officer IV (Processing Officer) Chief Accountant Accounting Division</i>
	1.5. Performs final checking of documents.	None	10 Minutes	<i>Accountant III (Disbursement Section Head)</i>



	If found not in order, returns the PO/JO to the Requesting Office for compliance			<i>Chief Accountant</i> Accounting Division
	1.6 Stamps the PO's/JO's with the source of funds to be used	None	5 Minutes	<i>Accounting Staff</i> <i>Chief Accountant</i> Accounting Division
	1.7 Checks completeness of documents and availability of funds, and signs PO/JO. If found not in order, return the PO/JO to the Requesting Office for compliance	None	10 Minutes	<i>Accounting Staff</i> <i>Chief Accountant</i> Accounting Division
2. Receives PO/JO duly certified on the availability of funds and completeness of documents	2. Releases PO/JO duly certified on the availability of funds and completeness of documents	None	10 Minutes	<i>Disbursement Section</i> <i>Head</i> <i>Chief Accountant</i> Accounting Division
	<b>TOTAL:</b>	None	1 Hour	

## 26. Processing of Request for Attendance to Foreign Training Program/Conference/Meeting /Forum (Thru Invitation)

TESDA Development Institute processes foreign training programs/ conferences/ meetings determined for TESDA Employees which enables individuals to network with counterpart foreign partners in diverse learning disciplines.

<b>Office or Division:</b>	TESDA Development Institute, Human Resource Management Division (TDI – HRMD)
<b>Classification:</b>	Highly Technical



<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Offices in the Central/Regional/Provincial Offices, TESDA Training Institutions and TESDA Administered Schools (TAS)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Memorandum Request (1 original)		TESDA Development Institute, Human Resource Management Division (TDI – HRMD)		
2. Program Invitation (1 photocopy)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Foreign sponsors forwards Letter of Invitation with document/s on information about the training program	1.1 Receives Letter of Invitation from Foreign Sponsor	None	10 Minutes	<i>Administrative Officer II/IV</i> TESDA Development Institute  <i>Assistant Executive Director</i> Administrative Service
	1.2 Coordinates with sponsor on program details 1.3 Prepares Complete Staff Work (CSW) and Memorandum of Invitation	None	1 Hour	<i>Administrative Officer II/IV</i> TESDA Development Institute  <i>Assistant Executive Director</i> Administrative Service
	1.4 Forwards CSW and Memorandum to the Office of the Director General	None	2 Days	<i>Administrative Officer II/IV</i> TESDA Development Institute  <i>Assistant Executive Director</i> Administrative Service
	1.5 Signs Memorandum	None	2 Days	<i>Director General</i> Office of the Director General
	1.6 Receives Memorandum signed by the Director General	None	1 Day	<i>Administrative Officer II/IV</i> TESDA Development Institute  <i>Assistant Executive Director</i> Administrative Service



	1.7 Forwards accomplished Requisition Form, signed Memorandum of Invitation to Records Section for dissemination	None	30 Minutes	<i>Administrative Officer II/IV</i> TESDA Development Institute  <i>Assistant Executive Director</i> Administrative Service
2. COROPOTI submits Memorandum of Request with nominees	2.1 Receives Memorandum of Request	None	15 Minutes	<i>Administrative Staff Director IV</i> Administrative Service
	2.2 Collates memorandum of request and evaluates nominee's profile	None	8 Minutes	<i>Administrative Officer II/IV</i> TESDA Development Institute  <i>Assistant Executive Director</i> Administrative Service
	2.3 Prepares Complete Staff Work and Comparative Assessment Review for deliberation	None	7 Minutes	
	2.4 Deliberates List of nominees	None	2 Days	<i>National Human Resource Development Committee (NHRDC)</i>
	2.5 Endorses List of nominees to the Director General for approval	None	1 Day	<i>Administrative Officer II</i> TESDA Development Institute  <i>Assistant Executive Director, AS</i>
	2.6 Approves nominee/s to attend the training program	None	1 Day	<i>Director General</i> Office of the Director General
	2.7 Registers the official/employee to the Training	None	1 Hour	<i>Administrative Officer II/IV</i> TESDA Development Institute





	Institution upon receipt of approved NHRDC CSW			<i>Assistant Executive Director</i> Administrative Service
	2.8 Prepares Travel Authority, Letter to DFA and CSW	None	1 Hour	<i>Administrative Officer II/IV</i> TESDA Development Institute  <i>Assistant Executive Director</i> Administrative Service
	2.9 Endorses Travel Authority and letter to DFA to the Director General for approval/ signature	None	2 Hours	<i>Director IV</i> Administrative Service
	2.10 Approves Travel Authority and signs letter to DFA	None	3 Days	<i>Director General</i> Office of the Director General
	2.11 Receives approved/signed Travel Authority and letter to DFA	None	2 Days	<i>Administrative Officer IV or II</i> TESDA Development Institute  <i>Assistant Executive Director</i> Administrative Service
3. Submits required documents for processing	3.1 Coordinates with official/ employee for submission of documents for passport and visa processing, if needed	None	1 Day	<i>Administrative Officer IV or II</i> TESDA Development Institute  <i>Assistant Executive Director</i> Administrative Service
	3.2 Prepares Disbursement Voucher and Obligation Request & Status for	None	1 Day	<i>Administrative Officer IV/ II</i> TESDA Development Institute



	payment of necessary fees corresponding registration/participation fee (if not sponsored), travel allowances of concerned official/employee (DSA, Pre-Travel Allowance, Representation Allowance for the DG)			<i>Assistant Executive Director</i> Administrative Service
	3.3 Coordinates the arrangement of the following (if not sponsored: <ul style="list-style-type: none"> <li>● Accommodation</li> <li>● Air ticket</li> <li>● Travel insurance</li> </ul>	None	1 Day	<i>Administrative Officer II/IV</i> TESDA Development Institute  <i>Assistant Executive Director</i> Administrative Service
	3.4 Secures Travel Tax Exemption for travelling official/employee from TIEZA	None	1 Day	<i>Administrative Assistant III</i> TESDA Development Institute  <i>Assistant Executive Director</i> Administrative Service
	3.5 Forwards payment to Training Institution thru bank to bank transfer (for non- sponsored programs)	None	1 Day	<i>Administrative Assistant III</i> TESDA Development Institute  <i>Assistant Executive Director</i> Administrative Service
4. Receives all required travel and training documents	4.1 Issues all required travel and training documents to	None	30 Minutes	<i>Administrative Officer IV or II</i> TESDA Development Institute



	the employee/ official			<i>Administrative Assistant III</i> TESDA Development Institute  <i>Assistant Executive Director</i> Administrative Service
	<b>TOTAL:</b>	None	19 Days, 7 Hours, 10 Minutes	

## 27. Processing of Request for Attendance to In- House Training Programs

TESDA Development Institute as one of TESDA's training arm provides specialized staff development interventions in support of the learning and development of TESDA personnel through the administration of In- house trainings anchored to TDI's curriculum design.

<b>Office or Division:</b>	TESDA Development Institute, Human Resource Management Division (TDI – HRMD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	Central/Regional/Provincial Offices, TESDA Training Institutions and TESDA Administered Schools (TAS)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Memo Request (1 original)		TESDA Development Institute, Human Resource Management Division (TDI – HRMD)		
2. Program Invitation (1 photocopy)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits training proposals and forwards training proposal	1.1 Forwards invitation to TESDA Development Institute.	None	15 Minutes	<i>Director IV- Administrative Services</i>
	1.2 Receives and reviews	None	15 Minutes	<i>Chief Administrative Officer</i>



	training proposal if found compliant to the prescribed training needs from the Training Needs Analysis and Workforce Development Plan			Human Resource Management Division Administrative Services  <i>Administrative Officer II/IV</i> TESDA Development Institute  <i>Assistant Executive Director</i> Administrative Service
	1.3 Coordinates with Training Providers and prepares Terms of Reference/ Memorandum of Agreement	None	3 Days	<i>Administrative Officer II/IV</i> TESDA Development Institute  <i>Assistant Executive Director</i> Administrative Service
	1.4 Forwards the Complete Staff Work, Terms of Reference / Memorandum of Agreement, Memorandum of Invitation for signature of the Secretary	None	1 Day	<i>Directors (Involved in the conduct of the specific Program)</i>
	1.5 Signs/ Approves Complete Staff Work, Terms of Reference / Memorandum of Agreement, Memorandum of Invitation	None	1 Day	<i>Director General</i> Office of the Director General
	1.6 Receives signed	None	1 Day	<i>Administrative Officer II/ IV</i>



	Complete Staff Work, Terms of Reference / Memorandum of Agreement, Memorandum of Invitation			TESDA Development Institute <i>Assistant Executive Director</i> Administrative Service
	1.7 Forwards signed Requisition Slip and Memorandum of approved training program to Records Section for dissemination	None	30 Minutes	<i>Administrative Officer II/IV</i> TESDA Development Institute <i>Assistant Executive Director</i> Administrative Service
2. Submits Memorandum of Request with nominees	2.1 Forwards Memo to TESDA Development Institute for review	None	8 Minutes	<i>Director IV</i> Administrative Services
	2.2 Receives memorandum of nomination from Requesting Offices	None	7 Minutes	<i>Chief Administrative Officer</i> Human Resource Management Division Administrative Services
	2.3 Collates and reviews memorandum and requirements necessary for the training program	None	15 Minutes	<i>Administrative Officer II/IV</i> TESDA Development Institute <i>Assistant Executive Director</i> Administrative Service
	2.4 Prepares Complete Staff Work and TESDA Order of	None	1 Hour	<i>Administrative Officer II/IV</i> TESDA Development Institute



	nominated employees			<i>Assistant Executive Director</i> Administrative Service
	2.5 Forwards CSW and TESDA Order for the program for the Secretary's approval	None	1 Day	<i>Administrative Officer II/IV</i> TESDA Development Institute  <i>Assistant Executive Director</i> Administrative Service
	2.6 Signs/ Approves Complete Staff Work, Terms of Reference / Memorandum of Agreement, Memorandum of Invitation	None	1 Day	<i>Director General</i> Office of the Director General
	2.7 Receives signed and approved TESDA Order for dissemination	None	1 Day	<i>Administrative Officer II/IV</i> TESDA Development Institute  <i>Assistant Executive Director</i> Administrative Service
	2.8 Forwards accomplished requisition slip and signed TESDA Order to Records for numbering and upload to RMIS	None	30 Minutes	<i>Administrative Officer II/IV</i> TESDA Development Institute  <i>Assistant Executive Director</i> Administrative Service
3. Received Notification via email the schedule and venue of the training	3.1. Send notification re: the schedule and venue of the training	None	10 Minutes	<i>Administrative Officer II/IV</i> TESDA Development Institute  <i>Assistant Executive Director</i> Administrative Service



## 28. Processing of Request for Attendance to Public Training Programs

TESDA Development Institute as one of TESDA's training arm provides specific staff development interventions in support of the learning and development of TESDA personnel through the administration of public trainings catered by external training providers.

<b>Office or Division:</b>	TESDA Development Institute, Human Resource Management Division (TDI – HRMD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	Central/Regional/Provincial Offices, TESDA Training Institutions and TESDA Administered Schools (TAS)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Memo Request (1 original)		TESDA Development Institute, Human Resource Management Division (TDI – HRMD)		
2. Program Invitation/ (1 photocopy)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Forwards training invitation/ proposal	1.1 Forwards invitation to TESDA Development Institute	None	5 Minutes	<i>Director IV</i> Administrative Service  <i>Assistant Executive Director</i> Administrative Service
	1.2 Receives and reviews training invitation/ proposal's compliance to the prescribed guidelines	None	10 Minutes	<i>Director IV</i> Administrative Service  <i>Assistant Executive Director</i> Administrative Service
	1.3 Coordinates with training provider on program details to confirm number of training slots	None	10 Minutes	<i>Administrative Officer IV or II</i> TDI  <i>Assistant Executive Director</i> Administrative Service



	available and registry deadlines.			
	1.4 Prepares Complete Staff Work (CSW) and Memorandum to the Office of the Director General for the Secretary's approval	None	1 Hour	<i>Administrative Officer IV or II</i> <i>TDI</i>  <i>Assistant Executive Director</i> <i>Administrative Service</i>
	1.5 Forwards Complete Staff Work (CSW) and Memorandum to the Office of the Director General for the Secretary's approval	None	3 Days	<i>Administrative Officer IV or II</i> <i>TDI</i>  <i>Assistant Executive Director</i> <i>Administrative Service</i>
	1.6 Signs/ Approves Complete Staff Work, Terms of Reference / Memorandum	None	1 Day	<i>Director General</i> <i>Office of the Director General</i>
	1.7 Receives signed and approved Memorandum for dissemination	None	1 Day	<i>Administrative Officer IV or II</i> <i>TDI</i>  <i>Assistant Executive Director</i> <i>Administrative Service</i>
	1.8 Forwards Memorandum of approved training program to Records Section for dissemination	None	30 Minutes	<i>Administrative Officer IV or II</i> <i>TDI</i>  <i>Assistant Executive Director</i> <i>Administrative Service</i>





2. Submits Memorandum of Request with nominees	2.1 Forwards Memo to TESDA Development Institute for review	None	5 Minutes	<i>Director IV, Administrative Services</i>
	2.2 Receives memorandum of nomination from Requesting Offices	None	5 Minutes	<i>Chief Administrative Officer HRMD – AS  Administrative Officer II/IV TDI  Assistant Executive Director Administrative Service</i>
	2.3 Collates and reviews memorandum and requirements necessary for the training program	None	10 Minutes	<i>Administrative Officer II/IV TDI  Assistant Executive Director Administrative Service</i>
	2.4 Coordinates with the training Institution offering the training course to discuss the training slot reservation and mode of payment	None	10 Minutes	<i>Administrative Officer II/IV TDI  Assistant Executive Director Administrative Service</i>
	2.5 Prepares Complete Staff Work and TESDA Order of nominated employees	None	1 Hour	<i>Administrative Officer II/IV TDI  Assistant Executive Director Administrative Service</i>
	2.6 Forwards CSW and TESDA Order to the Office of the Director General for the	None	4 Days	<i>Administrative Officer II/IV TDI  Assistant Executive Director</i>



	Secretary's approval			Administrative Service
	2.7 Signs/ Approves Complete Staff Work, Terms of Reference / Memorandum	None	1 Day	<i>Director General</i> Office of the Director General
	2.8 Receives signed and approved TESDA Order for dissemination	None	30 Minutes	<i>Administrative Officer IV or II</i> TDI
	2.9 Forwards accomplished Requisition Slip and signed TESDA Order to Records for numbering and upload to RMIS	None	30 Minutes	<i>Administrative Officer II/IV</i> TDI  <i>Assistant Executive Director</i> Administrative Service
	2.10 Registers and endorses information of the nominated personnel to the training institution catering the program of the nominees' choice	None	15 Minutes	<i>Administrative Officer II/IV</i> TDI  <i>Assistant Executive Director</i> Administrative Service
3. Attends training program	3.1 Receives Post Learning Documents (Photocopy of Certificate (from facilitator), Reap/ Terminal Report)	None	10 Minutes	<i>Administrative Officer II/IV</i> TDI  <i>Assistant Executive Director</i> Administrative Service
4. Receives Original Training Certificate from Facilitator	None	None	None	<i>Facilitator of Training</i>



	<b>TOTAL:</b>	None	17 Days, 4 Hours, 50 Minutes	
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## 29. Processing of Request for Sub-ARO

The Request for Sub-ARO is done when the Central Office transfer or download funds to the Region for a specific program, project or activity.

<b>Office or Division:</b>	Budget Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Offices in the Central Office			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Obligation Requisition Slip (ORS) (1 Original, 2 photocopies)		Requesting Office		
2. Disbursement Voucher (DV) (1 Original, 2 photocopies)		Requesting Office		
3. Memo Request for Fund Transfer to Region (1 Original)		Requesting Office		
4. Approved Term of Reference (1 Photocopy)		Requesting Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits Memorandum requesting for Sub-ARO and other requirements	1.1 Receives requirements	None	2 Minutes	<i>Administrative Officer V Chief Budget Officer Budget Division</i>
	1.2 Checks the correctness and completeness of the requirements	None	10 Minutes	<i>Administrative Officer V Chief Budget Officer Budget Division</i>
	1.3 Prepares the Sub-ARO	None	3 Minutes	<i>Administrative Officer V Chief Budget Officer Budget Division</i>



	1.4 Certifies correctness of Sub-ARO	None	5 Minutes	Chief Budget Officer Budget Division
	1.5 Recommends approval of Sub-ARO	None	3 Minutes	Director IV FMS-OED
	1.6 Approves Sub-ARO	None	-	Approving Authority
2. Received email on the softcopy of the Sub-ARO	2.1 Send/Releases Sub-ARO	None	3 Minutes	Administrative Assistant III
	<b>TOTAL:</b>	None	26 Minutes	

Note: The Sub-ARO is released to the Regions via email and courier services.

### 30. Processing of Request for Tax Identification Number

A Taxpayer Identification Number (TIN) is an identifying number used for tax purposes.

<b>Office or Division:</b>	Human Resource Management Division (HRMD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	TESDA employees in the Central/Regional/Provincial Offices, TESDA Training Institutions (TTIs) and TESDA Administered Schools (TAS)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. HRMD Requisition Slip (1 original)		Human Resource Management Division (HRMD)		
2. BIR 1902 Form (1 original)		Downloadable from BIR Website		
3. PSA birth certificate (1 original)		Philippine Statistics Authority (PSA)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>For Request for Tax Identification Number</b>				
1. Fills-out and submits requirements	1.1 Receives requirements	None	1 Minute	Administrative Officer IV Chief Administrative Officer HRMD



	1.2 Logs in to BIR Online Portal	None	5 Minutes	Administrative Officer IV Chief Administrative Officer HRMD
2. Receives TIN Identification Number	1.3 Provides TIN to requesting employee	None	1 Minute	Administrative Officer IV Chief Administrative Officer HRMD
	<b>TOTAL:</b>	None	7 Minutes	

### 31. Processing of Request for Tax Identification Number / Change in GSIS Membership Profile

A Taxpayer Identification Number (TIN) is an identifying number used for tax purposes.

Employees may request for change in GSIS membership profile such as change of name, civil status, address, and beneficiaries.

<b>Office or Division:</b>	Human Resource Management Division (HRMD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	TESDA employees in the Central/Regional/Provincial Offices, TESDA Training Institutions (TTIs) and TESDA Administered Schools (TAS)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. HRMD Requisition Slip (1 original)		Human Resource Management Division (HRMD)		
2. PSA birth certificate / Marriage certificate (1 original)		Philippine Statistics Authority (PSA)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits requirements	1.1 Receives requirements	None	1 Minute	Administrative Officer IV HRMD - AS
	1.2 Prepares and sends Agency Remittance Advice (ARA) to	None	1 Minute	Administrative Officer IV HRMD - AS



	Agency Authorized Officer (AAO)			
	1.3 Sends ARA to GSIS Membership Officer	None	1 Minute	<i>Administrative Officer IV</i> HRMD – AS  Designated AAO HRMD-AS
2. Received Notification on the updates of his/her GSIS Membership Profile thru email	2.1 Send notification on the status of her/his request thru email	None	1 Minute	<i>Administrative Officer IV</i>  <i>HRMD – AS</i>  <i>Designated AAO</i>  <i>HRMD-AS</i>
	<b>TOTAL:</b>	None	4 Minutes	

## 32. Procurement of Supplies, Equipment and Services

This service provides for the supplies, equipment and services needed by the different TESDA offices in the implementation of their programs, projects, and activities. It starts with the submission of purchase request by the requesting office, and ends with the issuance of supplies/equipment/services to the requesting office and preparation of Disbursement Voucher.

<b>Office or Division:</b>	Procurement Division (PD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G-Government to Government	
<b>Who may avail:</b>	TESDA Offices, officials and employees	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Duly accomplished Purchase Request (1 original, 2 photocopy)	Procurement Division
	2. Duly accomplished Request for Quotation (RFQ) with Price Quotation Form (PQF) (1 original)	Procurement Division
	3. Abstract of Price Quotation (1 original, 1 photocopy)	Procurement Division
	4. Purchase Order/Job Order	Procurement Division



(1 original, 3 photocopy)				
5. Inspection and Acceptance Report (IAR) (1 original, 2 photocopy)		Procurement Division/ Requesting Office		
6. Requisition and Issue Slip (RIS) (1 original, 2 photocopy)		Procurement Division/ Requesting Office		
7. Property Acknowledgement Receipt (PAR) for item worth PHP15,000 and above (2 original)		Procurement Division		
8. Inventory Custodian Slip (ICS) for item worth below PHP15,000 (2 original)		Procurement Division		
9. Obligation Request and Status (1 original, 2 photocopy)		Requesting Office		
10. Disbursement Voucher (3 original)		Accounting Division/Requesting Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Purchase Request (PR)	1.1 Receives Purchase Request	None	5 Minutes	<i>Administrative Assistant Chief Administrative Officer Procurement Division</i>
	1.2 Checks if the requested items are included in the approved Annual Procurement Plan (APP)	None	10 Minutes	<i>Administrative Officer III Chief Administrative Officer Procurement Division</i>
	1.3 Processes PR and checks completeness of specifications	None	15 Minutes	<i>Administrative Officer IV Chief Administrative Officer Procurement Division</i>
	1.4 Determines the Approved Budget for the Contract (ABC) through Price Monitoring	None	30 Minutes	<i>Administrative Officer III Chief Administrative Officer Procurement Division</i>
	1.5 Prepares Request for Quotation (RFQ) with Price Quotation Form (PQF) once the	None	20 Minutes	<i>Administrative Officer III Chief Administrative Officer Procurement Division</i>



	ABC has been derived			
	1.6 Posts RFQ in the PhilGEPS, website of the Procuring Entity and at any conspicuous place in the premises if ABC is above PHP50,000.00 (Deadline for submission of quotations may be extended thrice, if none or less than the required number of quotations is received (For Shopping – Sec. 52.1.b of the RIRR of RA 9184)	None	18 Days	<i>Administrative Officer III Chief Administrative Officer Procurement Division</i>
	1.7 Sends RFQ to at least three (3) suppliers	None	10 Minutes	<i>Administrative Officer IV Chief Administrative Officer Procurement Division</i>
	1.8 Prepares Abstract of Price Quotations upon receipt of at least three (3) quotations within the prescribed deadline. For Small Value Procurement (SVP), receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof	None	1 Hour	<i>Administrative Officer IV Administrative Officer V Chief Administrative Officer Procurement Division</i>





	1.9 Checks the completeness and validity of the documentary requirements of the supplier with the Lowest Calculated and Responsive Quotation	None	10 Minutes	<i>Administrative Officer IV Chief Administrative Officer Procurement Division</i>
	1.10 Prepares Purchase Order/Job Order (PO/JO)	None	15 Minutes	<i>Administrative Officer III Administrative Officer IV Chief Administrative Officer Procurement Division</i>
	1.11 Releases PO/JO with attachments to the end-user for the preparation of Obligation Request and Status	None	5 Minutes	<i>Administrative Assistant Chief Administrative Officer Procurement Division</i>
2. Submits ORS with PO/JO and other documents to Budget Division	2. Please refer to the Certification for Availability of Funds and Obligation of Allotment by the Budget Division	None	13 Minutes	<i>Budget Staff Chief Budget Officer Budget Division</i>
3. Budget Division forwards Purchase Order/Job Order to the Accounting Division	3. Please refer to the Processing of Purchase Order/Job Order by the Accounting Division	None	1 Hour	<i>Disbursement Section Head Chief Accountant Accounting Division</i>
4. Accounting Division releases the approved Purchase Order/Job Order to Procurement Division	4.1 Receives approved Purchase Order/Job Order	None	2 Minutes	<i>Administrative Assistant Chief Administrative Officer Procurement Division</i>



	4.2 Provides the winning supplier copy of the approved PO/JO for conformity	None	5 Minutes	<i>Administrative Officer IV Chief Administrative Officer Procurement Division</i>
	4.3 Inspects, <b>delivers</b> and accepts deliveries  (Supplier/ Service Provider delivers goods within 7 days; or services within 15 to 30 days)		1 Day	<i>Inspection Committee Procurement Division</i>
	4.4 Prepares RIS/ICS/PAR for the issuance of delivered goods / services to end-users/ requesting office/s	None	1 Day	<i>Administrative Officer V Chief Administrative Officer Procurement Division</i>
5. Receives goods/ services	5.1 Issues goods/services to end-users/ requesting office/s	None	2 Days	<i>Administrative Officer III Administrative Officer V Chief Administrative Officer Procurement Division</i>
	5.2 Prepares and submits DV to the Accounting Division with approved RIS/ICS/PAR/ Sales Invoice and Delivery Receipt	None	10 Minutes	<i>Administrative Officer V Chief Administrative Officer Procurement Division</i>
	<b>TOTAL:</b>	None	22 Days, 4 Hours, 30 Minutes	

Procurement of Supplies, Equipment and Services is covered under RA 9184 and its Revised IRR. Procurement of Supplies, Equipment and Services is qualified for Multi-Stage Processing



### 33. Provision of General Services on Civil Works, Electro-Mechanical and Plumbing

Its major function is to provide services related to: Civil Works, Electro-Mechanical and Plumbing.

<b>Office or Division:</b>	General Services Division (GSD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	TESDA Offices, employees/officials in the Central Office			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished General Service Request Form (1 original)		General Services Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fills up and submit General Service Request form	1.1 Receives and checks the details of request	None	5 Minutes	<i>GSD Staff Chief Administrative Officer General Services Division</i>
	1.2 Assigns control number to the form according to sequence of receipt	None	1 Minute	<i>Administrative Officer IV Chief Administrative Officer General Services Division</i>
	1.3 Assesses the nature of request and withdraws materials, if necessary	None	2 Minutes	<i>Administrative Officer IV Chief Administrative Officer General Services Division</i>
	1.4. Conducts immediate repair for basic repair and maintenance; or	None	25 Minutes (basic repair and maintenance)	<i>Building Maintenance Personnel Administrative Officer IV Supervising Administrative Officer GSD Chief Administrative Officer</i>



				General Services Division
2. Received the returned General Service Request form with a note regarding the rescheduling of their request.	2.1 For Major repair, returned the General Service Request form with a note outlining the schedule(s) for work repair	None	10 Minutes	<i>Building Maintenance Personnel</i> GSD <i>Chief Administrative Officer</i> General Services Division
3. Fill-out the Customer feedback form	3.1 Issue Customer Feedback Form	None	3 Minutes	<i>Administrative Officer IV</i> <i>Chief Administrative Officer</i>  <i>General Services Division</i>
	3.1 Records the client's rating	None	1 Minute	<i>Administrative Officer IV</i> <i>Chief Administrative Officer</i>  <i>General Services Division</i>
	<b>TOTAL:</b>	None	47 Minutes	

### 34. Review of Contract/MOA/MOU

Issuance of legal review on contract, MOA, MOU and other agreements of similar nature wherein TESDA is a party.

<b>Office or Division:</b>	Legal Division, ODG
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	- TESDA Central/Regional/Provincial/District Offices - TESDA Technology Institutions
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>



<b>Complete Staff Work (1 Original Copy) with the following:</b>		Requesting Office		
1. Draft Contract/ MOA/ MOU		Requesting Office		
2. Brief background of the project/ program/activity or collaboration/ partnership		Requesting Office		
3. Costing/ Financial Requirements		Requesting Office		
4. Roles/ Obligations/ Responsibilities of the parties involved		Requesting Office		
5. Other pertinent information		Requesting Office		
6. Other reference materials		Requesting Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits request for legal review of contract, MOA, MOU, etc	1. Receives the request through e-mail, memorandum and/or letter	None	5 Minutes	<i>Administrative Assistant III Legal Assistant III Attorney IV Legal Division, ODG</i>
	1.2 Conducts initial assessment of request based on submitted documents	None	5 Minutes	<i>Administrative Assistant III Legal Assistant III Attorney IV Legal Division, ODG</i>
	1.3 Requires requester to submit lacking documents or attachments based on inquiry/request	None	5 Minutes	<i>Administrative Assistant III Legal Assistant III Attorney IV Legal Division, ODG</i>
	1.4 Records in the logbook the request with Contract /MOA/MOU and complete documents, if any	None	15 Minutes	<i>Administrative Assistant III Legal Assistant III Attorney IV Legal Division, ODG</i>



	1.5 Handling lawyer evaluates the contents and substance of the Contract/MOA/MOU for review	None	1 Day	<i>Attorney III Attorney IV Legal Division, ODG</i>
	1.6 Checks the veracity of supporting documents	None	1 Day	<i>Attorney III Attorney IV Legal Division, ODG</i>
	1.7 Conducts cross-validation and reference of facts to other divisions and units, when needed	None	1 Day	<i>Attorney III Attorney IV Legal Division, ODG</i>
	1.8 Conducts legal research about the relevant laws, rules and jurisprudence which may be affected by the proposed Contract/MOA/MOU involved	None	1 Day	<i>Attorney III Attorney IV Legal Division, ODG</i>
	1.9 Drafts legal opinion	None	1 Day	<i>Attorney III Attorney IV Legal Division, ODG</i>
	1.10 Submits the legal opinion to the Office of the Director General (ODG) for approval/further instructions	None	30 Minutes	<i>Administrative Assistant III Legal Assistant III Attorney IV Legal Division, ODG</i>
2. Receives legal opinion	2. Once approved,	None	3 Days	<i>Administrative Assistant III</i>



	sends the requested legal opinion to the requester (TESDA Central/ Regional/ Provincial/ District Offices, TTIs)			<i>Legal Assistant III Attorney IV Legal Division, ODG</i>
	<b>TOTAL:</b>	None	8 Days, 1 Hour	

### 35. Transfer of Scholarship Funds to TESDA Regional Offices

Funds are transferred to Regional Offices for the implementation of TESDA Scholarship Programs.

<b>Office or Division:</b>	Scholarships Management Division (SMD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	TESDA Regional Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Disbursement Vouchers and Obligation Request and Status (3 Original)		Scholarships Management Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits request	1.1 Prepares Disbursement Vouchers (DVs) and Obligation Request and Status (ORS)	None.	3 Hours	<i>Regional Scholarship Focal Director-in-Charge, ROMO</i>
	1.2 Signs DVs and ORs	None	3 Hours	<i>Supervising TESDA Specialist Director-in-Charge, ROMO</i>
	1.3 Endorses to the Budget Division	None	2 Hours	<i>Regional Scholarship Focal Director-in-Charge, ROMO</i>



	<b>TOTAL:</b>	None	1 Day	
<p><i>NOTE: Next steps will be based on services on certificate for availability and obligation of allotment, processing of disbursement vouchers, and issuance of LDDAP/ NTA (Notice of Transfer of Allocation)</i></p>				

### 36. Transportation Service

The motor pool serves as the transportation arm of the TESDA Central office. It maintains a fleet of vehicles utilized for transporting, delivery and shuttles service requirements of the Central Office.

<b>Office or Division:</b>	General Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	TESDA employees/officials			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Transportation Request Form (1 original)		GSD Office, Basement, TESDA Admin. Building		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fills up and submits Transportation Request Form to Motor Pool Focal	1.1 Receives and checks the details of request	None	3 Minutes	<i>Motor Pool Focal Administrative Officer V Chief Administrative Officer General Services Division</i>
	1.2 Approves/ disapproves request	None	3 Minutes	<i>Administrative Officer V Chief Administrative Officer General Services Division</i>
	1.3 Informs client of approval / disapproval	None	2 Minutes	<i>Motor Pool Focal Administrative Officer V Chief Administrative Officer</i>





				General Services Division
	1.4 Assigns control number to the form according to sequence of receipt	None	1 Minute	<i>Motor Pool Focal Administrative Officer V Chief Administrative Officer General Services Division</i>
	1.5 Assigns driver and vehicle	None	2 Minutes	<i>Motor Pool Focal Administrative Officer V Chief Administrative Officer General Services Division</i>
	1.6 Prepares Trip Ticket	None	2 Minutes	<i>Motor Pool Focal Administrative Officer V General Services Division</i>
	1.7 Signs the trip ticket	None	1 Minute	<i>Administrative Officer V Chief Administrative Officer General Services Division</i>
2. Receives Transportation Service	2. Provides transportation service	None	1 day ( within the requested time)	<i>Driver assigned General Services Division</i>
3. Fill-out the Customer feedback form	3.1 Issue Customer Feedback Form	None	3 Minutes	<i>Motor Pool Focal Administrative Officer V Chief Administrative Officer General Services Division</i>
	<b>TOTAL:</b>	None	1 day, 23 Minutes	



# **Regional Office External Services**



## 1. Collection of Fees

Collection of fees for Program Registration under Mobile Training Program (MTP).

<b>Office or Division:</b>	Financial and Administrative Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	Entities/ establishment who want to offer TVET training thru Mobile training			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Intent for Application (1 original, 1 photocopy) Supported by Evaluated/Compliant Program Registration Application Documents. (for TVIs/SUCs/LGUs only.)		Regional Operations Division/ UTPRAS Section		
2. Order of Payment		Financial and Administrative Services Division Accounting Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits Letter of Intent for Application	1.1. Receives and checks the Letter of Intent for Application	None	2 Minutes	<i>Accountant IV Chief</i> Financial and Administrative Services Division
	1.2. Prepares Order of Payment if data in referral slip is complete and correct	None	2 Minutes	<i>Accountant IV Chief</i> Financial and Administrative Services Division
2. Receives Order of Payment	2. Issues Order of Payment	None	2 Minutes	<i>Accountant IV Chief</i> Financial and Administrative Services Division
3. Presents Order of Payment and pay the required fees	3. Accepts payment based on the Order of Payment	Php 2,000.00	2 Minutes	<i>Admin Officer V/ Cashier</i> Financial and Administrative Services Division



4. Receives Official Receipt	4. Issues Official Receipt	None	2 Minutes	<i>Admin Officer V/ Cashier Financial and Administrative Services Division</i>
	<b>TOTAL:</b>	Php 2,000.00	10 Minutes	

## 2. Complaints Handling

The Agency processes and handles complaints filed by customers through various communication modalities: Public Assistance and Complaint Desk (PACD), calls, registered mails, and emails. The procedure in handling complaints is in accordance with the Customer Satisfaction Management System Operating Procedures which is part of TESDA QMS.

<b>Office or Division:</b>	Regional Operations Division - Public Assistance and Complaint Desk (PACD)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Complaint lodged at the Public Assistance and Complaint Desk (PACD) 1. Duly accomplished Dulugan Form (1 original) 2. Evidence to be attached to the Dulugan Form or to be sent to <a href="mailto:contactcenter@tesda.gov.ph">contactcenter@tesda.gov.ph</a>	Regional Office Public Assistance Counter Desk (PACD)
Complaint received through registered mails, emails and SMS shall have: 1. Full Name, address, & contact details of complainant; 2. Details of the acts complained of; 3. Person(s) charged; 4. Name of Department/ Agency of the person charged, if applicable; and 5. Evidence of violation	Complainant



<p>Formal Complaint are complaints with duly notarized affidavit shall have:</p> <ol style="list-style-type: none"> <li>1. Full Name &amp; address of complainant;</li> <li>2. Full name &amp; address of the person complained as well as his position and office;</li> <li>3. A narration of the relevant and material facts which shows the acts or omissions allegedly committed;</li> <li>4. Certified true copy of documentary evidence and affidavits of his/her witnesses, if any; and</li> <li>5. Certification or statement of non-forum shopping. Must be signed by the party or his/her authorized representative</li> </ol>		Complainant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Lodges a complaint thru the different modalities</p> <p>For customer verbal complaints; customer is encouraged to put in writing the details of complaint</p>	1.1. Acknowledges the complaint	None	10 Minutes	<p><i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)</p> <p><i>Chief</i> Regional Operations Division</p>
	1.2. Assesses the complaint	None	30 Minutes	<p><i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)</p> <p><i>Chief</i> Regional Operations Division</p>
	1.3. Transmits Customer complaint/s	None	2 Days	<p><i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)</p> <p><i>Chief</i> Regional Operations Division</p>



	1.4. Validates and acts on complaints	None	13 Days	<i>Customer Service Officer (CSO)</i> <i>Designated Regional/ Customer Satisfaction Focal</i> Public Assistance and Complaint Desk (PACD) <i>Chief</i> Regional Operations Division
2. Receives/ Accepts action on complaint	2. Informs customer of actions taken	None	1 Day	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD) <i>Chief</i> Regional Operations Division
3. Accomplishes feedback form	3. Requests customer for feedback	None	1 Day	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD) <i>Chief</i> Regional Operations Division
4. Drops feedback form on the designated feedback box/ submits via online	4.1. Gathers feedback form from customer	None	1 Day	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD) <i>Chief</i> Regional Operations Division
	4.2. Reports complaints in the National, Regional and Provincial Quality Management	None	1 Day	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD) <i>Chief</i> Regional Operations Division



	Committee meetings			
	<b>TOTAL:</b>	None	19 Days, 40 Minutes	

### 3. Customer Inquiry and Feedback Through Calls

The Agency through its official contact numbers receives, facilitates, assesses and provides information and other needs of the customers.

<b>Office or Division:</b>	Public Assistance and Complaint Desk (PACD) - Regional Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Call the Hotline number		Customer/ Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Call the TESDA Hotline number	1.1 Receives call	None	1 Minute	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)  <i>Chief</i> Regional Operations Division
	1.2 Logs Caller's name, location, inquiry in the Regional Office Client Log Form	None	1 Minute	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)  <i>Chief</i> Regional Operations Division



2. Obtains the requested information/assistance from CCU	2.1 Provides action for inquiry/request	None	2 Minutes	Customer Service Officer (CSO) Public Assistance and Complaint Desk (PACD)  Chief Regional Operations Division
	<b>TOTAL:</b>	None	<b>4 Minutes</b>	

#### 4. Customer Inquiry and Feedback Thru Calls with the Concerned Office

This pertains to the service addressing simple inquiries and feedback from customer calls requesting information through the Contact Center Unit in coordination with the Office/units within the TESDA Regional Office.

<b>Office or Division:</b>	Public Assistance and Complaint Desk (PACD) - Regional Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Call the Hotline number		Customer/ Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Call the TESDA Hotline number	1.1 Receives call	None	1 Minute	Customer Service Officer (CSO) Public Assistance and Complaint Desk (PACD)  Chief Regional Operations Division
	1.2 Logs Caller's name, location, inquiry in the Regional Office Client Log Form	None	1 Minute	Customer Service Officer (CSO) Public Assistance and Complaint Desk (PACD)





				Chief Regional Operations Division
	1.3 Refers and provide callers with the contact information of the concerned office that will provide the assistance	None	2 Minutes	Customer Service Officer (CSO) Public Assistance and Complaint Desk (PACD)  Chief Regional Operations Division
2. Calls and obtains the requested information/assistance from CCU	2.1 Provides information/ requests	None	2 Minutes	Customer Service Officer (CSO) Public Assistance and Complaint Desk (PACD)  Chief Regional Operations Division
	<b>TOTAL:</b>	None	6 Minutes	

## 5. Customer Inquiry and Feedback thru the Public Assistance and Complaint Desk

The Agency through its Public Assistance and Complaint Desk (PACD) receives, facilitates, assesses and provides information and other needs of the walk-in customers.

This pertains to the service addressing simple inquiries and feedback from walk-in customers requesting information through the PACD Provincial Office.

<b>Office or Division:</b>	Public Assistance and Complaint Desk (PACD) - Regional Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government	
<b>Who may avail:</b>	All Walk-in Customers	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
N/A		N/A



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visits TESDA Regional Office - Public Assistance and Complaint Desk and fills out the client logbook	1. Receives the client/ customer	None	1 Minute	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD) <i>Chief</i> Regional Operations Division
	1.2 Assesses inquiry/request/s	None	3 Minutes	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD) <i>Chief</i> Regional Operations Division
2. Obtain the requested information from the CSO PACD	2.1 Addresses/ provides the information on inquiry/ request	None	7 Minutes	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD) <i>Chief</i> Regional Operations Division
	<b>TOTAL:</b>	None	11 Minutes	

## 6. Customer Inquiry and Feedback Thru Public Assistance and Complaint Desk with Concerned Office

This pertains to the service addressing simple inquiries and feedback from walk-in customers requesting information through the PACD Regional Office in coordination with the Office/units within the TESDA Regional Office.

<b>Office or Division:</b>	Public Assistance and Complaint Desk (PACD) - Regional Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government



<b>Who may avail:</b>		All Walk-in Customers		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
N/A		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Visits TESDA Central Office - Public Assistance and Complaint Desk and fills out the client logbook	1. Receives the client/ customer	None	1 Minute	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD) <i>Chief</i> Regional Operations Division
	1.2 Assesses inquiry/request/s	None	3 Minutes	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD) <i>Chief</i> Regional Operations Division
	1.3 Identifies the office/unit where the inquiry/request may be addressed	None	5 Minutes	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD) <i>Chief</i> Regional Operations Division
	1.4 Endorses the client/ customer to the Concerned Office/ Focal Person	None	3 Minutes	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD) <i>Chief</i> Regional Operations Division
	1.5 Reviews and evaluates the inquiry/request	None	15 Minutes	<i>Focal Person</i> <i>Chief/Head</i> Concerned Office



2. Obtain the requested information from the CSO PACD	2.1 Addresses/ provides the information on inquiry/ request	None	7 Minutes	<i>Chief/ Head of Concerned Office</i>
	<b>TOTAL:</b>	None	34 Minutes	

## 7. Customer Inquiry and Feedback Through Calls

This pertains to the service addressing simple inquiries and feedback from customer calls requesting information through the Contact Center Unit.

<b>Office or Division:</b>	Public Assistance and Complaint Desk (PACD) - Regional Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Call the Hotline number		Customer/ Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Call the TESDA Hotline number	1.1 Receives call	None	1 Minute	<i>Customer Service Officer (CSO) Public Assistance and Complaint Desk (PACD) Chief Regional Operations Division</i>
	1.2 Logs Caller's name, location, inquiry in the Regional Office Client Log Form	None	1 Minute	<i>Customer Service Officer (CSO) Public Assistance and Complaint Desk (PACD) Chief Regional Operations Division</i>



2. Obtains the requested information/assistance from CCU	2.1 Provides action for inquiry/request	None	2 Minutes	Customer Service Officer (CSO) Public Assistance and Complaint Desk (PACD)  Chief Regional Operations Division
<b>TOTAL:</b>		None	<b>4 Minutes</b>	

## 8. Customer Inquiry and Feedback thru electronic mails

The Agency through its official electronic mail address receives, facilitates, assesses and provides information and other needs of the customers.

This pertains to the service addressing simple inquiries and feedback from customer texts and electronic mails requesting information through the Contact Center Unit.

<b>Office or Division:</b>	Public Assistance and Complaint Desk (PACD) - Regional Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Message sent thru e-mail (contactcenter@tesda.gov.ph) or SMS (0917-4794-370)		Customer/ Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sends email or SMS to TESDA email account and SMS number	1. Accesses the email account/SMS online facility	None	1 Minute	Customer Service Officer (CSO) Public Assistance and Complaint Desk (PACD)  Chief Regional Operations Division



2. Obtains the requested information/ assistance from Regional Office	2. Provides action for simple inquiry/ requests; or	None	5 Minutes	Customer Service Officer (CSO) Public Assistance and Complaint Desk (PACD)  Chief Regional Operations Division
<b>TOTAL:</b>		None	6 Minutes	

## 9. Customer Inquiry and Feedback Thru SMS and Electronic mails with concerned Office

This pertains to the service addressing complex inquiries and feedback from customer texts and electronic mails requesting information through the Contact Center Unit in coordination with the office/Units within the TESDA Central Office.

<b>Office or Division:</b>	Public Assistance and Complaint Desk (PACD) - Regional Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Message sent thru e-mail (contactcenter@tesda.gov.ph) or SMS (0917-4794-370)		Customer/ Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sends email or SMS to TESDA email account and SMS number	1. Accesses the email account/SMS online facility	None	1 Minute	Customer Service Officer (CSO) Public Assistance and Complaint Desk (PACD)  Chief Regional Operations Division
	1.2 Prepares the transmittal to the	None	5 Minutes	Customer Service Officer (CSO)



	Concerned Office that will provide the assistance information			Public Assistance and Complaint Desk (PACD) <i>Chief</i> Regional Operations Division
	1.3 Endorsed the transmittal to the Concerned Office/ Focal Person	None	3 Minutes	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD) <i>Chief</i> Regional Operations Division
	1.4 Reviews and evaluates the customer inquiry/ request	None	15 Minutes	<i>Focal Person</i> <i>Chief/Head</i> <i>Concerned Office</i>
	1.5 Gathers factual information	None	3 Days	<i>Focal Person</i> <i>Chief/Head</i> <i>Concerned Office</i>
	1.6 Prepared response/letter for the customer/client	None	3 Days	<i>Focal Person</i> <i>Chief/Head</i> <i>Concerned Office</i>
2. Obtains the requested information/ assistance from Concerned Office	2.1 Sends response to the requested information	None	2 Minutes	<i>Focal Person</i> <i>Chief/Head</i> <i>Concerned Office</i>
	<b>TOTAL:</b>	None	6 Days, 26 Minutes	

## 10. Filling-Up of Vacant Positions

Part of the Recruitment, Selection and Placement is the filling-up of vacant positions. It refers to the process of laying down the recruitment plan, sourcing applicants and updating the pools of applicants for a specific vacancy for SG 22 (excluded Vocational School Administrator (VGA) Position) and below.

<b>Office or Division:</b>	Finance and Administrative Services Division (FASD)
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<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government
<b>Who may avail:</b>	Applicants/ Citizens qualified for government plantilla position
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>Basic Requirements</b>	
1. Letter of Application specifying the position and office applying for (1 original)	Applicant
2. Duly accomplished Personal Data Sheet (CSC Form No. 212, Revised 2017) (1 original) include with Work Experience Sheet	Finance and Administrative Services Division (FASD)/CSC
3. Eligibility (1 authenticated copy)	Civil Service Commission (CSC) Professional Regulation Commission (PRC)
4. Transcript of Records (1 authenticated copy)	Applicant
5. Diploma (1 authenticated copy)	Applicant
6. Training Certificates (1 authenticated copy for each) <i>indicating the no. of training hours</i> 7. Awards related to Performance (If applicable) 8. Proof of Membership / Chairmanship to office Committee/s, TWGs participation (If applicable) 9. List of at least 5 references with complete contact details and email address for the following categories: Superior, Peers, Subordinates (If applicable), Clients (If applicable) 10. Expert Services (If applicable) 11. Certificate of Completion on TESDA's Online Course entitled "Practicing COVID 19 Preventive Measures in the Workplace"	Applicant
<b>For Employees of Other Government Agencies</b>	





12. IPCR for Two Rating Periods (1 original)		Employer		
13. Service Records (1 original) - specifying actual duties and responsibilities 14. Copy of previous appointment for TESDA applicant/s from other government agencies		Employer		
<b>For non-government Employees</b>				
15. Performance Evaluation (1 original)		Employer		
16. Certificate of Employment (1 original) 17. Certificate of Employment ( 1 original)		Employer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits complete application documents	1.1. Receives the applications with complete supporting documents and checks the applications with complete supporting documents	None	1 Day	<i>Human Resource Management Officer FASD Chief Regional Office</i>
	1.2. Assesses application documents according to the position requirements and CS qualification standards	None	1 Day	<i>Human Resource Management Officer FASD Chief Regional Office</i>
	1.3. Prepares list of applicants/ candidates who met the minimum	None	1 Day	<i>Human Resource Management Officer FASD Chief Regional Office</i>



	requirements of the position			
	1.4. Prepares letter of invitation for the Competency Based Written Examination (CBWE)	None	1 Hour	<i>Human Resource Management Officer FASD Chief Regional Office</i>
2. Receives letter of invitation	2.1. Notifies applicants on the schedule of the CBWE	None	1 Day	<i>Human Resource Management Officer FASD Chief Regional Office</i>
	2.2. Requests CBWE Materials from the HRMD-AS	None	1 Day	<i>Human Resource Management Officer FASD Chief Regional Office</i>
3. Takes CBWE	3. Conducts Competency Based- Exams	None	1 Day	<i>Human Resource Management Officer FASD Chief Regional Office</i>
4. Attends/ participates Behavioral Event Interview (BEI) and Teaching Demonstration	4.1. Convenes the Human Resource Merit Promotion and Selection Board (HRMPSB) and conducts BEI and Teaching Demonstration (for teaching positions)	None	1 Day	<i>HRMPSB Human Resource Management Officer FASD Chief Regional Office</i>
	4.2. Prepares Comparative Assessment Results (CAR) for signature by the HRMPSB	None	5 Days	<i>HRMPSB Human Resource Management Officer FASD Chief Regional Office</i>
	4.3. Prepares Memorandum on	None	1 Day	<i>Human Resource Management Officer FASD Chief</i>



	Recommended Appointees.			Regional Office
	4.4. Submits CAR to the Central Office for the approval of the Secretary	None	1 Day	<i>Human Resource Management Officer FASD Chief Regional Office</i>
	4.5. Prepares Appointment Paper, Position Description Form, Oath of Office and Assumption to Duty	None	1 Day	<i>Human Resource Management Officer FASD Chief Regional Office</i>
	4.6. Sends/transmits Appointment Paper, Position Description Form, Oath of Office and Assumption to Duty to HRMD-AS	None	1 Day	<i>Human Resource Management Officer FASD Chief Regional Office</i>
	4.7. Receives sent transmitted Appointment Paper, Position Description Form, Oath of Office and Assumption to Duty from the HRMD-AS	None	1 Day	<i>Human Resource Management Officer FASD Chief Regional Office  Human Resource Management Division -Administrative Services Central Office</i>



	4.8. Notifies applicant of his/her acceptance (Congratulatory Letter) or non-acceptance (Regret Letter) to the agency	None	1 Day	Human Resource Management Officer FASD Chief Regional Office
5. Signing of Appointment and Attends/ participates in the Oath Taking Ceremony	5.1. Facilitates Oath Taking Ceremony	None	4 hours	Human Resource Management Officer FASD Chief Regional Office
	5.2. Submits Appointments and pertinent supporting documents to the Civil Service Commission for attestation	None	1 day	Human Resource Management Officer FASD Chief Regional Office
6. Assumes duties and responsibilities	6. Conducts orientation	None	2 days	Human Resource Management Officer FASD Chief Regional Office
	<b>TOTAL:</b>	None	21 Days, 5 Hours	

Filling-up of Vacant Position is qualified for Multi-Stage Processing. Can be process up to 9 months on the time of publication.

## 11. Preparation of Regional Qualification Map

Evaluation of TVI's Absorptive Capacity, Scholarship Allocation Plans, and consolidation of Provincial Qualification Maps.

<b>Office or Division:</b>	Regional Operations Division
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2G - Government to other Government Agency



<b>Who may avail:</b>		TVIs/TTIs applying for scholarship allocation through the Provincial/District Offices		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
T2MIS Generated:		Provincial/District Offices		
1. TVI's Absorptive Capacity Inventory (1 Original Copy)				
2. Provincial Scholarship Allocation Plan (PSAP) (1 Original Copy)		Provincial/District Offices		
3. Provincial Qualification Map (PQM) (1 Original Copy)		Provincial/District Offices		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits requirements	1.1. Receives PSAP	None	1 Hour	<i>Scholarship Focal Chief</i> Regional Operations Division
	1.2. Consolidates all submitted PSAP and prepares the Regional Scholarship Allocation Plan (RSAP)	None	6 Hours	<i>Scholarship Focal Chief</i> Regional Operations Division
	1.3. Submits the RSAP to the Regional Operations Management Office - Scholarship Management Division (ROMO-SMD)	None	1 Hour	<i>Scholarship Focal Chief</i> Regional Operations Division
	1.4. Receives Regional Targets and Distribution of Scholarship	None	1 Day	<i>Scholarship Focal Chief</i> Regional Operations Division



	Budget Allocation (RTDSBA) from ROMO-SMD and distributes the targets to all Provincial/ District Offices			
	1.5. Consolidates all PQMs and ensures its alignment with the Regional Scholarship Allocation Plan (RSAP) and the Regional Sectoral Target	None	1 Day	<i>Scholarship Focal Chief</i> Regional Operations Division
	1.6. Prepares the Regional Qualification Map (RQM)	None	1 Day	<i>Scholarship Focal Chief</i> Regional Operations Division
	1.7. Approves and signs RQM	None	3 Hours	<i>Regional Director</i> Regional Office
2. Received acknowledgement of the submitted RQM/PQM	1.8. Submits the RQM, PQM and RSAP to the Central Office for approval by the Director General	None	5 Hours	<i>Scholarship Focal Chief</i> Regional Operations Division
	<b>TOTAL:</b>	None	5 Days	

## 12. Registration (Mobile Training Program) under UTPRAS

Registered program that is transportable bringing with it all the necessary tools, equipment, consumables including the qualified trainer.

<b>Office or Division:</b>	Regional Office/Regional Operations Division
<b>Classification:</b>	Simple



<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	Qualified Technical Vocational Education and Training Institutions (TVIs) with the intent to offer Mobile TVET Programs	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Corporate and Administrative Documents</b>		
1. Letter of Application/Intent (TESDA-OP-CO-F03) (2 original)	Form downloadable at <a href="http://www.tesda.gov.ph">www.tesda.gov.ph</a>	
2. Board Resolution/Academic Council Resolution to offer the program signed by the Board Secretary and attested by the Chairperson (SUCs, LCUs and private institutions) (Board Resolution/Academic Council Resolution must specifically cover the training delivery site) (1 original, 1 certified true copy)	Applicant TVI	
3. Special law creating the institution (For public institutions only) e.g. Republic Act, Executive Order, Sangguniang Resolutions) (2 copies)	Applicant TVI	
4. Securities and Exchange Commission (SEC) Registration (For private institutions only) (2 certified true copies)	Securities and Exchange Commission	
5. Articles of Incorporation (indicate main address) (2 certified true copies)	Securities and Exchange Commission	
6. Proof of building Ownership or contract of lease (covering at least two years) upon application for new program. For succeeding application, a valid contract of lease (2 certified true copies)	Applicant TVI	
7. Current Fire Safety Certificate (training site) (2 certified true copies) updated copy	Bureau of Fire Protection	
8. For Institutions that will branch out, the Articles of Incorporation & Bylaws must state reasons for opening of the branch. The Articles of Incorporation signed by majority of the Incorporators must be	Applicant TVI	



notarized and received by SEC (2 certified true copies)	
<b>Curricular Requirements</b>	
9. Competency-based Curriculum (TESDA-OP-CO-01-F11) indicating the qualification being addressed and the competencies to be developed a.1 Course Design (2 original) a.2 Modules of Instruction (2 original)	Form downloadable at <a href="http://www.tesda.gov.ph">www.tesda.gov.ph</a>
10. List of Equipment (TESDA-OP-CO-01-F13), Tools (TESDA-OP-CO-01-F14) and Consumables/ Materials (TESDA-OP-CO-01-F15) necessary to deliver the program (2 original)	Form downloadable at <a href="http://www.tesda.gov.ph">www.tesda.gov.ph</a>
11. List of instructional materials (TESDA-OP-CO-01-F16) (such as reference materials, slides, video tapes, internet access and library resource necessary to deliver the program (2 original)	Form downloadable at <a href="http://www.tesda.gov.ph">www.tesda.gov.ph</a>
12. List of Physical Facilities (TESDA-OP-CO-01-F17) and List of Off-Campus Physical Facilities (TESDA-OP-CO-01-F18) (2 original)	Form downloadable at <a href="http://www.tesda.gov.ph">www.tesda.gov.ph</a>
13. Shop layout of training facilities indicating the floor area (2 original)	Applicant TVI
14. Institutional Assessment (2 original) <b>Note:</b> Actual Assessment Tools should be shown during inspection	Applicant TVI
<b>Faculty and Personnel</b> (Photocopy of supporting evidence, except when certified copy is required) (2 original)	
15. List of Officials (TESDA-OP-CO-01-F19) (2 original)	Form downloadable at <a href="http://www.tesda.gov.ph">www.tesda.gov.ph</a>
16. FOR TRAINERS a. List of Trainers (TESDA-OP-CO-01-F20) with their	Form downloadable at <a href="http://www.tesda.gov.ph">www.tesda.gov.ph</a>





<p>qualifications, areas of expertise, and courses/seminars / Trainings (2 original copy)</p> <p>b. Evidence of Qualification:</p> <p>b.1. NTTC/trainer certificates and certification of employment for WTR (2 photocopy)</p> <p>b.2. Certificate on Trainers Methodology Level I or other Trainer Methodology Certificates and evidence of specialization of the trainer for NTR programs (2 certified true copy)</p> <p>b.3. Certificate/s of Training relevant to registered program (per TESDA Circular No. 094, s. 2019; also, to support the "courses/ seminars" indicated in 16.</p> <p>c. Notarized contract of employment between the trainer and the Applicant TVI (2 certified true copy)</p>	
<p>17. FOR NON-TEACHING STAFF</p> <p>a. List of personnel (TESDA-OP-CO-01-F21) with qualifications (2 certified true copy)</p> <p>b. evidence of qualification with copies of certificates (2 certified true copy)</p> <p>c. Contracts of employment, etc. (2 certified true copy)</p>	<p>Form downloadable at <a href="http://www.tesda.gov.ph">www.tesda.gov.ph</a></p>
<p><b>Program Guidelines</b></p>	
<p>18. Program fees, with breakdown of tuition and other fees and schedule of fee payment duly signed by the school head indicating the effectivity of school year (2 original)</p>	<p>Applicant TVI</p>
<p>19. Documented grading system, details of which are provided to students/trainees at the start of their program (2 original)</p>	<p>Applicant TVI</p>



20. Entry requirements for the program - comply with the relevant training regulations if applicable (2 original)	Applicant TVI
21. Rules on attendance (2 original)	Applicant TVI
<b>Support Services</b>	Applicant TVI
22. Health services are available to the students/trainees. If these services are contracted out or out-sourced, the contract or MOA or similar document must be submitted. (2 certified true copies)	Applicant TVI
23. Job Linkaging and Networking Services (JLNS) which include Career Services and Employment Facilitation available to students/ trainees/TVET graduates (reference: Section IV, letter A –Delivery Platforms of JLNS Nos. 1-4 of the TESDA Circular No. 38, series of 2016) (2 copies)	Applicant TVI
24. Community Outreach Program (optional) (2 photocopy)	
25. Research program activities that will support continuing development of the program of the school (optional) (2 photocopy)	
<b>Others</b>	
26. CTPR of the registered institution-based program (2 certified true copy)	Applicant TVI
27. Approved program registration documents, valid and updated (2 certified true copy)	Applicant TVI
28. LTO Certificate of Registration and Official Receipt (OR/CR) of the prime mover of the MTP (for delivered in a self - contained van and non-movable training venue) (2 certified true copy)	Applicant TVI



<p>(OPTION STATEMENT: LTO Official Receipt and Certificate of Registration (OR/CR) of the vehicle for MTP (both for self - contained mobile vehicle and non-movable training venue) (2 certified true copy)</p>				
<p>29. Design/Lay-out of the MBC (to be replaced with "of the self-contained vehicle and non-movable training venue") (2 certified true copy)</p>		Applicant TVI		
<p>30. Memorandum of Agreement (MOA) between the training provider and the venue provider (2 certified true copy)</p>		Applicant TVI		
<p>31. Separate set of equipment, tools, supplies and materials (2 original) 32. Training Schedule - in case the trainer is for both the institution-based program and MTP. (Per TESDA Circular No. 73, Series of 2018 - Revised Implementing Guidelines in the Registration and Implementation of Mobile Training Programs (MTPs))</p>		Applicant TVI		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application documents/ requirements after complying with the orientation and site inspection requirements on program registration	1.1. Checks completeness and correctness of the documents	PHP2,000 per program	2 Hours	UTPRAS Focal Person Chief Regional Operations Division
	1.2. Stamps "Received Complete/Correct Documents" for complete and correct application documents	None	30 Minutes	UTPRAS Focal Person Chief Regional Operations Division



	1.3. Issues acknowledgment letter	None	1 Hours	<i>UTPRAS Focal Person Chief</i> Regional Operations Division
	1.4 Reviews Technical Inspection Report of facilities, tools and equipment.	None	5 Hours	<i>UTPRAS Focal Person Chief</i> Regional Operations Division
2. Pays registration fee (Private TVIs, Local Colleges and Universities and SUCs)	2.1. Accepts payment of registration fee	None	3 Minutes	<i>Cashier FASD</i> Regional Office
	2.2. issues Official Receipt		27 Minutes	
	2.3. Prepares recommendation for program registration based on the results of the review and evaluation of documents and site inspection report	None	4 Hours	<i>UTPRAS Focal Person Chief</i> Regional Operations Division
	2.4. Submits recommendation for program registration, application documents and site inspection report to the Regional Director.	None	4 Hours	<i>UTPRAS Focal Person Chief</i> Regional Operations Division
	2.5. Conducts final review of the recommendation	None	2 Hours	<i>Regional Director</i> Regional Office



	n and program registration documents			
	2.6. Prepares Certificate of TVET Program Registration (CTPR) or Letter of Denial	None	3 Hours	<i>UTPRAS Focal Person Chief Regional Operations Division</i>
	2.7. Approves and signs TVET Program Registration (CTPR) or Letter of Denial	None	1 Hour	<i>Regional Director Regional Office</i>
	2.8. Transmits CTPR/ Letter of Denial to PO Issues CTPR/ Letter of Denial	None	1 Hour	<i>UTPRAS Focal Person Chief Regional Operations Division</i>
3. Receives CTPR/Letter of Denial	3. Issues CTPR/ Letter of Denial	None		<i>UTPRAS Focal Person Chief Regional Operations Division</i>
	<b>TOTAL:</b>	PHP2,000	3 Days	



# **Regional Office Internal Services**



## 1. Filling-Up of Vacant Positions

Part of the Recruitment, Selection and Placement is the filling-up of vacant positions. It refers to the process of laying down the recruitment plan, sourcing applicants and updating the pools of applicants for a specific vacancy for SG 15 and below.

<b>Office or Division:</b>	Finance and Administrative Services Division (FASD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	TESDA employees qualified for government plantilla positions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Basic Requirements</b>				
1. Letter of Application specifying the position and office applying for (1 original)		Applicant		
2. Duly accomplished Personal Data Sheet (CSC Form No. 212, Revised 2017) (1 original)		Finance and Administrative Services Division (FASD)/CSC		
3. Eligibility (1 authenticated copy)		Civil Service Commission (CSC) Professional Regulation Commission (PRC)		
4. Transcript of Records (1 authenticated copy)		Applicant		
5. Diploma (1 authenticated copy)		Applicant		
6. Training Certificates (1 authenticated copy for each)		Applicant		
7. IPCR for Two Rating Periods (1 original)		Applicant		
8. Service Records (1 original)		FASD/HRMD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits complete application documents	1.1. Receives and checks the applications with complete supporting documents	None	1 Day	Human Resource Management Officer FASD Chief Regional Office



	1.2. Assesses application documents according to the position requirements and CS qualification standards	None	1 Day	<i>Human Resource Management Officer FASD Chief Regional Office</i>
	1.3. Prepares list of applicants/ candidates who met the minimum requirements of the position	None	1 Day	<i>Human Resource Management Officer FASD Chief Regional Office</i>
	1.4. Prepares letter of invitation for the Competency Based Written Examination (CBWE)	None	1 Hour	<i>Human Resource Management Officer FASD Chief Regional Office</i>
2. Receives letter of invitation	2.1. Notifies applicants on the schedule of the CBWE	None	1 Day	<i>Human Resource Management Officer FASD Chief Regional Office</i>
	2.2. Requests CBWE Materials from the HRMD-AS	None	1 Day	<i>Human Resource Management Officer FASD Chief Regional Office</i>
3. Takes CBWE	3. Conducts Competency Based - Exams	None	1 Day	<i>Human Resource Management Officer FASD Chief Regional Office</i>
4. Attends/ participates Behavioral Event Interview (BEI)	4.1. Convenes the Human Resource Merit Promotion and Selection Board	None	1 Day	<i>HRMPSB Human Resource Management Officer FASD Chief Regional Office</i>





	(HRMPSB) and conducts BEI and Teaching Demonstration (for teaching positions)			
	4.2. Prepares Comparative Assessment Results (CAR) for signature by the HRMPSB	None	5 Days	<i>HRMPSB Human Resource Management Officer FASD Chief Regional Office</i>
	4.3. Prepares Memorandum on Recommended Appointees	None	1 Day	<i>Human Resource Management Officer FASD Chief Regional Office</i>
	4.4. Submits CAR to the Central Office for the approval of the Secretary	None	1 Day	<i>Human Resource Management Officer FASD Chief Regional Office</i>
	4.5. Prepares Appointment Paper, Position Description Form, Oath of Office and Assumption to Duty	None	1 Day	<i>Human Resource Management Officer FASD Chief Regional Office</i>
	4.6. Sends/transmits Appointment Paper, Position Description Form, Oath of Office and Assumption to Duty to HRMD-AS	None	1 Day	<i>Human Resource Management Officer FASD Chief Regional Office</i>



	4.7. Receives sent transmitted Appointment Paper, Position Description Form, Oath of Office and Assumption to Duty from the HRMD-AS	None	1 Day	<i>Human Resource Management Officer FASD Chief Regional Office  Human Resource Management Division -Administrative Services Central Office</i>
	4.8. Notifies applicant of his/her acceptance (Congratulatory Letter) or non-acceptance (Regret Letter) to the agency	None	1 Day	<i>Human Resource Management Officer FASD Chief Regional Office</i>
5. Attends/ participates in the Oath Taking Ceremony	5.1. Facilitates Oath Taking Ceremony	None	4 hours	<i>Human Resource Management Officer FASD Chief Regional Office</i>
	5.2. Submits Appointments and pertinent supporting documents to the Civil Service Commission for attestation	None	1 day	<i>Human Resource Management Officer FASD Chief Regional Office</i>
6. Assumes duties and responsibilities	6. Conducts orientation	None	2 days	<i>Human Resource Management Officer FASD Chief Regional Office</i>
	<b>TOTAL:</b>	None	21 Days, 5 Hours	

Filling-up of Vacant Position is qualified for multi-stage processing.



## 2. Processing of Application for Leave

TESDA employees are entitled to avail of the different types of leave such as vacation leave, sick leave, and forced leave.

<b>Office or Division:</b>	Financial and Administrative Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Employees of the TESDA Regional Office			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application for Leave (1 original)		Finance and Administrative Services Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits Application for Leave	1.1. Receives duly accomplished and signed Application for Leave form.	None	1 Minute	<i>HR Focal Chief</i> Financial and Administrative Services Division
	1.2. Checks the employee's leave credits balance in the Leave Credit Sheet	None	1 Minute	<i>HR Focal Chief</i> Financial and Administrative Services Division
	1.3. Certifies leave credit balance and signs the Application for Leave form	None	1 Minute	<i>HR Focal Chief</i> Financial and Administrative Services Division
	1.4. Approves the Application for Leave	None	1 Minute	<i>Regional Director</i> Regional Office
2. Receives copy of approved Application for Leave	2.1. Provides copy of approved application for leave to	None	1 Minute	<i>HR Focal Chief</i> Financial and Administrative Services Division



	concerned employee			
	2.2. Updates the Leave Credit Sheet	None	1 Minute	<i>HR Focal Chief</i> Financial and Administrative Services Division
	<b>TOTAL:</b>	None	6 Minutes	

### 3. Processing of Disbursement Vouchers

Disbursement is the settlement of government payable/obligation by cash, check or ADA. It shall be covered by Disbursement Voucher. All Disbursement Voucher must undergo the process of checking, verification, validation, mathematical computation before it is certified by the Chief Accountant.

<b>Office or Division:</b>	Financial and Administrative Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	TESDA Regional Offices, Employees and Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Disbursement Voucher (3 original)		Requesting Unit		
2. Obligation Request and Status (3 original)		Requesting Unit		
3. Other supporting documents (1 original copy) based on the given checklist indicated in COA Circular 2012-001 "Prescribing the Revised Guidelines and Documentary Requirements for common Government Transactions"		Requesting Unit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Budget Unit forwards DV, ORS and supporting documents to Accounting Unit	1.1. Receives the requirements/ documents	None	5 Minutes	<i>Processing Officer</i> Accounting Unit  <i>Chief</i>



				Financial and Administrative Service Division
	1.2. Checks completeness of supporting documents	None	30 minutes	Processing Officer Accounting Unit  Chief Financial and Administrative Service Division
	1.3.a. If incomplete, returns to the end-user for compliance; or	None	10 minutes	Processing Officer Accounting Unit  Chief Financial and Administrative Service Division
	1.3.b. If complete, assigns DV number and checks at the Disbursement Voucher monitoring sheet; or the accuracy and validity and propriety of the claim as well as the authority of signatories	None	20 minutes	Processing Officer Accounting Unit  Chief Financial and Administrative Service Division
	1.4. Checks availability of Cash	None	5 minutes	Processing Officer Accounting Unit  Chief Financial and Administrative Service Division
	1.5. If the claim is found to be in order, prepare the journal entry	None	15 minutes	Processing Officer Accounting Unit  Chief



	voucher (JEV) and signs Box C and record the JEV in the appropriate Journal			Financial and Administrative Service Division
	1.6. Releases the DV, ORS and all supporting documents for approval of payment by the approving officer Once approved for payment, release DV, ORS and all supporting documents for preparation of Check, NTA or LDDAP-ADA	None	5 minutes	<i>Processing Officer</i> Accounting Unit  <i>Chief</i> Financial and Administrative Service Division
	1.7 Prepares Check/LDDAP-ADA upon receipt of approved Disbursement Voucher	None	5 Minutes	<i>Processing Officer</i> Accounting Unit  <i>Chief</i> Financial and Administrative Service Division
	1.8 Forwards Check/LDDAP-ADA for approval of approving officer	None	5 Minutes	<i>Processing Officer</i> Accounting Unit  <i>Chief</i> Financial and Administrative Service Division
	1.9 Forwards back to Cash Unit the Approved Check/LDDAP	None	4 Minutes	<i>Processing Officer</i> Accounting Unit  <i>Chief</i>



				Financial and Administrative Service Division
2. Received notification that his/her claim has been paid	2.1 Cash UNit send notification to the client the status of his/her claim	None	1 Minute	Cashier/ Collecting Officer Cash Unit Chief Administrative Officer General Services Division
	<b>TOTAL:</b>	None	1 hour, 45 Minutes	

#### 4. Procurement of Supplies, Equipment and Services

This service provides for the supplies, equipment and services needed by the different TESDA offices in the implementation of their programs, projects, and activities.

<b>Office or Division:</b>	Financial and Administrative Services Division		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2G - Government to Government		
<b>Who may avail:</b>	TESDA officials and employees		
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>		
1. Duly accomplished Purchase Request (1 original, 2 photocopy)	Financial and Administrative Services Division/ Procurement and General Services Section		
2. Duly accomplished Request for Quotation (RFQ) with Price Quotation Form (PQF) (1 original)			
3. Abstract of Price Quotation (1 original, 1 photocopy)			
4. Purchase Order/ Job Order (1 original, 3 photocopy)			
5. Inspection and Acceptance Report (IAR) (1 original, 2 photocopy)			
6. Requisition and Issue Slip (RIS) (1 original, 2 photocopy)			
7. Property Acknowledgement Receipt (PAR) (2 original)			



8. Inventory Custodian Slip (ICS) (2 original)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits PR	1.1. Receives PR	None	2 Minutes	<i>Administrative Officer V</i> Procurement Section  <i>Chief</i> Financial and Administrative Services Division
	1.2. Checks if the requested items are included in the approved Annual Procurement Plan (APP)	None	10 Minutes	<i>Administrative Officer V</i> Procurement Section  <i>Chief</i> Financial and Administrative Services Division
	1.3. Processes PR and checks completeness of specifications	None	15 Minutes	<i>Administrative Officer V</i> Procurement Section  <i>Chief</i> Financial and Administrative Services Division
	1.4. Determines the Approved Budget for the Contract (ABC) through Price Monitoring	None	30 Minutes	<i>Administrative Officer V</i> Procurement Section  <i>Chief</i> Financial and Administrative Services Division
	1.5. Prepares Request for Quotation (RFQ) with Price Quotation Form (PQF) once the ABC has been derived	None	20 Minutes	<i>Administrative Officer V</i> Procurement Section  <i>Chief</i> Financial and Administrative Services Division
	1.6. Posts RFQ in the PhilGEPS,	None	18 days	<i>Administrative Officer V</i>





	<p>website of the Procuring Entity and at any conspicuous place in the premises if ABC is above PHP50,000.00 (Deadline for submission of quotations may be extended thrice, if none or less than the required number of quotations is received (For Shopping – Sec. 52.1.b of the RIRR of RA 9184))</p>			<p>Procurement Section</p> <p><i>Chief</i> Financial and Administrative Services Division</p>
	<p>1.7. Sends RFQ to at least three (3) suppliers</p>	None	10 Minutes	<p><i>Administrative Officer V</i> Procurement Section</p> <p><i>Chief</i> Financial and Administrative Services Division</p>
	<p>1.8. Prepares Abstract of Price Quotations upon receipt of at least three (3) quotations within the prescribed deadline. For Small Value Procurement (SVP), receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof.</p>	None	1 Hour	<p><i>Administrative Officer V</i> Procurement Section</p> <p><i>Chief</i> Financial and Administrative Services Division</p>
	<p>1.9. Checks the completeness and validity of the</p>	None	10 Minutes	<p><i>Administrative Officer V</i> Procurement Section</p>



	documentary requirements of the supplier with the Lowest Calculated and Responsive Quotation.			<i>Chief</i> Financial and Administrative Services Division
	1.10. Prepares Purchase Order/ Job Order (PO/ JO)	None	10 Minutes	<i>Administrative Officer V</i> Procurement Section  <i>Chief</i> Financial and Administrative Services Division
	1.11. Approves Purchase Order/Job Order	None	5 Minutes	<i>Administrative Officer V</i> Procurement Section  <i>Chief</i> Financial and Administrative Services Division
	1.12. Prepares ORS	None	5 Minutes	<i>Administrative Officer V</i> Procurement Section  <i>Chief</i> Financial and Administrative Services Division
	1.13 certifies availability and obligation of allotment, and signs ORS	None	13 Minutes	
	1.14 Processes Purchase Order/Job Order	None	1 Hour	<i>Accountant IV</i> Accounting Section  <i>Chief</i> Financial and Administrative Services Division



	1.15. Receives approved Purchase/Job Order	None	2 Minutes	<i>Administrative Officer V</i> Procurement Section  <i>Chief</i> Financial and Administrative Services Division
	1.16. Provides the winning supplier copy of the approved PO/JO for conformity	None	5 Minutes	<i>Administrative Officer V</i> Procurement Section  <i>Chief</i> Financial and Administrative Services Division
	1.17. Delivers goods or services  Supplier/ Service provider delivers goods within 7 days or services within 15 to 30 days	None		<i>Supplier/ Service Provider</i>
	1.18. Inspects and Accepts deliveries	None	20 minutes	<i>Inspection Committee</i>
	1.19. Prepares RIS/ICS/PAR for the issuance of delivered goods / services to end-users/ requesting office/s	None	13 minutes	<i>Administrative Officer V</i> Procurement Section  <i>Chief</i> Financial and Administrative Services Division
2. Receives goods/ services	2.1 Issues goods/ services to end-users/ requesting office/s	None	1 Hour	<i>Administrative Officer V</i> Procurement Section  <i>Chief</i> Financial and Administrative Services Division
	2.2. Prepares and submits DV to the Accounting Section	None	10 Minutes	<i>Administrative Officer V</i> Procurement Section



	with approved RIS/ICS/PAR/ Sales Invoice and Delivery Receipt			Chief Financial and Administrative Services Division
	<b>TOTAL:</b>	None	<b>18 days, 6 hours</b>	

Procurement of Supplies, Equipment and Services is covered under RA 9184 and its Revised IRR. Procurement of Supplies, Equipment and Services is qualified for Multi-Stage Processing.

## 5. Provision of Transportation

This is the process by which the personnel request for the transportation.

<b>Office or Division:</b>	Financial and Administrative Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	TESDA personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished Vehicle Request Form ( 4 Original Copies)		Administrative Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits Vehicle Request Form	1.1. Receives Vehicle Request Form.	None	2 Minutes	<i>Administrative Assistant III</i> <i>Chief</i> Financial and Administrative Services Division
	1.2. Checks the availability of the vehicle	None	1 Minute	<i>Administrative Assistant III</i> <i>Chief</i> Financial and Administrative Services Division
	1.3. Approves the request.	None	1 Minute	<i>Chief</i> Financial and Administrative Services Division



	1.4. Informs the requesting personnel of approval/ disapproval	None	2 Minutes	<i>Administrative Assistant III Chief</i> Financial and Administrative Services Division
	1.5. Forwards approved request to the Designated Driver.	None	1 Minute	<i>Administrative Assistant III Chief</i> Financial and Administrative Services Division
	1.6. Prepares Trip Ticket	None	2 Minutes	<i>Driver Chief</i> Financial and Administrative Services Division
	1.7. Approves Trip Ticket	None	1 Minute	<i>Chief</i> Financial and Administrative Services Division
	1.8. Receives and files filled-out Drivers Trip Ticket	None	1 Minute	<i>Driver Chief</i> Financial and Administrative Services Division
2. Receives driving services	2. Provides driving services	None	Depending on destination/ location	<i>Driver Chief</i> Financial and Administrative Services Division
	<b>TOTAL:</b>	None	10 Minutes	



# **Provincial Office External Services**



## 1. Application for Assessment and Certification

Process where TVET graduates, ex-workers, or individuals apply for competency assessment to obtain National Certificate (NC) or Certificate of Competency (CoC).

<b>Office or Division:</b>	Provincial Office FASD			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Those who are interested to take assessment in the different qualifications offered by the TESDA Training Institutions			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Fully filled up Application Form <b>CHECKLIST</b> (1 original)			Applicant	
2. Self-Assessment Guide (1 original)			Provincial Office	
3. Picture, passport size, white background with collar and name tag (2 pieces, original)			Applicant	
4. Birth Certificate or Certification from the Local Civil Registry (1 photocopy)			Philippine Statistics Authority Local Civil Registry	
5. Government-issued Identification Card with photo and date of birth (1 photocopy)			Applicant	
5. Employment Certificate - if applicable (1 original ); and/or			Company	
6. Training Certificate - if applicable (1 photocopy)			Training Center Attended	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquiries on assessment schedule	1.1. Provides assessment schedule, application form and Self-Assessment Guide (walk-in applicants) and list of requirements	None	2 Minutes	<i>Provincial Office CAC Focal</i>



2. Submits application form with the complete requirements	2.1. Verifies completeness of the application form and submitted requirements	None	15 Minutes	Provincial Office CAC Focal
	2.2. Assigns candidates to the Assessment Center and assign Competency Assessor, two (2) weeks before the scheduled assessment if the number of applicants reaches to 10 and above	None	15 Minutes	Provincial Office CAC Focal
3. Receives assessment Schedule	3. Issue assessment Schedule	None	2 Minutes	Provincial Office CAC Focal
	TOTAL:	None	34 Minutes	

## 1. Accreditation of New Competency Assessors

This is to recognize and accredit Filipinos with relevant industry or teaching experience, who are qualified to assess competencies of candidates for national certification in specific trade/qualification.

<b>Office or Division:</b>	Provincial Office/District Office	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Individual who are qualified to assess competencies of candidates	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter of Intent (1 original)		Applicant
2. Accomplished Application Form (1 original)		Applicant





3. Picture, 2 x 2 white background with collar (1 original)	Applicant			
4. Transcript of Records	Applicant			
5. Certificate of Employment indicating compliance to the requirements of number of years of work/industry experience or teaching experience (1 certified true copy) as specified in the promulgated Training Regulations	Employer/ Applicant			
6. National Certificate (NC) Level II or higher (1 photocopy)	Applicant			
7. Training Methodology Certificate (TMC) or Certificate of Competency on Conduct Competency Assessment (TMI- COC2) (1 photocopy)	Applicant			
8. Certification on Loading (TESDA-OP-CO-04-F24) attested by the AC Manager, Lead Assessor. These certifications shall be attested by the AC Manager, Lead Assessor, and the TESDA Representative. (1 original)	TESDA/ Applicant			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquiries on the accreditation of competency assessors	1. Conducts orientation on application and documents	None	(Day 1) 2 hours	CACs Focal Person Provincial/ District Director Provincial/ District Office
2. Signs the Certificate of Concurrence	2. Provides Checklist of Requirements	None	(Day 1) 30 minutes	Provincial/ District Director Provincial/ District Office (PO/DO)
3.1. Submits requirements	3.1. Receives the requirements and accomplishes the Tracking Sheet	None	(Day 2) 1 hour	CACs Focal Person Provincial/ District Director Provincial/ District Office
	3.2. Checks the completeness of documents/ requirements submitted	None	(Day 2) 2 hours	CACs Focal Person Provincial/ District Director Provincial/ District Office



	3.3. Evaluates documents	None	(Day 2) 2 hours	CACs Focal Person Provincial/ District Director Provincial/ District Office
	3.4. Prepares Letter of Notification on the results of evaluation of documents	None	(Day 2) 1 hour	CACs Focal Person Provincial/ District Director Provincial/ District Office
	3.5. Signs the notification letter	None	(Day 2) 30 minutes	Provincial/ District Director Provincial/ District Office
3.2. Complies with the deficiencies if any	3.6. Transmits Letter of Notification and ensures receipt by the applicant	None	(Day 2) 30 minutes	CACs Focal Person Provincial/ District Director Provincial/ District Office
	3.6 Endorse the application documents to the Regional Director	None	(Day 2) 1 hour	CACs Focal Person Provincial/ District Director Provincial/ District Office
4. Receives Contract of Service (CoS) and Non-Disclosure Agreement (NDA) for Notarization	Provide Contract of Service and Non-Disclosure Agreement for Notarization	None	(Day 3) 30 minutes	CACs Focal Person Provincial/ District Director Provincial/ District Office
5. Pays accreditation fee and submits notarized copy of Contract of Service and Non-Disclosure Agreement	4.1. Accepts payment and issues Official Receipt (OR)	PHP500 per qualification	(Day 3) 1 hour	Cashier Provincial Director Provincial/ District Office
	4.2. Receives notarized copy of Contract of Service and Non-	None	(Day 3) 5 minutes	CACs Focal Person Provincial/ District Director Provincial/ District Office



	Disclosure Agreement			
5. Receives Certificate of Accreditation and ID Card	5.1. Issues Certificate of Accreditation and ID Card	None	(Day 3) 30 minutes	CACs Focal Person Provincial/ District Director Provincial/ District Office
	5.2. Files photocopy of the Certificate of Accreditation, CoS, NDA, ID and ensures all documents related to the application are safely secured	None	(Day 3) 30 minutes	CACs Focal Person Provincial/ District Director Provincial/ District Office
	<b>TOTAL:</b>	PHP500 per qualification	3 Days	

## 2. Accreditation of Competency Assessment Centers

This is a service provided for all qualified entities who want to engage in providing competency assessment activities.

<b>Office or Division:</b>	Provincial/ District Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B - Government to Business
<b>Who may avail:</b>	TVET entity/establishment who wants to manage the assessment activities of candidates for national certification
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Letter of Intent (1 original)	Applicant CAC
2. Copy of SEC Registration or equivalent (CDA Registration, R.A except Sole Proprietorship) (1 photocopy)	Applicant CAC



3. Business Permit or its equivalent in the country of origin (1 photocopy)	Applicant CAC/LGU			
4. Financial Statement (1 photocopy)	Applicant CAC			
5. For newly created company, paid up capital (1 photocopy); or For existing company, latest audited financial statement by a third party (1 photocopy)	Applicant CAC			
6. Fire Safety Certificate (current and valid) (1 photocopy)	Applicant CAC/BFP			
7. BIR Registration or its equivalent in the country of origin (1 photocopy)	Applicant CAC/BIR			
8. Building Lay-out/Floor Plan/Shop Lay-out (1 original)	Applicant CAC			
9. Company Profile (1 original)	Applicant CAC			
10. Location Map (1 original)	Applicant CAC			
11. List of complete facilities, tools equipment and materials appropriate to the Qualification(s) applied for (1 original)	Applicant CAC/TESDA			
12. Organizational Structure and Staff Complement and Profile (1 original)	Applicant CAC			
13. Self-Assessment Checklist (TESDA-OP-CO-03-F03) (1 original)	Applicant CAC/TESDA			
14. Lease Contract/Proof of Ownership of the location/premises of the Assessment Center (1 photocopy)	Applicant CAC			
15. Checklist of tools, equipment, supplies and materials, and facilities (TESDA-OP-CO-03-F04) (1 original) 16. Functional CCTV with Audio	Applicant CAC/TESDA			
17. Web Camera, signature pad, white backdrop	Applicant CAC/TESDA			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquiries on the Accreditation of Assessment Center	1. Conducts orientation	None	Day 1 (2 hours)	<i>PTCACs Focal Provincial/District Director</i>



				District/ Provincial Office
2. Signs the Certificate of Concurrence	2. Provides list of requirements	None	Day 1 (30 minutes)	<i>Provincial/ District Director</i> District/ Provincial Office
3. Submits documents	3.1 Checks the completeness and correctness of documents	None	Day 2 (2 hour)	<i>PTCACCS Focal Provincial/District Director</i> District/ Provincial Office
	3.2 Accomplishes Tracking Sheet for the Accreditation of Assessment Center	None	Day 2 (1 hour)	<i>PTCACCS Focal Provincial/District Director</i> District/ Provincial Office
4. Pays 50% of the accreditation fee	4.1 Issues Official Receipt (OR)	PHP1,500.00 per qualification	Day 2 (1 hour)	<i>Cashier Director III</i> District/ Provincial Office
	4.2 Prepares and submits Letter of Notification (Pre-Inspection)	None	Day 2 (1 hour)	<i>PTCACCS Focal Provincial/District Director</i> District/ Provincial Office
	4.3 Approves Letter of Notification (Pre-Inspection)	None	Day 2 (1 hour)	<i>Provincial/District Director</i> District/ Provincial Office <i>Director IV</i> Regional Office
	4.4 Informs the Applicant-AC of the evaluation results through Letter of Notification (Pre-Inspection)	None	Day 2 (1 hour)	<i>Provincial/District Director</i> District/ Provincial Office
	4.4.1 If compliant, informs Applicant-AC of the conduct	None	Day 2 (1 hour)	<i>PTCACCS Focal Provincial/District Director</i>



	of Ocular Inspection; or 4.4.2 If non-compliant, informs Applicant-AC of discrepancies or lacking requirements that need to be complied within 15 working days upon receipt of Letter of Notification (Pre-inspection)			District/ Provincial Office
	4.5 Directs the conduct of inspection	None	Day 3 (4 hours)	<i>Provincial/District Director</i> District/ Provincial Office <i>Director IV</i> Regional Office
	4.6 Schedules inspection and confirms availability of members	None	Day 3 (2 hours)	<i>PTCACS Focal Provincial/District Director</i> District/ Provincial Office
	4.7 Issues appointment of the Inspection Team	None	Day 3 (2 hours)	<i>Provincial/District Director</i> District/ Provincial Office
	4.8 Prepares documents and administrative arrangements for the conduct of ocular inspection	None	Day 4 (4 hours)	<i>PTCACS Focal Provincial/District Director</i> District/ Provincial Office
	4.9 Conducts calibration on the tools, equipment and facilities based on the CATs	None	Day 4 (4 hours)	<i>Provincial/District Director</i> District/ Provincial Office



	4.10 Provides Evaluation Guide and assigns inspection area to Inspection Team Members	None	Day 5 (30 minutes)	<i>Inspection Team Leader Provincial/District Director District/ Provincial Office</i>
	4.11 Inspects assigned area/s	None	Day 5 (3 hours)	<i>Inspection Team Leader Provincial/District Director District/ Provincial Office</i>
	4.12 Discusses findings and finalizes Inspection Report	None	Day 5 (1 hour)	<i>Inspection Team Leader Provincial/District Director District/ Provincial Office</i>
5. Concurs Inspection Report	5.1 Discusses findings with the Applicant-AC's authorized representative	None	Day 5 (1 hour)	<i>Inspection Team Leader Director III District/ Provincial Office</i>
	5.2 Submits the Inspection Report/Recommendation to the Provincial Director for review and consideration	None	Day 5 (30 minutes)	<i>Inspection Team Leader Director III District/ Provincial Office</i>
	5.3 Reviews the Report	None	Day 5 (30 minutes)	<i>Director III District/ Provincial Office Director IV Regional Office</i>
	5.4 Issues Letter of Notification (Post-Inspection)	None	Day 5 (30 minutes)	<i>Provincial/District Director District/ Provincial Office Director IV Regional Office</i>



	5.6.1 If with non-compliance/s, the Applicant –AC is given 15 days to comply: or	None	Day 5 (30 minutes)	<i>Provincial/District Director</i> District/ Provincial Office <i>Director IV</i> Regional Office
	5.6.2 If compliant, informs the Applicant—AC of the approval and provides Affidavit of Undertaking (AOU)	None	Day 5 (30 minutes)	<i>Provincial/District Director</i> District/ Provincial Office <i>Director IV</i> Regional Office
6. Attends training on the use of T2MIS and AC Operations	6.1 Conducts training to the AC Manager and Processing Officer on the use of T2MIS and AC Operations	None	Day 6 (2 hours)	<i>PTCACCS Focal Provincial/District Director</i> District/ Provincial Office
	6.2 Provides the Accredited Competency Assessment Center (ACAC) copy of the T2MIS User's Manual and AC Operations Manual	None	Day 6 (30 minutes)	<i>PTCACCS Focal Provincial/District Director</i> District/ Provincial Office
	6.3 Issues Certificate of Training to AC Managers and Processing Officer	None	Day 6 (30 minutes)	<i>Provincial/District Director</i> District/ Provincial Office <i>Director IV</i> Regional Office
	6.4 Encodes Profile of the ACAC and generates Accreditation Number from the T2MIS	None	Day 6 (1 hour)	<i>PTCACCS Focal Provincial/District Director</i> District/ Provincial Office





	6.5 Prepares Certificate of Accreditation	None	Day 6 (1 hour)	<i>PTCACS Focal Provincial/District Director District/ Provincial Office</i>
7. Pays the remaining 50% accreditation fee and submits Affidavit of Undertaking	7.1 Accepts payment and issues Official Receipt (OR)	PHP1,500 per qualification	Day 6 (1 hour)	<i>Cashier/ Collecting Officer Provincial/District Director District/ Provincial Office</i>
	7.2 Receives notarized Affidavit of Undertaking	None	Day 6 (30 minutes)	<i>PTCACS Focal Provincial/District Director District/ Provincial Office</i>
8. Receives Certificate of Accreditation and template of signage	8.1 Issues Certificate of Accreditation to the ACAC upon payment fee and submission of the notarized AOU	None	Day 6 (30 minutes)	<i>PTCACS Focal Provincial/District Director District/ Provincial Office</i>
	8.2 Files photocopy or scanned softcopy of the Certificate of Accreditation and AOU and ensures all documents related to the application are safely secured	None	Day 7 (30 minutes)	<i>PTCACS Focal Provincial/District Director District/ Provincial Office</i>
	8.3 Provides ACAC template of the signage to be used in the identification of the AC	None	Day 7 (30 minutes)	<i>PTCACS Focal Provincial/District Director District/ Provincial Office</i>
	8.4 Updates Tracking Sheet	None	Day 7 (30 minutes)	<i>PTCACS Focal Provincial/District Director</i>



				District/ Provincial Office
	<b>TOTAL:</b>	PHP3,000 per qualification	7 Days	

### 3. Availment of Scholarship Programs ( Face to Face)

Facilitating and providing information to the customers inquiring on scholarship availment.

<b>Office or Division:</b>	Provincial/District Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- Prospective beneficiaries, firm industries, communities, and the special clients such as but not limited to: indigenous people, persons with disabilities, senior citizens and returnees</li> <li>- Filipinos, 15 years old and above</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Personal visit/ inquiry of client;		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Face to face</b>				
1. Inquiries about available scholarship	1.1. Refers client to respective Provincial Office/Scholarship Focal	None	2 Minutes	Provincial/District Scholarship Focal Supervising TESD Specialist Provincial/District Director Provincial/District Office
	1.2. Informs clients of the different scholarship programs	None	25 Minutes	Provincial/District Scholarship Focal Supervising TESD Specialist Provincial/District Director



				Provincial/District Office
2. Receives information	1.3. Refers the client to a training provider with available scholarship slots	None	5 Minutes	<i>Provincial/District Scholarship Focal Supervising TESD Specialist</i> <i>Provincial/District Director</i> Provincial/District Office
	Total	None	37 minutes	

#### 4. Availment of Scholarship Programs ( Online )

Facilitating and providing information to the customers inquiring on scholarship availment.

<b>Office or Division:</b>	Provincial/District Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- Prospective beneficiaries, firm industries, communities, and the special clients such as but not limited to: indigenous people, persons with disabilities, senior citizens and returnees</li> <li>- Filipinos, 15 years old and above</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Online scholarship inquiry/ application form		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fills-out the online scholarship inquiry/ application form	1.1. Receives information on the scholarship inquiry/ application via email	None	5 Minutes	<i>Provincial/District Scholarship Focal Supervising TESD Specialist</i> <i>Provincial/District Director</i> Provincial/District Office
	1.2. Forwards email to	None	1 Minute	<i>Provincial/District Scholarship Focal</i>



	appropriate training provider			<i>Supervising TESD Specialist Provincial/District Director Provincial/District Office</i>
2. Receives information	1.3. Contacts client to inform and refer to appropriate training provider	None	2 Minutes	<i>Provincial/District Scholarship Focal Supervising TESD Specialist Provincial/District Director Provincial/District Office</i>
	<b>TOTAL:</b>	None	8 Minutes	

## 5. Complaints Handling

The Agency processes and handles complaints filed by customers through various communication modalities: Public Assistance and Complaint Desk (PACD), calls, registered mails, and emails. The procedure in handling complaints is in accordance with the Customer Satisfaction Management System Operating Procedures which is part of TESDA QMS.

<b>Office or Division:</b>	Provincial/District Offices - Public Assistance and Complaint Desk (PACD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Complaint lodged at the Public Assistance and Complaint Desk (PACD): 1. Duly accomplished Dulugan Form (1 original) 2. Evidence to be attached to the Dulugan Form or to be sent to <a href="mailto:contactcenter@tesda.gov.ph">contactcenter@tesda.gov.ph</a>		Provincial/District Offices Public Assistance Counter Desk (PACD)
Complaint received through registered mails, emails and SMS shall have: 1. Full Name, address, & contact details of complainant;		Complainant



2. Details of the acts complained of; 3. Person(s) charged; 4. Name of Department/ Agency of the person charged, if applicable; and 5. Evidence of violation.				
Formal Complaint are complaints with duly notarized affidavit shall have: 1. Full Name & address of complainant; 2. Full name & address of the person complained as well as his position and office; 3. A narration of the relevant and material facts which shows the acts or omissions allegedly committed; 4. Certified true copy of documentary evidence and affidavits of his/her witnesses, if any; and 5. Certification or statement of non-forum shopping. Must be signed by the party or his/her authorized representative.		Complainant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Lodges a complaint thru the different modalities  For customer verbal complaints; customer is encouraged to put in writing the details of complaint	1.1. Acknowledges the complaint	None	10 Minutes	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)  <i>Provincial/District Director</i> Provincial/District Office
	1.2. Assesses the complaint	None	30 Minutes	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)  <i>Provincial/District Director</i> Provincial/District Office
	1.3. Transmits Customer complaint/s	None	2 Days	<i>Customer Service Officer (CSO)</i>



				Public Assistance and Complaint Desk (PACD) <i>Provincial/District Director</i> Provincial/District Office
	1.4. Validates and acts on complaints	None	13 Days	<i>Customer Service Officer (CSO)</i> <i>Designated Provincial/District Office Customer Satisfaction Focal</i> Public Assistance and Complaint Desk (PACD) <i>Provincial/District Director</i> Provincial/District Office
2. Receives/ Accepts action on complaint	2. Informs customer of actions taken	None	1 Day	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD) <i>Provincial/District Director</i> Provincial/District Office
3. Accomplishes feedback form	3. Requests customer for feedback	None	1 Day	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD) <i>Provincial/District Director</i> Provincial/District Office
4. Drops feedback form on the designated feedback box/ submits via online	4.1. Gathers feedback form from customer	None	1 Day	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)



				<i>Provincial/District Director Provincial/District Office</i>
	4.2. Reports complaints in the National, Regional and Provincial Quality Management Committee meetings	None	1 Day	<i>Customer Service Officer (CSO) Public Assistance and Complaint Desk (PACD)  Provincial/District Director Provincial/District Office</i>
	<b>TOTAL:</b>	None	19 Days, 40 Minutes	

## 6. Conduct of Training Induction Program (TIP)

Training Induction Program (TIP) is being conducted to explain the implementation of TESDA's Scholarship Program to the scholars.

<b>Office or Division:</b>	Provincial Office/District Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government			
<b>Who may avail:</b>	TTI's and TVI's who implements TESDA Scholarship Program			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Notarized Affidavit of Undertaking ( 1 Photocopy) 2. Letter Request of TIP ( 1 Original Copy)		Provincial Office/District Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits the requirements/ documents	1.1. Receives the requirements/ documents	None	5 Minutes	<i>Front Desk Provincial/ District Director Provincial/ District Office</i>



	1.2. Schedules the conduct of TIP using the standard format	None	15 Minutes	Scholarship Focal Provincial/ District Director Provincial/ District Office
2. Received confirmation of schedule of TIP	1.3. Conduct of TIP	None	4 Hours	Authorized Representative/ Provincial/ District Director Provincial/ District Office
	<b>TOTAL:</b>	None	4 Hours, 20 Minutes	

## 7. Customer Inquiry and Feedback thru the Public Assistance and Complaint Desk

The Agency through its Public Assistance and Complaint Desk (PACD) receives, facilitates, assesses and provides information and other needs of the walk-in customers.

This pertains to the service addressing simple inquiries and feedback from walk-in customers requesting information through the PACD Provincial Office.

<b>Office or Division:</b>	Public Assistance and Complaint Desk (PACD) - Regional Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	All Walk-in Customers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
N/A		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Visits TESDA Regional Office - Public Assistance and Complaint Desk and fills out the client logbook	1. Receives the client/ customer	None	1 Minute	Customer Service Officer (CSO) Public Assistance and Complaint Desk (PACD) Chief





				Regional Operations Division
	1.2 Assesses inquiry/request/s	None	3 Minutes	Customer Service Officer (CSO) Public Assistance and Complaint Desk (PACD) Chief Regional Operations Division
2. Obtain the requested information from the CSO PACD	2.1 Addresses/ provides the information on inquiry/ request	None	7 Minutes	Customer Service Officer (CSO) Public Assistance and Complaint Desk (PACD) Chief Regional Operations Division
	<b>TOTAL:</b>	None	11 Minutes	

## 8. Customer Inquiry and Feedback Through Calls

The Agency through its official contact numbers receives, facilitates, assesses and provides information and other needs of the customers.

<b>Office or Division:</b>	Provincial/District Offices - Public Assistance and Complaint Desk (PACD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Call at the Hotline number		Customer/ Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Call the TESDA Hotline number	1.1 Receives call	None	1 Minute	Customer Service Officer



				<i>Provincial/District Director Office of the Provincial/District Director</i>
	1.2 Logs Caller's name, location, inquiry in the Provincial Client Log Form (Central Office)	None	1 Minute	<i>Customer Service Officer Provincial/District Director Office of the Provincial/District Director</i>
2. Obtains the requested information/assistance from Provincial Office	2.1 Provides action for inquiry/request	None	2 Minutes	<i>Customer Service Officer Provincial/District Director Office of the Provincial/District Director</i>
	<b>TOTAL:</b>	None	<b>4 Minutes</b>	

## 9. Customer Inquiry and Feedback Through Calls with the Concerned Office

This pertains to the service addressing simple inquiries and feedback from customer calls requesting information through the PACD in coordination with the Office/units within the TESDA Provincial Office Office.

<b>Office or Division:</b>	Public Assistance and Complaint Desk (PACD) - Provincial Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Call the Hotline number		Customer/ Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Call the TESDA Hotline number	1.1 Receives call	None	1 Minute	<i>Customer Service Officer</i>



				<i>Provincial/District Director Office of the Provincial/District Director</i>
	1.2 Logs Caller's name, location, inquiry in the CCU Client Log Form (Central Office)	None	1 Minute	<i>Customer Service Officer Provincial/District Director Office of the Provincial/District Director</i>
	1.3 Refers and provide callers with the contact information of the concerned office that will provide the assistance	None	2 Minutes	<i>Customer Service Officer Provincial/District Director Office of the Provincial/District Director</i>
2. Calls and obtains the requested information/assistance from CCU	2.1 Provides information/ requests	None	2 Minutes	<i>Customer Service Officer Provincial/District Director Office of the Provincial/District Director</i>
	<b>TOTAL:</b>	None	6 Minutes	

## 10. Customer Inquiry and Feedback Through Public Assistance and Complaint Desk

The Agency through its Public Assistance and Complaint Desk (PACD) receives, facilitates, assesses and provides information and other needs of the walk-in customers.

This pertains to the service addressing simple inquiries and feedback from walk-in customers requesting information through the PACD Provincial Office.

<b>Office or Division:</b>	Public Assistance and Complaint Desk (PACD) - Provincial Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business



	G2G - Government to Government			
<b>Who may avail:</b>	All Walk-in Customers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
N/A		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Visits TESDA Provincial Office - Public Assistance and Complaint Desk and fills out the client logbook	1. Receives the client/ customer	None	1 Minute	<i>Customer Service Officer Provincial/District Director Office of the Provincial/District Director</i>
	1.2 Assesses inquiry/request/s	None	3 Minutes	<i>Customer Service Officer Provincial/District Director Office of the Provincial/District Director</i>
2. Obtain the requested information from the CSO PACD	2.1 Addresses/ provides the information on inquiry/ request	None	7 Minutes	<i>Customer Service Officer Provincial/District Director Office of the Provincial/District Director</i>
	<b>TOTAL:</b>	None	11 Minutes	

## 11. Customer Inquiry and Feedback Through Public Assistance and Complaint Desk with Concerned Office

This pertains to the service addressing simple inquiries and feedback from walk-in customers requesting information through the PACD Provincial Office in coordination with the Office/units within the TESDA Provincial Office.

<b>Office or Division:</b>	Public Assistance and Complaint Desk (PACD) - Provincial Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen



	G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	All Walk-in Customers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
N/A		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Visits TESDA Central Office - Public Assistance and Complaint Desk and fills out the client logbook	1. Receives the client/ customer	None	1 Minute	<i>Customer Service Officer Provincial/District Director Office of the Provincial/District Director</i>
	1.2 Assesses inquiry/request/s	None	3 Minutes	<i>Customer Service Officer Provincial/District Director Office of the Provincial/District Director</i>
	1.3 Identifies the office/unit where the inquiry/request may be addressed	None	5 Minutes	<i>Customer Service Officer Provincial/District Director Office of the Provincial/District Director</i>
	1.4 Endorses the client/ customer to the Concerned Office/ Focal Person	None	3 Minutes	<i>Customer Service Officer Provincial/District Director Office of the Provincial/District Director</i>
	1.5 Reviews and evaluates the inquiry/request	None	15 Minutes	<i>Focal Person Chief/Head Concerned Office</i>
2. Obtain the requested information from the CSO PACD	2.1 Addresses/ provides the	None	7 Minutes	<i>Chief/ Head of Concerned Office</i>



	information on inquiry/ request			
	<b>TOTAL:</b>	None	34 Minutes	

## 12. Customer Inquiry and Feedback Through SMS and Electronic mails

The Agency through its official electronic mail address receives, facilitates, assesses and provides information and other needs of the customers.

<b>Office or Division:</b>	Public Assistance and Complaint Desk (PACD) - Provincial Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Message sent thru e-mail (contactcenter@tesda.gov.ph) or SMS (0917-4794-370)		Customer/ Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sends email or SMS to TESDA email account and SMS number	1. Accesses the email account/SMS online facility	None	1 Minute	<i>Customer Service Officer Provincial/District Director Office of the Provincial/District Director</i>
2. Obtains the requested information/ assistance from PACD	2. Provides action for simple inquiry/ requests; or	None	5 Minutes	<i>Customer Service Officer Provincial/District Director Office of the Provincial/District Director</i>
	<b>TOTAL:</b>	None	6 Minutes	



### 13. Customer Inquiry and Feedback Through SMS and Electronic Mails with the Concerned Office

This pertains to the service addressing complex inquiries and feedback from customer texts and electronic mails requesting information through the PACD in coordination with the office/Units within the TESDA Provincial Office.

<b>Office or Division:</b>	Public Assistance and Complaint Desk (PACD) - Provincial Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Message sent thru e-mail (contactcenter@tesda.gov.ph) or SMS (0917-4794-370)		Customer/ Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sends email or SMS to TESDA email account and SMS number	1. Accesses the email account/SMS online facility	None	1 Minute	<i>Customer Service Officer Provincial/District Director Office of the Provincial/District Director</i>
	1.2 Prepares the transmittal to the Concerned Office that will provide the assistance information	None	5 Minutes	<i>Customer Service Officer Provincial/District Director Office of the Provincial/District Director</i>
	1.3 Endorsed the transmittal to the Concerned Office/ Focal Person	None	3 Minutes	<i>Customer Service Officer Provincial/District Director Office of the Provincial/District Director</i>



	1.4 Reviews and evaluates the customer inquiry/request	None	15 Minutes	<i>Focal Person Chief/Head Concerned Office</i>
	1.5 Gathers factual information	None	3 Days	<i>Focal Person Chief/Head Concerned Office</i>
	1.6 Prepared response/letter for the customer/client	None	3 Days	<i>Focal Person Chief/Head Concerned Office</i>
2. Obtains the requested information/ assistance from Concerned Office	2.1 Sends response to the requested information	None	2 Minutes	<i>Focal Person Chief/Head Concerned Office</i>
	<b>TOTAL:</b>	None	6 Days, 26 Minutes	

#### 14. Issuance of Certification for Authentication and Verification (CAV) of Scholastic Records

The service provides orientation on the requirements, issuing office and the steps in the issuance of Certification for Authentication and Verification (CAV) of submitted scholastic records of the applicant.

<b>Office or Division:</b>	Provincial/ District Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen	
<b>Who may avail:</b>	All TVET Learners	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For Graduates</b>		
1. Certificate of Training or Certificate of Completion or Certification from the Registrar (Govt. institution only); or Diploma; or NC/COC; Transcript of Records or Special Order no quantity and type of document		TVIs/ Educational Institutions





2. Pictures, 2 x 2, (taken within the last 6 months) with white background and neutral expression. Picture can be printed on a chemical-based photo paper (2 copies)		Applicant		
<b>For Undergraduate Students:</b>				
1. Certification from the School Director/ Administrator (1 original)		TVIs/ Educational Institutions		
2. Accomplished Special Order Form (1 original)		Applicant		
3. Pictures, 2 x 2, (taken within the last 6 months) with white background and neutral expression. Picture can be printed on a chemical-based photo paper (2 copies)		Applicant		
<b>Additional requirements for authorized representative</b>				
- Authorization Letter from the Applicant (1 original)		Representative		
- Valid Identification Card of the applicant and the representative (1 original and photocopy)		Applicant/ Representative		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements	1.1. Receives and checks completeness and validity of the requirements	None	20 Minutes	CAV Focal Person Provincial/ District Director Provincial/ District Office (PO/ DO)
	1.2. Prepares the CAV	None	1 Hour	CAV Focal Person Provincial/ District Director Provincial/ District Office (PO/ DO)
	1.3. Signs CAV and stamps the official seal of TESDA	None	1 Hour	CAV Focal Person Provincial/ District Director Provincial/ District Office (PO/ DO)
2. Secures Official Receipt and pays processing fee	2. Receives payment and issues Official Receipt	PHP30	10 Minutes	Cashier Provincial/ District Director Provincial/ District Office (PO/ DO)



3. Presents Official Receipt	3. Checks Official Receipt	None	30 Minutes	CAV Focal Person Provincial/ District Director Provincial/ District Office (PO/ DO)
4. Receives CAV of Scholastic Records	4. Issues CAV and requires applicant/ representative to sign the logbook	None	30 Minutes	CAV Focal Person Provincial/ District Director Provincial/ District Office (PO/ DO) Releasing Office
	<b>TOTAL:</b>	PHP30.00	3 Hours, 30 Minutes	

### 15. Issuance of Certified True Copy (CTC) of National Certificate (NC)/ Certificate of Competency (CoC)

This service covers the issuance of Certified True Copy (CTC) of National Certificate (NC) / Certificate of Competency (CoC) to certified workers.

<b>Office or Division:</b>	Provincial Office/ District Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Certified workers requesting authentication of NCs/ CoCs			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. National Certificate (NC)/ Certificate of Competency (1 original, 2 photocopy)			Applicant	
2. Documentary Stamp worth PHP15 (2 copies)			Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits documents/ requirements	1.1. Receives requirements  1.2. Verifies/ Checks documents/ requirements	None	1 hour	CACs Focal Person Provincial/ District Director Provincial/ District Office (PO/DO)



2. Secures Order of payment and pays Certified True Copy fee	2. Receives payment and issues Official Receipt	PHP50	1 hour	Cashier Provincial/ District Director Provincial/ District Office (PO/DO)
3. Presents Official Receipt	3. Certifies the photocopy of NC/ COC as true copy	None	5 minutes	CACs Focal Person Provincial/ District Director Provincial/ District Office (PO/DO)
4. Receives the Certified True Copy and signs the client's records logbook	4. Issues the Certified True Copy of the NC/ COC	None	5 minutes	CACs Focal Person Provincial/ District Director Provincial/ District Office (PO/DO)
	<b>TOTAL:</b>	PHP50.00	2 hours 10 minutes	

## 16. Issuance of E-Certification (NC/COC)

The National Certificate and Certificate of Competency are issued to passers of National Competency Assessment who requested for issuance.

<b>Office or Division:</b>	Provincial/District Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Passers of National Competency Assessment			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
None			None	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Checks the correctness of information in the application documents vis-a-vis encoded in the T2MIS	None	1 hour	CACs Focal Person Provincial/ District Director Provincial/ District Office



	2. Verifies the assessment result in the assessment documents	None	1 hour	CACs Focal Person Provincial/ District Director Provincial/ District Office
	3. Encodes assessment result in the T2MIS and generate certificate number	None	1 hour	CACs Focal Person Provincial/ District Director Provincial/ District Office
	4. Checks the uploaded photo and signature of candidate	None	1 hour	CACs Focal Person Provincial/ District Director Provincial/ District Office
1. Received the E-Certificate	5. Sends the E-Certificate to the competent individual	None	5 minutes	CACs Focal Person Provincial/ District Director Provincial/ District Office
	<b>TOTAL:</b>	None	4 hours and 5 minutes	

## 17. Issuance of National TVET Trainer Certificate

This service is provided to all qualified TVET trainers. National TVET Training Certificate (NTTC) is a document issued to a trainer who is a holder of a National Certificate (NC), a Trainer Methodology Certificate (TMC) and with Industry Work Experience as may be provided in Section 3 of the respective Training Regulation.

<b>Office or Division:</b>	Provincial Office/ District Office	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Government to Citizen	
<b>Who may avail:</b>	All individuals who are qualified to become TVET trainers	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Valid National Certificate (NC) II (1 Photocopy)		Applicant



2. Valid Trainers Methodology Certificate (1 Photocopy)		Applicant		
3. Certificate of Industry Working Experience (1 Certified True Copy)		Applicant		
4. Trainer/Assessor Profile Form (NMIS Form-01A) (1 Original Copy)		TESDA		
5. Picture 2x2, passport size, white background and high resolution, shall be scanned and printed (1 original copy)		Applicant		
6. Letter of Intent (1 original Copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements	1.1. Receives requirements	None	30 Mins	CACs Focal Person/ UTPRAS Focal Provincial/ District Director Provincial/ District Office
	1.2. Accepts, evaluates the application for Regular/Provisional NTTC	None	1 Day	CACs Focal Person/ UTPRAS Focal Provincial/ District Director Provincial/ District Office
	1.3. Prepares and endorses Registry of TVET Trainers for NTTC Issuance with the application documents	None	1 Day	CACs Focal Person/ UTPRAS Focal Provincial/ District Director Provincial/ District Office
	1.4. Reviews completeness and correctness of submission, and prepares the Regular/Provisional NTTC: a. If in accordance with the requirements,	None	1 Day	CACs Focal Person/ UTPRAS Focal Regional Director Regional Office



	prepares and issues Regular/Provisional NTTC; or b. If incomplete, prepares Memorandum to the Provincial/District Office of the deficiencies			
	1.5 Approves Regular/Provisional NTTC and signs Memorandum	None	2 Days	<i>Regional Director Regional Office</i>
2. Receives Regular/ Provisional NTTC	1.6 Releases Regular/Provisional NTTC	None	30 Mins	<i>CACs Focal Person/ UTPRAS Focal Provincial/ District Director Provincial/ District Office</i>
	<b>TOTAL:</b>	None	5 Days, 1 Hour	

## 18. Issuance of NC Plastic Card

This is a service provided to certified graduates and workers who want their National Certificates in the form of Plastic Card.

<b>Office or Division:</b>	Provincial Office/District Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen	
<b>Who may avail:</b>	Holders of NC	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Duly accomplished Application Form (1 original)		TESDA Provincial/ District Office
2. Picture, 1 x 1, 300DPI resolution with signature resolution of 300DPI size 7" x 3 (JPEG extension/file) (1 copy)		Applicant



3. NC (1 photocopy)			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements	1. Receives requirements	None	15 Minutes	CACs Focal Person Provincial/ District Director Provincial/ District Office
2. Pays the application fee	2.1. Accepts payment and issues Official Receipt	PHP100	15 Minutes	Cashier Provincial/ District Director Provincial/ District Office
	2.2. Transmits requirements and copy of Official Receipt to the Certification Office	None	30 Minutes	CACs Focal Person Provincial/ District Director Provincial/ District Office
	2.3. Checks completeness and correctness of documents	None	5 Minutes	CACs Focal Person Chief Competency Assessment Division
	2.4. Requests printing of NC Plastic Card to the National Printing Office  <i>National Printing Office prints NC Card within 15 to 20 working days</i>	None	1 Day	CACs Focal Person Chief Competency Assessment Division
	2.5. Forwards NC Plastic Card to the Provincial/District Office	None	30 Minutes	CACs Focal Person Chief Competency Assessment Division
3. Receives NC/ CoC Plastic Card	3. Releases the NC Plastic Card once received	None	15 Minutes	CACs Focal Person Provincial/ District Director



	from the Central Office			Provincial/ District Office
	<b>TOTAL:</b>	PHP100	1 Day, 1 Hour, 35 Minutes	

## 19. Issuance of Special Order (SO)

The Special Order is being issued by TESDA to graduates of all registered programs, whether WTR or NTR; and whether full qualification or in cluster of units of competency. This is being requested by the Technical Vocational Institutions prior to graduation and issued to eligible graduates who have satisfactorily completed and met the requirements of the qualification.

<b>Office or Division:</b>	Provincial Office/District Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Technical Vocational Education and Training Institutions (TVIs) with TESDA Registered Programs			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter request for the issuance of SO Number of the graduates (with attached list of names of graduates) ( 1 Original Copy)			TVI	
1 Original copy of Form 9 or Records of Candidates for Graduation			TVI	
1 Certified true copy of the following a. Form 138/137, if the candidate's previous education is high school b. Transcript of Records or Certificate of Training, if the candidate has already completed the program c. OJT Training Certificate, if required by the employer d. Enrolment Report (MIS 03-02) or screenshot of T2MIS report officially received/ acknowledged by TESDA e. Marriage Contract, if candidate or graduate got married prior to his/her request for the issuance of SO Number from the institutions			TVI	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>





1. Submits the requirements	1. Checks/ Verifies the name of TVI and its registered program/s with the Compendium of Registered Programs and the list of graduates in the Enrollment Report (MIS -03-02) in the TESDA Training Management Information System (T2MIS)	None	2 Days	<i>UTPRAS Focal Person Provincial/ District Director Provincial/ District Office</i>
2. Receives Special Order Number	2. If documents are in order, issues appropriate SO number	None	1 Day	<i>UTPRAS Focal Person Provincial/ District Director Provincial/ District Office</i>
	<b>TOTAL:</b>	None	3 Days	

## 20. Online Processing of Program Registration Application

Online processing of program registration application under the Unified TVET Program Registration and Accreditation System (UTPRAS), as an alternative mode of processing applications for Program Registration in the New Normal.

<b>Office or Division:</b>	Provincial Office/District Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	Institution/s who intend to offer TVET programs	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>A. General Requirements</b>		
1. Letter of Intent (1 Original Copy) / Application add/ shift the delivery mode to either Blended Learning, Distance Learning, Online Learning or combination of Distance Learning and Face-to-Face Learning;		Applicant TVI



2. Certificate of Concurrence (TESDA-OP-CO-01-F02); (1 Original Copy)	Provincial Office/District Office
3. 1 Certified true copy of the Certificate of TVET Program Registration (CTPR) of the registered TVET program (if initially registered prior application for flexible learning);	Applicant TVI
4. Updated CBC (indicating the learning modes to be used) (TESDA-OP-C01-F11) (1 Original Copy) a. Course Design; b. Modules of Instruction/s	Provincial Office/District Office Form downloadable at <a href="http://www.tesda.gov.ph">www.tesda.gov.ph</a> Applicant TVI
5. List and Profile of Trainer:	
a. The trainer must be a holder of NTTC/ provisional NTTC on the qualification he/she will be teaching/ conducting, for WTR programs; and/ or b. The trainer must have an appropriate training certificate as evidence of his/her competency in facilitating online/ flexible/ distance learning or combination (for WTR and NTR program).	Applicant TVI
6. Training Plan (1 Original Copy) - indicating the Unit of Competency, the Module Title, the Learning Outcomes and the Learning Contents covered for every LO specifying the modality/ies to be applied for every Learning Content, and the Learning Resources.	Applicant TVI
<b>B. Requirements for the Flexible Learning Delivery Mode</b>	
<b>B.1 For Online Learning Delivery Mode</b>	
7. Digital Learning Contents - e.q. articles on the web, e-books, e-CBLM, interactive learning resources, video-on-demand, audio-on demand and others;	Applicant TVI
8. Learning Management System e.g. Moodle, Google Classroom, Blackboard, A-tutor, and others;	Applicant TVI
9. Web Applications that provide access to the digital content and any shared resources anytime, anywhere e.g. Google Classroom, Google drive, youtube.com, vimeo, facebook, vendor-based learning sites such as lynda.com, microsoft learn, lincoln electric, and others;	Applicant TVI
10. Virtual communication facility for trainers and trainees synchronously e.g. Google Meet / Zoom, Facebook live, podcast, and asynchronously e.g.	Applicant TVI



Facebook page, online forum, streaming video with comment section and others;	
11. Institutional Assessment Tool;	Applicant TVI
12. Technical Support System for the trainer and the trainees e.g. Support hotline, Support chat, and others.	Applicant TVI
<b>B.2 For Blended Learning Delivery Mode (online and face to face/classroom setting)</b>	
<p>13. Requirements for B.1 (<b>For Online Learning Delivery Mode</b>)</p> <ol style="list-style-type: none"> <li>a. Digital Learning Contents - e.q. articles on the web, e-books, e-CBLM, interactive learning resources, video-on-demand, audio-on demand and others;</li> <li>b. Learning Management System e.g. Moodle, Google Classroom, Blackboard, A-tutor, and others;</li> <li>c. Web Applications that provide access to the digital content and any shared resources anytime, anywhere e.g. Google Classroom, Google drive, youtube.com, vimeo, facebook, vendor-based learning sites such as lynda.com, microsoft learn, lincoln electric, and others;</li> <li>d. Virtual communication facility for trainers and trainees synchronously e.g. Google Meet / Zoom, Facebook live, podcast, and asynchronously e.g. Facebook page, online forum, streaming video with comment section and others;</li> <li>e. Institutional Assessment Tool; and</li> <li>f. Technical Support System for the trainer and the trainees e.g. Support hotline, Support chat, and others</li> </ol>	Applicant TVI
<p>14. Offline electronic technology and resources to support the Blended Learning delivery mode such as but not limited to the following:</p> <ul style="list-style-type: none"> <li>● Digitized learning materials such as CBLM and other instructional learning materials, videos and interactive contents;</li> <li>● Downloaded digital contents in LMS</li> </ul>	Applicant TVI
15. Competency-Based Workshop area with the required learning systems or equipment and tools, where the face-to-face instruction is conducted (for the face-to-face portion).	Applicant TVI



<b>B.3 For Distance Learning Delivery Mode</b>	
<p>16. Learning resources that can be accessed by the learners in any or combination of the following forms:</p> <ul style="list-style-type: none"> <li>• Print learning materials such as <b>CBLM</b>, training manual, instruction sheets, textbooks, study guides, workbooks, course syllabi, correspondence feedback; and</li> <li>• Audio-Visual - radio, audio cassettes, slides, film, videotapes, television, telephone, fax, audio-conferencing and video conferencing.</li> </ul>	Applicant TVI
<b>B.4 Combination of Distance and Face-to-Face mode</b>	
<p>17. Competency-Based Workshop area with the required learning systems or equipment and tools, where the face-to-face instruction is conducted;</p>	Applicant TVI
<p>18. Learning resources that can be accessed by the learners in any or combination of the following forms:</p> <ul style="list-style-type: none"> <li>• Print learning materials such as <b>CBLM</b>, training manual, instruction sheets, textbooks, study guides, workbooks, course syllabi, correspondence feedback; and</li> <li>• Audio-Visual - radio, audio cassettes, slides, film, videotapes, television, telephone, fax.</li> </ul>	Applicant TVI
<b>C. Administrative Protocols</b>	
<p>19. Mandatory Learning Module "Practicing Covid-19 Preventive Measures in the Workplace";</p>	Applicant TVI
<p>20. Entry Protocols to the premises of institutions for Learners, Employees, Teaching, Non- Teaching Staff and visitors e.g. Signage on 'No Masks, No Entry Policy' and 'Maintain 1 Meter Social Distancing', in all entrances and exits of the institution and workshop (attach a picture that signages are in place);</p>	Applicant TVI
<p>21. Provision of Hygiene Protocols such as the presence of disinfection areas and disinfectants within easy access for everyone, health checks and temperature scanning should be in place in the training center e.g. foot bath before entering the premises. (attach picture/s that signages are in place);</p>	Applicant TVI
<p>22. Re-configured workshops/ training spaces to address the need for physical/social distancing for the</p>	Applicant TVI



face to face training (attach picture of reconfigured workshops/training spaces);	
23. Physical Facilities Maintenance & Audit Plan indicating regular disinfection and sanitation of all workstations, workshops and laboratories, rooms, buildings, tools, equipment, and facilities used during training;	Applicant TVI
24. Availability of sanitizers and alcohol-based dispensers;	Applicant TVI
25. Health personal protective equipment by all employees and learners/scholars;	Applicant TVI
26. Availability of disinfection footbath in buildings and room entrances; and	Applicant TVI
27. Availability of no-touch/ digital thermometer/ thermal scanner at the main entrance.	Applicant TVI
<b>D. (Only For Applicants without Existing Registered Programs)</b>	
<b>Corporate and Administrative Documents</b>	
28. Letter of Application/Intent (1 Original Copy) (TESDA-OP-CO-F03) (2 original)	Form downloadable at <a href="http://www.tesda.gov.ph">www.tesda.gov.ph</a>
29. Board Resolution/Academic Council Resolution to offer the program signed by the Board Secretary and attested by the Chairperson (SUCs, LCUs and private institutions) (Board Resolution/Academic Council Resolution must specifically cover the training delivery site) (1 original, 1 certified true copy)	Applicant TVI
30. Special law creating the institution (For public institutions only) e.g. Republic Act, Executive Order, Sangguniang Resolutions) (2 Original copies)	Applicant TVI
31. Securities and Exchange Commission (SEC) Registration (For private institutions only) (2 certified true copies)	Securities and Exchange Commission
32. Articles of Incorporation (indicate main address) (2 certified true copies)	Securities and Exchange Commission
33. Proof of building Ownership or contract of lease (covering at least two years) upon application for new program. For succeeding application, a valid contract of lease (2 certified true copies)	Applicant TVI



34. Current Fire Safety Certificate (training site) (2 certified true copies)	Bureau of Fire Protection
35. For Institutions that will branch out, the Articles of Incorporation & Bylaws must state reasons for opening of the branch. The Articles of Incorporation signed by majority of the Incorporators must be notarized and received by SEC (2 certified true copies)	Applicant TVI
<b>Curricular Requirements</b>	
36. Competency-based Curriculum (TESDA-OP-CO-01-F11) indicating the qualification being addressed, the competencies to be developed, and the delivery mode to be adapted a. Course Design (2 original) b. Modules of Instruction (2 original)	Form downloadable at <a href="http://www.tesda.gov.ph">www.tesda.gov.ph</a>
37. List of Equipment (TESDA-OP-CO-01-F13), Tools (TESDA-OP-CO-01-F14) and Consumables/ Materials (TESDA-OP-CO-01-F15) necessary to deliver the program (2 original)	Form downloadable at <a href="http://www.tesda.gov.ph">www.tesda.gov.ph</a>
38. List of instructional materials (TESDA-OP-CO-01-F16) (such as reference materials, slides, video tapes, internet access and library resource necessary to deliver the program (2 original)	Form downloadable at <a href="http://www.tesda.gov.ph">www.tesda.gov.ph</a>
39. List of Physical Facilities (TESDA-OP-CO-01-F17) and List of Off-Campus Physical Facilities (TESDA-OP-CO-01-F18) (2 original)	Form downloadable at <a href="http://www.tesda.gov.ph">www.tesda.gov.ph</a>
40. Shop layout of training facilities indicating the floor area (2 original)	Applicant TVI
41. Institutional Assessment (2 original) <b>Note:</b> Actual Assessment Tools should be shown during inspection	Applicant TVI
42. Faculty and Personnel (Photocopy of supporting evidence, except when certified copy is required) (2 original)	Applicant TVI
43. List of Officials (TESDA-OP-CO-01-F19)	Form downloadable @ <a href="http://www.tesda.gov.ph">www.tesda.gov.ph</a>
44. For Trainers	Form downloadable @ <a href="http://www.tesda.gov.ph">www.tesda.gov.ph</a>



<p>a. List of Trainers (TESDA-OP-CO-01-F20) with their qualifications, areas of expertise, and courses/seminars (2 photocopy)</p> <p>b. Evidence of Qualification:</p> <p>b.1. NTTC/trainer certificates <b>and</b> certification of employment for WTR (2 photocopy)</p> <p>b.2. Certificate on Trainers Methodology Level I or other Trainer Methodology Certificates and evidence of specialization of the trainer for NTR programs (2 photocopy)</p> <p>b.3. The trainer must have an appropriate training certificate as evidence of his/her competency in facilitating online/ flexible/ distance learning or combination of these delivery modes</p> <p>c. Notarized contract of employment (between the trainer and the Applicant TVI) (2 certified true copies)</p>	
<p>45. For Non-Teaching staff</p> <p>a. List of personnel (TESDA-OP-CO-01-F21) with qualifications (2 photocopy)</p> <p>b. evidence of qualification with copies of certificates (2 photocopy)</p> <p>c. Contracts of employment, etc. (2 photocopy)</p>	<p>Form downloadable at <a href="http://www.tesda.gov.ph">www.tesda.gov.ph</a></p>
<p><b>Program Guidelines</b></p>	
<p>46. Program fees, with breakdown of tuition and other fees and schedule of fee payment duly signed by the school head indicating the effectivity of school year (2 original)</p>	<p>Applicant TVI</p>
<p>47. Documented grading system, details of which are provided to students/trainees at the start of their program (2 original)</p>	<p>Applicant TVI</p>
<p>48. Entry requirements for the program - comply with the relevant training regulations if applicable (2 original)</p>	<p>Applicant TVI</p>
<p>49. Rules on attendance (2 original)</p>	<p>Applicant TVI</p>
<p><b>Support Services</b></p>	
<p>50. Health services are available to the students/trainees. If these services are contracted out or out-sourced, the contract or MOA or similar document must be submitted. (2 certified true copies)</p>	<p>Applicant TVI</p>



51. Job Linkaging and Networking Services (JLNS) which include Career Services and Employment Facilitation available to students/ trainees/TVET graduates (reference: Section IV, letter A –Delivery Platforms of JLNS Nos. 1-4 of the TESDA Circular No. 38, series of 2016) (2 Original copies)		Applicant TVI		
52. Community Outreach Program (optional) (2 photocopy)		Applicant TVI		
53. Research program activities that will support continuing development of the program of the school (optional) (2 photocopy)		Applicant TVI		
<b>Fundamental Requirements and Activities</b>				
54. Stable and reliable internet connection e.g. Globe/Smart/PLDT DSL/Convergence, etc.;		Applicant TVI		
55. Online ICT tools/Platforms/Software e.g. video conferencing through Google Meet, Zoom, CISCO Webex, and others;		Applicant TVI		
56. Computers/Laptops;		Applicant TVI		
57. TESDA Google account (for TESDA personnel)		TESDA RO/PO		
58. e-copy of Program Registration application documents as listed in the Checklist of Program Registration Requirements.		Applicant TVI		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits application documents/ requirements in PDF form thru e-mail or online application submission	1.1. Checks completeness and compliance of the documents	PHP2,000 per program	3 Hours	<i>UTPRAS Focal Person Provincial/ District Director Provincial/ District Office</i>
2. Receives Letter of Acknowledgement thru email	2.1. Issues Letter of Acknowledgement and Order of Payment to the applicant with complete, correct and compliant documents thru	None	3 Hours	<i>UTPRAS Focal Person Provincial/ District Director Provincial/ District Office</i>





	the official email of TESDA			
3. Pays registration fee through online banking or other mobile payment application system	3.1. Validates payment of registration fee	None	2 Hours	<i>Cashier/ Account Officer Provincial/ District Director Provincial/ District Office</i>
	3.2. Prepares recommendation for program registration based on the results of the review/ evaluation of documents and report on the conducted online technical inspection on the institution's facilities, tools, equipment, and training supplies and training materials	None	2 Hours	<i>UTPRAS Focal Person Provincial/ District Director Provincial/ District Office</i>
	3.3. Reviews the recommendation	None	2 Hours	<i>Provincial/ District Director Provincial/ District Office</i>
	3.4. Approves and affixes signature/e-signature to the recommendation for complete, correct, and compliant requirements	None	2 Hours	<i>Provincial/ District Director Provincial/ District Office</i>
	3.5. Endorses/ Submits recommendation	None	2 Hours	<i>Provincial/ District Director</i>



	to the Regional Director for approval and issuance of CTPR			Provincial/ District Office
	3.6. Conducts final review of the recommendation and program registration documents	None	2 Hours	<i>UTPRAS Focal Person or Certification Section Regional Director Regional Office</i>
	3.7. Prepares and endorses the Certificate of TVET Program Registration (CTPR) and the application requirements	None	2 Hours	<i>UTPRAS Focal Person Regional Director Regional Office</i>
	3.8. Approves and affixes e-signature to the Certificate of TVET Program Registration (CTPR)	None	2 Hours	<i>Regional Director Regional Office</i>
4.a. Receives original copy of CTPR at the Provincial/ District Office	4.a. Issues original copy of CTPR and the approved program registration documents	None	1 Hour	<i>UTPRAS Focal Person Provincial/ District Director Regional Office</i>
4.b. Receives e-copy of CTPR via email	4.b. Sends e-copy of the CTPR and the approved program registration documents through email; or		30 Minutes	<i>UTPRAS Focal Person Regional Director Regional Office</i>
\				



4.c.1. Pays courier fees	4.c. Transmits original copy of the CTPR and the approved program registration documents through courier	None	30 Minutes	<i>UTPRAS Focal Person</i> <i>Provincial/ District Director</i> <i>Regional Office</i>  <i>UTPRAS Focal Person</i> <i>Regional Director</i> <i>Regional Office</i>
4.c.2. Receives original CTPR via courier				
	<b>TOTAL:</b>	PHP2,000 per program	3 Days	

\*Does not include the Conduct of Online Technical Inspection, Conduct of Online Comprehensive Orientation to Applicant TV/Is/Company/ies and the transmittal of documents from Regional Office to Provincial/ District Office and vice versa.

## 21. Payment of Scholarship Vouchers

Settlement of government payable/obligation related to scholarship implementation. It shall be covered by Disbursement Voucher. All Disbursement Voucher must undergo the process of checking, verification, validation, mathematical computation before it is certified and approved by authorized signatories/officials and employees.

<b>Office or Division:</b>	Provincial/District Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to other Government
<b>Who may avail:</b>	Technical Vocational Education and Training Institutions (TVIs) which implemented TESDA Scholarship Programs
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Disbursement Vouchers (DV) (3 original) 2. Obligation Request and Status (ORS) (3 original) 3. Learner's Achievement Monitoring Report 4. Notarized Certification of Completion of Training Program	Provincial/ District Office



<p><b>For Training and/or Entrepreneurship Cost</b></p> <p>5. Billing Statement or any equivalent document stated in the Implementing Guidelines (2 original)</p> <p>6. Duly approved MIS-03-02/Terminal Report generated from Trainees' Profile encoded in the T2MIS/BSRS (2 original)</p> <p>7. Daily Attendance Sheets (1 original, 1 certified true copy)</p> <p>8. Signed SGCs (TESDA Copy) (1 original) Under the new normal requirements (in lieu of the Attendance sheets) - This is no longer being issued</p> <p>9. Learners' Monitoring Achievement Report duly signed by the Trainer, Training Supervisor and School Administrator of the TVI,</p> <p>10. Certification under Oath that learner/scholar has Completed the training issued by the TVI and list of scholars For Assessment Cost</p> <p>11. Complete Filled up MIS 0302</p>		<p>Technical Vocational Education and Training Institutions (TVIs) which implemented TESDA Scholarship Programs</p>		
<p><b>For Assessment Cost</b></p> <p>12. Billing Statement (2 original)</p> <p>14. RWAC, stamped received by the POs/DOs (2 certified true copy)</p> <p>15. Assessment T2 MIS (1 Original Copy)</p>		<p>Technical Vocational Education and Training Institutions (TVIs) which implemented TESDA Scholarship Programs</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><b>For TVIs</b></p> <p><b>Training Cost, Entrepreneurship Fee and Cost of Miscellaneous:</b></p>				
1. Submits the requirements/ documents	1.1. Receives the requirements/ documents	None	5 Minutes	<i>Front Desk Provincial/ District Director Provincial/ District Office</i>
	1.2. Checks completeness of the requirements/ documents	None	10 Minutes	<i>Scholarship Focal Administrative Officer IV Provincial/ District Director Provincial/ District Office</i>
	1.3. a. If complete,	None	4 Hours	<i>Scholarship Focal / Processing Officer</i>



	<p>assigns DV number; or</p> <p>1.3.b. If incomplete, returns to the requesting TVI or Assessment Center for compliance</p>			<p><i>Provincial/ District Director</i>          Provincial/ District Office</p>
	<p>1.4 Reviews and evaluates the requirements/ supporting documents</p>	None	4 Hours	<p><i>Administrative Officer IV</i>  <i>Supervising TESD Specialist//</i>  <i>Provincial/ District Director</i>          Provincial/ District Office</p>
	<p>1.5. If complete, certifies completeness of supporting documents and signs Box C of the DV.</p>	None	30 Minutes	<p><i>Administrative Officer IV</i>  <i>Provincial/ District Director</i>          Provincial/ District Office</p>
	<p>1.6. Certifies also that the expenses are necessary and lawful, and signs Box A of the DV:</p> <p>a. for Training Cost and/or Entrepreneurship Cost; or</p> <p>b. for Assessment</p>	None	30 Minutes	<p><i>Provincial/ District Director</i>          Provincial/ District Office</p> <p><i>Supervising TESD Specialist</i>  <i>Provincial/ District Director</i>          Provincial/ District Office</p>
	<p>1.7 Releases DV with supporting documents to the approving official.</p>	None	1 Day	<p><i>Administrative Officer IV</i>  <i>Provincial/ District Director</i>          Provincial/ District Office</p>



				Supervising TESD Specialist Provincial/ District Director Provincial/ District Office
	1.8. Reviews and evaluates the requirements/ supporting documents forwarded by the PO/DO.	None	2 Days	Accounting IV/ FASD Staff Regional Director Regional Office
	1.9 Returns approved DV with supporting documents to the DO/PO Office	None	1 Hour	FASD Staff Provincial/ District Director Provincial/ District Office
	1.10 Receives the approved DV	None	5 Minutes	Front Desk Provincial/ District Director Provincial/ District Office
	1.11 Prepares the check vis-a-vis the approved DV and supporting documents	None	1 Hour	Disbursement Officer Provincial/ District Director Provincial/ District Office
2. Receives check payment	2. Releases check payment to the TVI	None	1 Hour	Disbursement Officer Provincial/ District Director Provincial/ District Office
	<b>TOTAL:</b>	None	4 Days, 6 Hours, 20 Minutes	



## 22. Payment of Training Support Fund-Last Tranche

Training Support Fund is the allowance given to the TWSP, TTSP, STEP, PESFA and UAQTEA scholars based on the number of training days they attended. The processing of the payment for this allowance starts upon receipt by the Provincial/District Office of the training attendance sheets submitted by TVIs and ends with the release of the allowance to scholars.

<b>Office or Division:</b>	Provincial/District Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	STEP, PESFA, UAQTEA Scholars			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Transmittal Letter 2. List of Scholars from the T2MIS (2 copies) 3. Daily Attendance Sheets generated from BSRs or Manual Attendance for training with Certificate of BSRs Exemption or Learner's Achievement Monitoring Report and other supporting documentary evidence for Online Learning Delivery Modes (1 original and 1 certified true copy) 4. Terminal Report (1 original and 1 certified true copy)		Technical Vocational Education and Training Institutions (TVIs) or TESDA Technical Institutions (TTIs) which implemented TESDA Scholarship Programs		
5. Payroll (3 copies)		PO Scholarship Unit/ Finance Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits the requirements/ documents	1.1. Receives the requirements/ documents from the partner TVI/TTIs	None	5 Minutes	Front Desk Provincial/ District Director Provincial/ District Office
	1.2. Checks completeness of the requirements/ documents	None	2 hours	Scholarship Focal / Processing Officer Provincial/ District Director Provincial/ District Office



	1.3. a. If complete, stamp received; or 1.3.b. If incomplete, returns to the TVI/TTI for compliance	None	15 mins	<i>Front Desk Processing Officer Provincial/ District Director Provincial/ District Office</i>
	1.4 Prepare Payroll and sign Box A of the Payroll	None	4 hours	<i>Scholarship Focal / Processing Officer Provincial/ District Director Provincial/ District Office</i>
	1.5 Submit payroll and supporting document to the Accounting/Finance	None	10 mins	<i>Scholarship Focal / Processing Officer Provincial/ District Director Provincial/ District Office</i>
	1.6 Reviews and evaluates the required supporting documents for payment and assign DV number	None	4 Hours	<i>Processing Officer/ Administrative Officer IV/ Provincial/ District Director Provincial/ District Office</i>
	1.7 If complete, certifies completeness of supporting documents and signs Box C of the DV and Box B of the Payroll	None	1 Hour	<i>Administrative Officer IV Provincial/ District Director Provincial/ District Office</i>
	1.8 Reviews and evaluates the required supporting documents for payment and	None	1 hour	<i>Supervising TESD Specialist Authorized Signatory Provincial/ District Director Provincial/ District Office</i>





	Certifies that the expenses are necessary and lawful, and signs Box A of the DV			
	1.9. Approves payroll and sign box C and Approve DV and signs Box D	None	30 Minutes	<i>Provincial/ District Director</i> Provincial/ District Office
	1.10 If approved, prepare checks for release to the scholars	None	2 Hours	<i>Disbursing Officer</i> <i>Provincial/ District Director</i> Provincial/ District Office
	1.11 Inform/ contact scholars of the availability of their checks in the PO	None	1 hour	<i>Disbursing Officer</i> <i>Provincial/ District Director</i> Provincial/ District Office
2. Presents School ID and accepts Training Support Fund	2. Releases Training Support Fund (TSF) to the scholars.	None	1 Hour	<i>Disbursing Officer</i> <i>Provincial/ District Director</i> Provincial/ District Office
	<b>TOTAL:</b>	None	2 days 1 hour	

### 23. Preparation of Provincial Qualification Map

Evaluation and consolidation TVI's Absorptive Capacity and Scholarship Allocation Plans.

<b>Office or Division:</b>	Provincial/District Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2G - Government to other Government G2B – Government to Business
<b>Who may avail:</b>	TVIs with scholarship allocations
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. TVIs Absorptive Capacity Inventory (1 original)	TVI



2. Provincial Scholarship Allocation Plan (1 original) 3. Provincial Qualification Map (1 original)			Provincial Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements	1.1. Receives documents/ requirements	None	3 Days	<i>District/Provincial Scholarship Focal Supervising TESD Specialist Director III District/Provincial Office</i>
	1.2. Certifies the Absorptive Capacity Inventory and prequalifies and evaluates the concerned TVI.	None	4 Hours	<i>District/Provincial Scholarship Focal Supervising TESD Specialist Director III District/Provincial Office</i>
	1.3. Prepares the Provincial Scholarship Allocation Plan (PSAP) based on the TVI's Absorptive Capacity Inventory.	None	4 Hours	<i>District/Provincial Scholarship Focal Supervising TESD Specialist Director III District/Provincial Office</i>
	1.4. Approves the PSAP	None	4 Hours	<i>District/Provincial Scholarship Focal Supervising TESD Specialist Director III District/Provincial Office</i>
	1.5. Submits the PSAP to the Regional Office.	None	4 Hours	<i>District/Provincial Scholarship Focal Supervising TESD Specialist Director III District/Provincial Office</i>



	1.6. Prepares the Provincial Qualification Map (PQM) based on the RTDBSA and submits it to RO.	None	1 Day	<i>District/Provincial Scholarship Focal Supervising TESD Specialist Director III District/Provincial Office</i>
	<b>TOTAL:</b>	None	6 Days	
Note: For the next step, refer to the Preparation of Regional Qualification Map by the Regional Office				

## 24. Program Registration

Process by which TVET programs are registered with TESDA.

<b>Office or Division:</b>	Provincial Office/District Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	Institution/s who intend to offer TVET programs	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>Corporate and Administrative Documents</b>		
1. Letter of Application/Intent (TESDA-OP-CO-F03) (2 original)		Form downloadable at <a href="http://www.tesda.gov.ph">www.tesda.gov.ph</a>
2. Board Resolution/Academic Council Resolution to offer the program signed by the Board Secretary and attested by the Chairperson (SUCs, LCUs and private institutions) (Board Resolution/Academic Council Resolution must specifically cover the training delivery site) (2 original)		Applicant TVI
3. Special law creating the institution (For public institutions only) e.g. Republic Act, Executive Order, Sangguniang Resolutions) (2 original)		Applicant TVI
4. Securities and Exchange Commission (SEC) Registration (For private institutions only) (2 original)		Securities and Exchange Commission
5. Articles of Incorporation (indicate main address) (2 original)		Securities and Exchange Commission



6. Proof of building Ownership or contract of lease (covering at least two years) upon application for new program. For succeeding applications, a valid contract of lease (2 original)	Applicant TVI
7. Current Fire Safety Certificate (training site) (2 original)	Bureau of Fire Protection
8. For Institutions that will branch out, the Articles of Incorporation & Bylaws must state reasons for opening of the branch. The Articles of Incorporation signed by majority of the Incorporators must be notarized and received by SEC (2 original)	Applicant TVI
<b>Curricular Requirements</b>	
9. Competency-based Curriculum (TESDA-OP-CO-01-F11) indicating the qualification being addressed and the competencies to be developed a. Course Design (2 original) b. Modules of Instruction (2 original)	Form downloadable @www.tesda.gov.ph
10. List of Equipment (TESDA-OP-CO-01-F13), Tools (TESDA-OP-CO-01-F14) and Consumables/Materials (TESDA-OP-CO-01-F15) necessary to deliver the program (2 original)	Form downloadable @www.tesda.gov.ph
11. List of instructional materials (TESDA-OP-CO-01-F16) (such as reference materials, slides, video tapes, internet access and library resource necessary to deliver the program (2 original)	Form downloadable @www.tesda.gov.ph
12. List of Physical Facilities (TESDA-OP-CO-01-F17) and List of Off-Campus Physical Facilities TESDA-OP-CO-01-F18) (2 original)	Form downloadable @www.tesda.gov.ph
13. Shop layout of training facilities indicating the floor area (2 original)	Applicant TVI
14. Institutional Assessment Note: Actual Assessment Tools should be shown during inspection (2 original)	Applicant TVI
Faculty and Personnel (Photocopy of supporting evidence, except when certified copy is required) (2 original)	Applicant TVI
15. List of Officials (TESDA-OP-CO-01-F19)	Form downloadable @www.tesda.gov.ph



<p>16. For trainers:</p> <ul style="list-style-type: none"> <li>a. List of Trainers (TESDA-OP-CO-01-F20) with their qualifications, areas of expertise, and courses/seminars (2 photocopy)</li> <li>b. Evidence of qualification: <ul style="list-style-type: none"> <li>b.1. NTTC/trainer certificates and certification of employment for WTR (2 photocopy)</li> <li>b.2. Certificate on Trainers Methodology Level I or other Trainer Methodology Certificates and evidence of specialization of the trainer for NTR programs (2 photocopy)</li> </ul> </li> <li>c. Notarized contract of employment (between the trainer and the Applicant TVI (2 certified true copies)</li> </ul>	<p>Form downloadable @www.tesda.gov.ph</p>
<p>17. For non-teaching staff:</p> <ul style="list-style-type: none"> <li>a. List of personnel (TESDA-OP-CO-01-F21) with qualifications (2 photocopy)</li> <li>b. evidence of qualification with copies of certificates (2 photocopy)</li> <li>c. Contracts of employment (2 photocopy)</li> </ul>	<p>Form downloadable @www.tesda.gov.ph</p>
<p><b>Program Guidelines</b></p>	
<p>18. Program fees, with breakdown of tuition and other fees and schedule of fee payment duly signed by the school head indicating the effectivity of school year (2 original)</p>	<p>Applicant TVI</p>
<p>19. Documented grading system, details of which are provided to students/trainees at the start of their program (2 original)</p>	<p>Applicant TVI</p>
<p>20. Entry requirements for the program - comply with the relevant training regulations if applicable (2 original)</p>	<p>Applicant TVI</p>
<p>21. Rules on Attendance (2 original)</p>	<p>Applicant TVI</p>
<p><b>Support Services</b></p>	
<p>22. Health services are available to the students/trainees. If these services are contracted out or out-sourced, the contract or MOA or similar documents must be submitted. (2 original)</p>	<p>Applicant TVI</p>
<p>23. Job Linkaging and Networking Services (JLNS) which include Career Services and Employment Facilitation available to students/trainees/TVET</p>	<p>Applicant TVI</p>



graduates (reference: Section IV, letter A –Delivery Platforms of JLNS Nos. 1-4 of the TESDA Circular No. 38, series of 2016) (2 original)				
24. Community Outreach Program (optional) (2 original)		Applicant TVI		
25. Research program activities that will support continuing development of the program of the school (optional) (2 original)		Applicant TVI		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits application documents/ requirements after complying with the orientation and site inspection requirements on program registration	1.1. Checks completeness and correctness of the documents	PHP2,000 per program	2 Hours	<i>UTPRAS Focal Person Provincial/ District Director Provincial/ District Office</i>
	1.2. Stamps “Received Complete/Correct Documents” for complete and correct application documents	None	2 Hours	<i>UTPRAS Focal Person Provincial/ District Director Provincial/ District Office</i>
	1.3. Issues Acknowledgment Letter	None	2 Hours	<i>UTPRAS Focal Person Provincial/ District Director Provincial/ District Office</i>
	1.4 Reviews Technical Inspection Report of facilities, tools and equipment.	None	2 Hours	<i>UTPRAS Focal Person Provincial/ District Director Provincial/ District Office</i>
2. Pays registration fee	2.1. Accepts payment of registration fee	None	1 Hour	<i>Cashier Provincial/ District Director</i>



	2.2. issues Official Receipt			Provincial/ District Office
	2.3. Prepares recommendation for program registration based on the results of the review and evaluation of documents and site inspection report	None	4 Hours	<i>UTPRAS Focal Person</i> Provincial/ District Director Provincial/ District Office
	2.4. Submits recommendation for program registration, application documents and site inspection report to the Regional Director.	None	3 Hours	<i>Provincial/ District Director</i> Provincial/ District Office
	2.5. Conducts final review of the recommendation and program registration documents	None	2 Hours	<i>Regional Director</i> Regional Office
	2.6. Prepares Certificate of TVET Program Registration (CTPR) or Letter of Denial	None	2 Hours	<i>UTPRAS Focal Person</i> <i>Regional Director</i> Regional Office
	2.7. Approves and signs TVET Program Registration (CTPR) or Letter of Denial	None	2 Hours	<i>Regional Director</i> Regional Office
	2.8. Transmits CTPR/ Letter of	None	1 Hour	<i>UTPRAS Focal Person</i>



	Denial to PO Issues CTPR/ Letter of Denial			<i>Regional Director Regional Office</i>
3. Receives CTPR/Letter of Denial	3. Issues CTPR/ Letter of Denial	None	1 Hour	<i>UTPRAS Focal Person Provincial/ District Director Provincial/ District Office</i>
	<b>TOTAL:</b>	PHP2,000 per program	3 Days	

\*Does not include the 4-day transmittal of documents from Regional Office to Provincial/District Office and vice versa.

## 25. Release of Starter Toolkits

Starter Toolkits are tools and equipment related to the training that a beneficiary can utilize for self-employment or entrepreneurial activities. This kit is being released to the STEP graduates or to his/her authorized representative once the kit was received by the Provincial/District Office from the Regional Office.

<b>Office or Division:</b>	Provincial Office/District Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	STEP/ UAQTEA graduates			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>Principal</b>				
1. Acknowledgement Receipt for Starter Toolkit (3 original)			Provincial/ District Office Scholar	
<b>Authorized Representative</b>				
1. Acknowledgement Receipt for Starter Toolkit (3 original)			Provincial/ District Office Representative	
2. Special Power of Attorney (1 original)			Representative	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>





1. Receives the starter toolkits	1. Releases the starter toolkits	None	5 Minutes	Scholarship Focal Provincial/ District Director Provincial/ District Office
2. Accomplishes the Acknowledgement Receipt Form and submits to the Scholarship Focal	2. Receives the form and checks for correctness	None	10 Minutes	Scholarship Focal Provincial/ District Director Provincial/ District Office
	<b>TOTAL:</b>	None	15 Minutes	

## 26. Renewal of Competency Assessor's Accreditation

This service is for competency assessors whose accreditation has expired.

<b>Office or Division:</b>	Provincial Office/District Office	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All competency assessors whose accreditation has expired	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter of Intent (1 original)		Applicant
2. Accomplished Application Form (1 original)		Provincial Office/ Applicant
3. Picture, passport size (1 piece)		Applicant
4. Picture 2 x 2 white background (1 piece)		Applicant
5. Certificate of Employment indicating compliance to the requirements of number of years of work/industry experience or teaching experience (1 original)		Employer/ Applicant
6. National Certificate (NC) Level 2 or higher (1 photocopy)		Applicant
7. Training Methodology Certificate (TMC) or Certificate of Competency (COC) on Conduct of Competency (1 photocopy)		TESDA/ Applicant
9. Certificate of Attendance on Assessment Calibration/Moderation of the relevant qualification (1 original)		TESDA/ Applicant



10. Results of Performance Evaluation (1 original)			TESDA/ Applicant	
11. Report on Assessment Proceedings (1 original)			TESDA/ Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirement	1. Summarizes and analyzes data on performance evaluation gathered	PHP500 per qualification	8 hours	CACs Focal Person Provincial/ District Director Provincial/ District Office
	2. Evaluates application and documents	None	8 hours	CACs Focal Person Provincial/ District Director Provincial/ District Office
	3. Prepares Letter of Notification to be signed by the Provincial Director notifying the applicant on the results of evaluation	None	8 hours	CACs Focal Person Provincial/ District Director Provincial/ District Office
	4. Endorses application documents to the Regional Office	None	8 hours	CACs Focal Person Provincial/ District Director Provincial/ District Office
2. Received Certification of Accreditation	5. Releases Certification of Accreditation	None	8 hours	Provincial/ District Director Provincial/ District Office
	<b>TOTAL:</b>	PHP500 per qualification	5 Days	

## 27. Renewal of National Certificate/ Certificate of Competency

This is a service provided to certified workers whose National Certificates and/or Certificates of Competencies are due for renewal or expired.

<b>Office or Division:</b>	Provincial Office/District Office
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<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All certified workers with expired National Certificate/ Certificate of Competency			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly accomplished Application Form (1 original)			Provincial Office	
2. NC/COC (1 photocopy, with original copy to be presented)			Applicant	
3. Picture, colored, passport size, white background (2 pieces)			Applicant	
4. Certificate of work and/or teaching experience for at least 12 months during the validity period of the NC/ COC			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the requirements for renewal of NC/ COC	1.1. Checks the completeness and correctness of the submitted documents	None	1 hour	CACs Focal Person Provincial/ District Director Provincial/ District Office
	1.2. Verifies the profile of the certified worker in the Registry of Workers Assessed and Certified or in the T2MIS and checks consistency with the NC/COC presented	None	1 hour	CACs Focal Person Provincial/ District Director Provincial/ District Office
	1.3 Encodes profile of the candidate in the T2MIS	None	1 hour	CACs Focal Person Provincial/ District Director Provincial/ District Office
	1.4 Captures photo and specimen signature of client	None	1 hour	CACs Focal Person



2. Pays the processing fee	2.1. Receives payment	PHP 35.00	30 minutes	<i>Cashier Provincial/ District Director Provincial/ District Office</i>
	2.2. Issues Official Receipt	None	30 minutes	
3. Receives E-Certificate	3. Sends E-Certificate to client	None	5 minutes	<i>CACs Focal Person</i>
	<b>TOTAL:</b>	PHP 35.00	5 hours and 5 minutes	

## 28. Replacement of Damaged National Certificate/Certificate of Competency

This service is provided to replace valid but damaged National Certificate and/or Certificate of Competency of certified workers.

<b>Office or Division:</b>	Provincial Office/District Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Holders of valid but damaged National Certificate and/or Certificate of Competency			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter of Request (1 original)			Applicant	
2. Original NC/COC (1 original)			Applicant	
3. Picture, colored, passport size white background, with collar and with name printed at the back (1 copy)			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits documentary requirements	1.1. Checks the completeness and correctness of documents	None	1 Hour	<i>CACs Focal Person Provincial/ District Director Provincial/ District Office</i>
	1.2. Verifies profile of the certified worker in the Registry of Workers Assessed and Certified or in	None	2 Hours	<i>CACs Focal Person Provincial/ District Director Provincial/ District Office</i>



	the T2MIS and checks consistency with the NC/COC presented			
	1.3. Captures photo and specimen signature of client	None	1 hour	CACs Focal Person Provincial/ District Director Provincial/ District Office
2. Pays processing fee	2.1. Receives payment	PHP 35.00	30 minutes	Cashier Provincial/ District Director Provincial/ District Office
	2.2. Issues Official Receipt	None	30 minutes	
3. Receives E-Certificate	3. Sends E-Certificate to client	None	5 minutes	CACs Focal Person
	<b>TOTAL:</b>	PHP 35.00	5 hours and 5 minutes	

## 29. Replacement of Lost National Certificate and Certificate of Competency

This service is provided to replace valid but lost National Certificate and/or Certificate of Competency of certified worker.

<b>Office or Division:</b>	Provincial Office/District Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Citizen			
<b>Who may avail:</b>	All holders of valid but lost National Certificate and/or Certificate of Competency			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter of request (1 original)			Applicant	
2. Duly notarized Affidavit of Loss (1 original)			Applicant	
3. Picture, colored, passport size white background, with collar and with name printed at the back (1 original)			Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Submits documentary requirements	1.1. Checks the completeness and correctness of documents	None	1 Hour	CACs Focal Person Provincial/ District Director Provincial/ District Office
	1.2. Verifies profile of the certified worker in the Registry of Workers Assessed and Certified or in the TESDA RWAC and checks consistency with the NC/COC presented	None	2 Hours	CACs Focal Person Provincial/ District Director Provincial/ District Office
	1.3. Captures photo and specimen signature of client	None	1 hour	CACs Focal Person Provincial/ District Director Provincial/ District Office
2. Pays processing fee	2.1. Receives payment	PHP 35.00	30 minutes	Cashier Provincial/ District Director Provincial/ District Office
	2.2. Issues Official Receipt	None	30 minutes	Cashier Provincial/ District Director Provincial/ District Office
3. Receives E-Certificate	3. Sends E-Certificate to client	None	5 minutes	CACs Focal Person
	<b>TOTAL:</b>	PHP 35.00	5 hours and 5 minutes	



### 30. Replacement of National Certificate and Certificate of Competency due to Change of Name

This service is provided to replace National Certificate and/or Certificate of Competency of certified worker due to change of name.

<b>Office or Division:</b>	Provincial Office/District Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Holders of valid National Certificate and/or Certificate of Competency who want their NC/COC replaced due to change of name			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter of request Original NC/COC (1 original)			Applicant	
2. Picture, colored, passport size white background, with collar and with name written at the back (1 piece)			Applicant	
3. Passport (1 certified photocopy); or Birth certificate issued by NSO (1 original)			Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits documentary requirements	1.1. Checks the completeness and correctness of documents	None	1 Hour	CACs Focal Person Provincial/ District Director Provincial/ District Office
	1.2. Verifies profile of the certified worker in the Registry of Workers Assessed and Certified or in the TESDA RWAC and checks consistency with the NC/COC presented	None	2 Hours	CACs Focal Person Provincial/ District Director Provincial/ District Office
	1.3. Captures photo and specimen signature of client	None	1 hour	CACs Focal Person Provincial/ District Director Provincial/ District Office



2. Pays processing fee	2.1. Receives payment	PHP 35.00	30 minutes	Cashier Provincial/ District Director Provincial/ District Office
	2.2. Issues Official Receipt	None	30 minutes	Cashier Provincial/ District Director Provincial/ District Office
3. Receives E-Certificate	3. Sends E-Certificate to client	None	5 minutes	CACs Focal Person
	<b>TOTAL:</b>	PHP 35.00	5 hours and 5 minutes	

### 31. Replacement of NC/COC due to Erroneous Entry

This service is provided to replace a valid National Certificate and/or Certificate of Competency of certified workers due to erroneous entry.

<b>Office or Division:</b>	Provincial Office/District Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All holders of valid National Certificate and/or Certificate of Competency with erroneous entry

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Request		Applicant
2. NC/ COC (1 original)		Applicant
3. Picture, colored, passport size white background, with collar and with name written at the back (1 copy)		Applicant
4. Passport (1 certified photocopy); or Birth certificate issued by NSO (1 original)		Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits documentary requirements	1.1. Checks the completeness and	None	1 Hour	CACs Focal Person Provincial/ District Director





	correctness of documents			Provincial/ District Office
	1.2. Verifies profile of the certified worker in the Registry of Workers Assessed and Certified or in the TESDA RWAC and checks consistency with the NC/COC presented	None	2 Hours	CACs Focal Person Provincial/ District Director Provincial/ District Office
	1.3. Captures photo and specimen signature of client	None	1 hour	CACs Focal Person Provincial/ District Director Provincial/ District Office
2. Pays processing fee	2.1. Receives payment	PHP 35.00	30 minutes	Cashier Provincial/ District Director Provincial/ District Office
	2.2. Issues Official Receipt	None	30 minutes	Cashier Provincial/ District Director Provincial/ District Office
3. Receives E-Certificate	3. Sends E-Certificate to client	None	5 minutes	CACs Focal Person
	<b>TOTAL:</b>	PHP 35.00	5 hours and 5 minutes	



# Provincial Office Internal Services



## 1. Issuance of Supplies Available on Stock

This service provides for the supplies and materials needed by the different offices for their day-to-day operations. National government agencies are mandated to buy their common supplies from the Procurement Service (PS-DBM). The supplies being procured from PS-DBM are based on the submitted Annual Procurement Plan (APP) of the various offices.

<b>Office or Division:</b>	Provincial/ District Office - - Finance and Administrative Services Unit (FASU)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	TESDA offices in the Central Office			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly accomplished Requisition and Issue Slip (RIS) (1 original, 2 photocopies)		Provincial/ District Office - Finance and Administrative Services Unit (FASU)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits RIS	1.1 Receives RIS	None	2 Minutes	<i>Supply Officer Provincial/District Director Provincial/ District Office</i>
	1.2 Checks if the requested items are included in the approved Annual Procurement Plan (APP) and if available on stock	None	10 Minutes	<i>Supply Officer Provincial/District Director Provincial/ District Office</i>
2.a Receives the supplies requested; or	2.a If included in the APP and available on stock, issues supplies being requested; or	None	10 Minutes	<i>Supply Officer Provincial/District Director Provincial/ District Office</i>
2.b Receives advice on the procurement of supplies	2.b If the supplies requested are neither included in the APP nor available on stock, returns the RIS to the requesting	None	30 Minutes	<i>Supply Officer Provincial/District Director Provincial/ District Office</i>



	office for the preparation of Purchase Request (PR)			
	<b>TOTAL:</b>	None	52 Minutes	

## 2. Payment of Scholarship Vouchers

Settlement of government payable/obligation related to scholarship implementation. It shall be covered by Disbursement Voucher. All Disbursement Voucher must undergo the process of checking, verification, validation, mathematical computation before it is certified and approved by authorized signatories/officials and employees.

<b>Office or Division:</b>	Provincial Office/District Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government to other Government			
<b>Who may avail:</b>	TTIs with scholarship allotment/allocation			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Disbursement Vouchers (DV) (3 original)			Provincial/ District Office	
2. Obligation Request and Status (ORS) (3 original)			Provincial/ District Office	
<b>For Training and/or Entrepreneurship Cost</b>				
3. Billing Statement or any equivalent document stated in the Implementing Guidelines (1 original)			TESDA Technology Institutions (TTIs) which implemented TESDA Scholarship Programs	
4. Trainees' Profiles encoded in the T2MIS (1 original)				
5. Daily Attendance Sheet (1 original)				
6. Signed SGCs (TESDA Copy) (1 original)				
<b>For Assessment Cost</b>				
3. Billing Statement (1 original)			TESDA Technology Institutions (TTIs) which implemented TESDA Scholarship Programs	
4. Assessment Attendance Sheet (1 original)				
5. RWAC, stamped received by the DOs/POs (1 certified true copy)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>For TTIs</b>				



<b>Training Cost, Entrepreneurship Fee and Cost of Misc.:</b>				
1. Submits the requirements/ documents.	1.1. Receives the requirements/ documents.	None	5 Minutes	<i>Front Desk Provincial/ District Director Provincial/ District Office</i>
	1.2. Checks completeness of the requirements/ documents.	None	5 Minutes	<i>Scholarship Focal Administrative Officer IV Provincial/ District Director Provincial/ District Office</i>
	1.3. a. If complete, assigns DV number;  1.3.b. If incomplete, returns to the requesting TTI or Assessment Center for compliance	None	5 Minutes	<i>Processing Officer/ Administrative Officer IV/ Provincial/ District Director Provincial/ District Office</i>
	1.4 Reviews and evaluates the requirements/ supporting documents	None	1 Day	<i>Processing Officer/ Administrative Officer IV Supervising TESD Specialist// Provincial/ District Director Provincial/ District Office</i>
	1.5. If complete, certifies completeness of supporting documents and signs Box C of the DV.  1.6. Certifies also that the expenses are necessary and	None	1 hour	<i>Administrative Officer IV Provincial/ District Director Provincial/ District Office</i>  <i>Provincial/ District Director</i>



	<p>lawful, and signs Box A of the DV:</p> <p>a. for Training Cost and/or Entrepreneurship Cost; or</p> <p>b. for Assessment</p>			<p>Provincial/ District Office</p> <p>Supervising TESD Specialist <i>Provincial/ District Director</i> Provincial/ District Office</p>
	<p><u>For Training Cost and/ or Entrepreneurship Cost of TTIs:</u> 1.7. Transmits the DV for the Training and/or Entrepreneurship Cost and complete documents to the Regional Office for approval of the Regional Director</p> <p><u>For Assessment Fee:</u> Releases DV with supporting documents to the approving official.</p>	None	1 Day	<p><i>Administrative Officer IV</i> <i>Provincial/ District Director</i> Provincial/ District Office</p> <p><i>Supervising TESD Specialist</i> <i>Provincial/ District Director</i> Provincial/ District Office</p>
	1.8. Reviews and evaluates the requirements/ supporting documents forwarded by the PO/DO.	None	2 Days	<i>Accounting IV/ FASD Staff</i> <i>Regional Director</i> Regional Office
	1.9.a. If incomplete, returns to the DO/PO for compliance; or	None	2 Hours	<i>Accounting IV or FASD Staff</i> <i>Regional Director</i> Regional Office



	1.9.b. If complete, approves Disbursement Voucher			<i>Regional Director Regional Office</i>
	1.10. Returns approved DV with supporting documents to the DO/PO Office	None	1 Hour	<i>FASD Staff Provincial/ District Director Provincial/ District Office</i>
	1.11. Receives the approved DV	None	5 Minutes	<i>Front Desk Provincial/ District Director Provincial/ District Office</i>
	1.12 Prepares the check vis-a-vis the approved DV and supporting documents	None	1 Hour	<i>Disbursement Officer Provincial/ District Director Provincial/ District Office</i>
2. Receives check payment	2. Releases check payment to the TTI	None	1 Hour	<i>Disbursement Officer Provincial/ District Director Provincial/ District Office</i>
	<b>TOTAL:</b>	None	4 Days, 6 Hours, 20 Minutes	

### 3. Procurement of Supplies, Equipment and Services

This service provides for the supplies, equipment and services needed by the different TESDA offices in the implementation of their programs, projects, and activities.

<b>Office or Division:</b>	Provincial/ District Office - Finance and Administrative Services Unit (FASU)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	TESDA officials and employees



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Purchase Request (1 original, 2 photocopy)		Finance and Administrative Services Unit (FASU) - Procurement Section		
2. Request for Quotation (RFQ) with Price Quotation Form (PQF) (1 original)		Finance and Administrative Services Unit (FASU) - Procurement Section		
3. Abstract of Price Quotation (1 original, 1 photocopy)		Finance and Administrative Services Unit (FASU) - Procurement Section		
4. Purchase Order/Job Order (1 original, 3 photocopy)		Finance and Administrative Services Unit (FASU) - Procurement Section		
5. Inspection and Acceptance Report (IAR) (1 original, 2 photocopy)		Finance and Administrative Services Unit (FASU) - Procurement Section		
6. Requisition and Issue Slip (RIS) (1 original, 2 photocopy)		Finance and Administrative Services Unit (FASU) - Procurement Section		
7. Property Acknowledgement Receipt (PAR) (2 original)		Finance and Administrative Services Unit (FASU) - Procurement Section		
8. Inventory Custodian Slip (ICS) (2 original)		Finance and Administrative Services Unit (FASU) - Procurement Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits PR	1.1. Receives PR	None	Day 1 5 minutes	<i>Supply Officer</i> Procurement Section  <i>Provincial/ District Director</i> Provincial/ District Office
	1.2. Checks if the requested items are included in the approved Annual Procurement Plan (APP)	None	10 minutes	<i>Supply Officer</i> Procurement Section  <i>Provincial/ District Director</i> Provincial/ District Office





	1.3. Processes PR and checks completeness of specifications	None	15 minutes	Supply Officer Procurement Section <i>Provincial/ District Director</i> Provincial/ District Office
	1.4. Determines the Approved Budget for the Contract (ABC) through Price Monitoring	None	30 minutes	Supply Officer Procurement Section <i>Provincial/ District Director</i> Provincial/ District Office
	1.5. Prepares Request for Quotation (RFQ) with Price Quotation Form (PQF) once the ABC has been derived	None	20 minutes	Supply Officer Procurement Section <i>Provincial/ District Director</i> Provincial/ District Office
	1.6. Posts RFQ in the PhilGEPS, website of the Procuring Entity and at any conspicuous place in the premises if ABC is above PHP50,000.00 (Deadline for submission of quotations may be extended thrice, if none or less than the required number of quotations is received (For Shopping – Sec.	None	7 days	Supply Officer Procurement Section <i>Provincial/ District Director</i> Provincial/ District Office



	52.1.b of the RIRR of RA 9184))			
	1.7. Sends RFQ to at least three (3) suppliers	None	1 Day	Supply Officer Procurement Section Provincial/ District Director Provincial/ District Office
	1.8. Prepares Abstract of Price Quotations upon receipt of at least three (3) quotations within the prescribed deadline. For Small Value Procurement (SVP), receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof.	None	1 hour	Supply Officer Procurement Section Provincial/ District Director Provincial/ District Office
	1.9. Checks the completeness and validity of the documentary requirements of the supplier with the Lowest Calculated and Responsive Quotation.	None	30 minutes	Supply Officer Procurement Section Provincial/ District Director Provincial/ District Office
	1.10. Prepares Purchase Order/Job Order (PO/JO)	None	1 hour	Supply Officer Procurement Section Provincial/ District Director Provincial/ District Office



	1.11. Process the Obligation Request and Status (ORS)/ Purchase Order/Job Order	None	3 Days	<i>Administrative Officer IV Provincial/ District Director Provincial/ District Office</i>
	1.12 Provide the winning supplier copy of the approved PO/JO for conformity.  Supplier/Service provider delivers goods within 7 days or services within 15 to 30 days	None	1 Day	<i>Supply Officer Procurement Section Provincial/ District Director Provincial/ District Office</i>
	1.13. Inspects and accepts deliveries	None	4 hours	<i>Inspector Supply Officer Procurement Section Provincial/ District Director Provincial/ District Office</i>
	1.14 Prepares RIS/ICS/PAR for the issuance of delivered goods / services to end-users/requesting office/s		2 hours	<i>Supply Officer Procurement Section Provincial/ District Director Provincial/ District Office</i>
2. Receives goods/ services	2.1 Issues goods/ services to end-users/ requesting office/s	None	10 Minutes	<i>Supply Officer Procurement Section Provincial/ District Director Provincial/ District Office</i>
	<b>TOTAL:</b>	None	13 days 2 hours	



	(From the receipt of Purchase Request to the preparation of DV)			
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Procurement of Supplies, Equipment and Services is covered under RA 9184 and its Revised IRR. Procurement of Supplies, Equipment and Services is qualified for Multi-Stage Processing



# **TESDA Training Centers External Services**



## 1. Conduct of Assessment

Process where TVET graduates, workers, or individuals apply for competency assessment to obtain National Certificate (NC) or Certificate of Competency (CoC).

<b>Office or Division:</b>	Office of the Administrator			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Those who are interested to take the assessment in the different qualifications offered by the TESDA Training Center			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 2 pcs Violet Folder; plastic, long size; 2. 4 pcs Latest passport size (3.5 cm x 4.5 cm) picture; i. shirt with collar ii. colored with white background (without eyeglasses, hat, headdress and earrings) iii. front view picture with ranging from 27mm to 31mm (Head size: Hairline to Chin) iv. Matte Paper 3. 2 pcs Photocopy of NSO/PSA; 4. 2 pcs Photocopy of Report Card/ Transcript of Records/ Diploma or Certification form the school last attended related on the qualification; 5. 2 pcs Photocopy of Latest Certificate of Employment / Training Certificate; 6. 2 pcs Photocopy of Marriage License (Married Female Applicant); 7. Official Receipt Number (Assessment Fee paid to the Cashier); and ( 1 Original Copy) 9. 1 Original Copy of CARS ( for RETAKE)		Applicant	Applicant	
		Philippine Statistics Authority	Applicant	
		Applicant		
		Applicant		
		Applicant		
1. 1 copy of Self-Assessment guide 2. 2 pcs copies of Application Form		Competency Assessment Center (CAC)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Inquires on the accredited qualification for Competency Assessment	1.1. Provides information on the accredited qualification for Competency Assessment	None	4 Minutes	<i>CAC Processing Officer/AC Manager</i>  Administrator Office of the Administrator
	1.2. Provides Self-Assessment Guide	None	1 Minute	<i>CAC Processing Officer/AC Manager</i>  Administrator Office of the Administrator
2. Accomplish Self-Assessment Guide	2.1. Evaluates the Self-Assessment Guide if the client is qualified to take the Competency Assessment	None	4 minutes	<i>CAC Processing Officer/AC Manager</i>  Administrator Office of the Administrator
	2.2. Provides the list of documentary requirements	None	1 Minute	<i>CAC Processing Officer/AC Manager</i>  Administrator Office of the Administrator
3. Submit documentary requirements	3.1. Checks the requirements as to completeness and correctness  3.2. Provides Application Form	None	5 minutes	<i>CAC Processing Officer</i>  AC Manager Administrator Office of the Administrator
4. Accomplish Application Form	4.1. Checks the Application Form	None	3 minutes	<i>CAC Processing Officer</i>  AC Manager Administrator Office of the Administrator



5. Secures Referral Slip	5.1 Issues Referral Slip	None	2 minutes	<i>CAC Processing Officer</i>  AC Manager Administrator Office of the Administrator
6. Secures Order of Payment	6.1. Issues Order of Payment	None	2 Minutes	<i>CAC Processing Officer</i>  AC Manager Administrator Office of the Administrator
7. Pays assessment fee (for walk-in applicants)	7.1. Accepts payment and issues Official Receipt	<i>Please see Table below</i>	2 Minutes	<i>Cashier Officer</i>  Administrator Office of the Administrator
8. Submits Official Receipt Number is indicated	8.1 Receives and checks the Official Receipt Number	None	1 Minute	<i>CAC Processing Officer</i>  AC Manager Administrator Office of the Administrator
9. Receives Admission slip	9.1. issues Admission Slip	None	1 Minute	<i>CAC Processing Officer</i>  AC Manager Administrator Office of the Administrator
10. Undergoes Assessment	None	None	8 hours	<i>CAC Processing Officer</i>  AC Manager Administrator Office of the Administrator





	<b>TOTAL:</b>	<i>Please see Table below</i>	1 day and 26 Minutes	
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**Table: Assessment Fee per qualification**

No.	*SOC Code	Qualification Title	Assessment Fee (Php)
<b>TWSP, TTSP, BKSTP, PESFA, and Tsuper Iskolar</b>			
1.	AFFACPNC1	Agricultural Crops Production NC I	3,377.00
2.	AFFACPNC2	Agricultural Crops Production NC II	995.00
3.	AFFACPNC3-F	Agricultural Crops Production NC III	8,097.00
4.	AFFAGENC2	Agroentrepreneurship NC II	854.00
5.	AFFAAGEC3	Agroentrepreneurship NC III	853.00
6.	AFFACPNC4	Agroentrepreneurship NC IV	853.00
7.	AFFAHCNC3	Animal Health Care and Management NC III	3,378.00
8.	AFFAPPNC2-F	Animal Production (Poultry-Chicken) NC II	897.00
9.	AFFAPRNC2	Animal Production (Ruminants) NC II	1,629.00
10.	AFFAPSNC2	Animal Production (Swine) NC II	2,015.00
11.	AFFAQCNC2S	Aquaculture NC II (Superseded)	350.00
12.	AFFAIRNC2-E	Artificial Insemination (Large Ruminants) NC II	828.00
13.	AFFAISNC2-E	Artificial Insemination (Swine) NC II	833.00
14.	AFFBPNC2	Bamboo Production NC II	1,109.00
15.	AFFDMSNC3	Drying and Milling Plant Servicing NC III	3,092.00
16.	AFFFSCNC1	Fish Capture NC I	847.00
17.	AFFFSCNC2	Fish Capture NC II	847.00
18.	AFFFGRNC3	Fishing Gear Repair and Maintenance NC III	870.00
19.	AFFFWONC1	Fishport/Wharf Operation NC I	1,367.00
20.	AFFGRPNC2-C	Grains Production NC II	939.00
21.	AFFGRPNC2-D	Grains Production NC II	944.00
22.	AFFHTCNC3	Horticulture NC III	827.00
23.	AFFLIMNC2	Landscape Installation and Maintenance (Softscape) NC II	1,111.00
24.	AFFMLONC2	Milking Operation NC II	1,387.00
25.	AFFOAPNC2-E	Organic Agriculture Production NC II	979.00
26.	AFFOAPNC2-F	Organic Agriculture Production NC II	979.00
27.	AFFPMVNC2	Pest Management (Vegetables) NC II	1,177.00
28.	AFFRMONC2	Rice Machinery Operations NC II	1,323.00
29.	AFFRPCNC2	Rubber Processing NC II	1,115.00
30.	AFFRPTNC2M	Rubber Production NC II	1,645.00



31.	AFFRPTNC2S	Rubber Production NC II (Superseded)	500.00
32.	AFFSWPNC2	Seaweed Production NC II	1,035.00
33.	AFFSCPNC2	Sugarcane Production NC II	2,947.00
34.	AFFBMAP	Bag Making (Abaca/Piña)	None
35.	AFFBBWL2	Bamboo Weaving Level II	None
36.	AFFCPP	Cacao Production and Processing	None
37.	AFFCPRL2	Coffee Production Level II	None
38.	AFFCORP	Corn Production	None
39.	AFFDAGC	Digital Agriculture Course	None
40.	AFFELFP	Edible Landscapping with Farm Branding	None
41.	AFFMPRL2	Mango Production Level II	None
42.	AFFOPPR	Oil Palm Production	None
43.	AFFOACP	Organic Arabica Coffee Production	None
44.	AFFORPR	Organic Rice Production	None
45.	AFFOMPFB	Oyster Mushroom Production with Farm Branding	None
46.	AFFPANM	Pest and Nutrient Management	None
47.	ALTABPNC1	Automotive Body Painting/Finishing NC I	1,128.00
48.	ALTABPNC3	Automotive Body Painting/Finishing NC III	1,128.00
49.	ALTABRNC2	Automotive Body Repairing NC II	1,036.00
50.	ALTAEANC2	Automotive Electrical Assembly NC II	1,073.00
51.	ALTAEANC3	Automotive Electrical Assembly NC III	500.00
52.	ALTAMANC2	Automotive Mechanical Assembly NC II	1,068.00
53.	ALTAMANC3	Automotive Mechanical Assembly NC III	500.00
54.	ALTATPNC2	Automotive Painting NC II	1,581.00
55.	ALTATSNC1M	Automotive Servicing NC I	1,141.00
56.	ALTATSNC1S	Automotive Servicing NC I (Superseded)	450.00
57.	ALTASCNC2M	Automotive Servicing (Chassis Repair) NC II	1,328.00
58.	ALTASLNC2M	Automotive Servicing (Electrical Repair) NC II	1,421.00
59.	ALTASNNC2M	Automotive Servicing (Engine Repair) NC II	1,300.00
60.	ALTATSNC2S	Automotive Servicing NC II (Superseded)	300.00
61.	ALTATSNC3-E	Automotive Servicing NC III	1,237.00
62.	ALTATSNC4	Automotive Servicing NC IV	1,017.00
63.	ALTWHANC2	Automotive Wiring Harness Assembly NC II	1,059.00
64.	ALTDRANC3-A	Driving (Articulated Vehicle) NC III	2,856.00
65.	ALTDRANC3-B	Driving (Articulated Vehicle) NC III	1,239.00
66.	ALTDRBNC3-A	Driving (Passenger Bus/Straight Truck) NC III	2,164.00
67.	ALTDRBNC3-B	Driving (Passenger Bus/Straight Truck) NC III	1,163.00
68.	ALTDRVNC2-A	Driving NC II	1,034.00



69.	ALDRVNC2-B	Driving NC II	819.00
70.	ALTMSENC2	Motorcycle/Small Engine Servicing NC II	1,491.00
71.	ALTPMONC2	Painting Machine Operation NC II	1,213.00
72.	ALTPLONC2	Plastic Machine Operation NC II	935.00
73.	ALTPLONC3	Plastic Machine Operation NC III	500.00
74.	ALTTAMNC2	Tinsmithing (Automotive Manufacturing) NC II	1,225.00
75.	CONCARNC2M	Carpentry NC II	1,539.00
76.	CONROCNC2S	Carpentry NC II (Superseded)	600.00
77.	CONCARNC3M	Carpentry NC III	1,424.00
78.	CONFICNC3S	Carpentry NC III (Superseded)	400.00
79.	CONCOPNC2	Construction Painting NC II	1,156.00
80.	CONCOPNC3	Construction Painting NC III	1,096.00
81.	CONARTNC2-A	Heavy Equipment Operation (Articulated Off-Highway Dump Truck) NC II	4,710.00
82.	CONARTNC2-B	Heavy Equipment Operation (Articulated Off-Highway Dump Truck) NC II	760.00
83.	CONBLONC2-A	Heavy Equipment Operation (Backhoe Loader) NC II	2,537.00
84.	CONBLONC2-B	Heavy Equipment Operation (Backhoe Loader) NC II	760.00
85.	CONBULNC2-A	Heavy Equipment Operation (Bulldozer) NC II	3,779.00
86.	CONBULNC2-B	Heavy Equipment Operation (Bulldozer) NC II	760.00
87.	CONCPONC2-A	Heavy Equipment Operation (Concrete Pump) NC II	3,364.00
88.	CONCPONC2-B	Heavy Equipment Operation (Concrete Pump) NC II	760.00
89.	CONCSONC2-A	Heavy Equipment Operation (Container Stacker) NC II	2,534.00
90.	CONCSONC2-B	Heavy Equipment Operation (Container Stacker) NC II	760.00
91.	CONCCONC2S	Heavy Equipment Operation (Crawler Crane) NC II (Superseded)	500.00
92.	CONCRANC3M-A	Heavy Equipment Operation (Crawler Crane) NC III	3,208.00
93.	CONCRANC3M-B	Heavy Equipment Operation (Crawler Crane) NC III	760.00
94.	CONFORNC2M-A	Heavy Equipment Operation (Forklift) NC II	1,473.00
95.	CONFORNC2M-B	Heavy Equipment Operation (Forklift) NC II	760.00
96.	CONFORNC2S	Heavy Equipment Operation (Forklift) NC II (Superseded)	500.00
97.	CONGCONC2S	Heavy Equipment Operation (Gantry Crane) NC II (Superseded)	500.00
98.	CONOGCNC3M-A	Heavy Equipment Operation (Overhead and Gantry Crane) NC III	1,602.00
99.	CONOGCNC3M-B	Heavy Equipment Operation (Overhead and Gantry Crane) NC III	760.00
100.	CONHEONC2M-	Heavy Equipment Operation (Hydraulic Excavator) NC II	3,392.00



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101.	CONHEONC2M-B	Heavy Equipment Operation (Hydraulic Excavator) NC II	760.00
102.	CONHEONC2S	Heavy Equipment Operation (Hydraulic Excavator) NC II (Superseded)	500.00
103.	CONMGONC2-A	Heavy Equipment Operation (Motor Grader) NC II	3,227.00
104.	CONMGONC2-B	Heavy Equipment Operation (Motor Grader) NC II	760.00
105.	CONPAVNC2-A	Heavy Equipment Operation (Paver) NC II	2,204.00
106.	CONPAVNC2-B	Heavy Equipment Operation (Paver) NC II	760.00
107.	CONRIGNC2-A	Heavy Equipment Operation (Rigid Off-Highway Dump Truck) NC II	6,645.00
108.	CONRIGNC2-B	Heavy Equipment Operation (Rigid Off-Highway Dump Truck) NC II	760.00
109.	CONROHNC2-A	Heavy Equipment Operation (Rigid On-Highway Dump Truck) NC II	2,013.00
110.	CONROHNC2-B	Heavy Equipment Operation (Rigid On-Highway Dump Truck) NC II	760.00
111.	CONROHNC2S	Heavy Equipment Operation (Rigid On-Highway Dump Truck) NC II (Superseded)	500.00
112.	CONRRONC2-A	Heavy Equipment Operation (Road Roller) NC II	3,154.00
113.	CONRRONC2-B	Heavy Equipment Operation (Road Roller) NC II	760.00
114.	CONRTCNC2S	Heavy Equipment Operation (Rough Terrain Crane) NC II (Superseded)	500.00
115.	CONRTCNC3M-A	Heavy Equipment Operation (Rough Terrain Crane) NC III	2,312.00
116.	CONRTCNC3M-B	Heavy Equipment Operation (Rough Terrain Crane) NC III	760.00
117.	CONSCRNC1-A	Heavy Equipment Operation (Screed) NC I	2,204.00
118.	CONSCRNC1-B	Heavy Equipment Operation (Screed) NC I	760.00
119.	CONTCONC2S	Heavy Equipment Operation (Tower Crane) NC II (Superseded)	500.00
120.	CONTMONC2-A	Heavy Equipment Operation (Transit Mixer) NC II	2,576.00
121.	CONTMONC2-B	Heavy Equipment Operation (Transit Mixer) NC II	760.00
122.	CONTCMCNC2S	Heavy Equipment Operation (Truck Mounted Crane) NC II (Superseded)	500.00
123.	CONWLONC2-A	Heavy Equipment Operation (Wheel Loader) NC II	3,511.00
124.	CONWLONC2-B	Heavy Equipment Operation (Wheel Loader) NC II	760.00
125.	CONHEMNC2-A	Heavy Equipment Servicing (Mechanical) NC II	1,943.00
126.	CONHEMNC2-B	Heavy Equipment Servicing (Mechanical) NC II	760.00
127.	CONMASNC1M	Masonry NC I	1,153.00
128.	CONMASNC1S	Masonry NC I (Superseded)	1,100.00
129.	CONMASNC2M	Masonry NC II	1,535.00
130.	CONMASNC2S	Masonry NC II (Superseded)	500.00
131.	CONMASNC3M	Masonry NC III	1,410.00



132.	CONMASNC3S	Masonry NC III (Superseded)	500.00
133.	CONPIPNC2M	Pipefitting (Metallic) NC II	1,427.00
134.	CONPIPNC2S	Pipefitting NC II (Superseded)	500.00
135.	CONPLMNC1	Plumbing NC I	1,609.00
136.	CONPLMNC2	Plumbing NC II	1,888.00
137.	CONPLMNC3	Plumbing NC III	2,051.00
138.	CONPVDNC3	PV System Design NC III	927.00
139.	CONPVINC2	PV Systems Installation NC II	927.00
140.	CONPVSNC3	PV Systems Servicing NC III	927.00
141.	CONRSWNC2S	Reinforcing Steel Works NC II	1,006.00
142.	CONRGGNC1	Rigging NC I	2,144.00
143.	CONSCANC2S	Scaffold Erection NC II (Superseded)	500.00
144.	CONSCANC2M	Scaffolding Works NC II (Supported Type Scaffold)	1,276.00
145.	CONSSWNC2-F	Structural Erection NC II	500.00
146.	CONTECNC2	Technical Drafting NC II	1,046.00
147.	CONTILNC2M	Tile Setting NC II	1,415.00
148.	CONTILNC2S	Tile Setting NC II (Superseded)	500.00
149.	CONCSSL4	Construction Site Supervision Level IV	None
150.	CONCTSL4	Construction Trade Supervision Level IV	None
151.	CREHWUNC2	Handloom Weaving (Upright) NC II	1,298.00
152.	ELCBESNCII	Biomedical Equipment Servicing NC II	None
153.	ELCCSSNC2	Computer Systems Servicing NC II	1,049.00
154.	ELCCESNC3	Consumer Electronics Servicing NC III	974.00
155.	ELCCESNC4	Consumer Electronics Servicing NC IV	400.00
156.	ELCEIMNC2	Electrical Installation and Maintenance NC II	1,849.00
157.	ELCEIMNC3	Electrical Installation and Maintenance NC III	1,896.00
158.	ELCEIMNC4	Electrical Installation and Maintenance NC IV	500.00
159.	ELCEPANC2	Electronic Products Assembly and Servicing NC II	1,089.00
160.	ELCICSNC2S	Instrumentation and Control Servicing NC II (Superseded)	1,088.00
161.	ELCICSNC3S	Instrumentation and Control Servicing NC III (Superseded)	1,106.00
162.	ELCICSNC4S	Instrumentation and Control Servicing NC IV (Superseded)	1,431.00
163.	ELCMECNC2	Mechatronics Servicing NC II	1,301.00
164.	ELCMECNC3	Mechatronics Servicing NC III	1,504.00
165.	ELCMECNC4	Mechatronics Servicing NC IV	2,141.00
166.	ELCMPSNC3	Mobile Phones and Handheld Gadgets Servicing NC III	867.00
167.	ELCSBONC2	Semiconductor Back-End Operation NC II	852.00
168.	ELCSFONC2	Semiconductor Front-of-Line Operation NC II	877.00
169.	ELCEASNPL	Assembly of Solar Nightlight and Post Lamp	None



170.	ELCEPLBEOL1	Electronics Production Line - Back End Operation Level 1	None
171.	ELCEPLSMTL1	Electronics Production Line - SMT Operation Level 1	None
172.	FURFINNC2	Furniture Making (Finishing) NC II	985.00
173.	GRMDRMNC2	Dressmaking NC II	1,348.00
174.	GRMFADNC3	Fashion Design (Apparel) NC III	1,095.00
175.	GRMTLRNC2	Tailoring NC II	1,684.00
176.	GRMISMO	Industrial Sewing Machine Operation	None
177.	HVCADSNC2	Air Duct Servicing NC II	1,007.00
178.	HVCCACNC3M	Commercial Air-conditioning Installation and Servicing NC III	1,441.00
179.	HVCCRENC3M	Commercial Refrigeration Installation and Servicing NC III	1,478.00
180.	HVICPRNC3	Ice Plant Refrigeration Servicing NC III	1,023.00
181.	HVCMACNC2	Land-Based Transport Mobile Air-conditioning (MAC) Servicing NC II	993.00
182.	HVCTRSNC2	Land-based Transport Refrigeration Servicing NC II	1,112.00
183.	HVCDRANC2M	RAC Servicing (DomRAC) NC II	1,222.00
184.	HVCWACNC2S	RAC Servicing (DomRAC) NC II (Superseded)	500.00
185.	HVPCRCNC3S	RAC Servicing (PACU-CRE) NC III (Superseded)	500.00
186.	HVCTACNC2S	Transport RAC Servicing NC II (Superseded)	750.00
187.	HHCBHSNC2	Barangay Health Services NC II	935.00
188.	HHCBHSNC2S	Barangay Health Services NC II (Superseded)	400.00
189.	HHCCGCNC2M	Caregiving (Clients with Special Needs) NC II	1,481.00
190.	HHCCGENC2M	Caregiving (Elderly) NC II	1,620.00
191.	HHCCGGNC2M	Caregiving (Grade Schooler to Adolescent) NC II	1,268.00
192.	HHCCGNNC2M	Caregiving (Newborn to Pre-Schooler) NC II	1,358.00
193.	HHCCGVNC2S	Caregiving NC II (Superseded)	1,265.00
194.	HHCCNSNC2	Community Nutrition Services NC II	1,424.00
195.	HHCDHYL4S	Dental Hygiene Level IV (Superseded)	None
196.	HHCDSFNC2	Dental Laboratory Technology Services (Fixed Dentures/Restorations) NC II	2,775.00
197.	HHCDSRNC2	Dental Laboratory Technology Services (Removable Dentures/Appliances) NC II	3,736.00
198.	HHCDLTNC1	Dental Laboratory Technology Services NC I	938.00
199.	HHCDTKNC4	Dental Technology NC IV	None
200.	HHCEMSNC2	Emergency Medical Services NC II	991.00
201.	HHCEMSNC3	Emergency Medical Services NC III	1,864.00
202.	HHCHCSNC2	Health Care Services NC II	878.00
203.	HHCHILNC2	Hilot (Wellness Massage) NC II	1,231.00
204.	HHCMATNC2	Massage Therapy NC II	814.00
205.	HHCOLSNC2	Ophthalmic Lens Services NC II	898.00
206.	HHCPHANC3	Pharmacy Services NC III	1,243.00



207.	HHBIDMSL2	Barangay Infectious Disease Management Services Level II	None
208.	HHCTL2	Contact Tracing Level II	None
209.	ICT2DANC3M	2D Animation NC III	978.00
210.	ICT2DANC3S	2D Animation NC III (Superseded)	500.00
211.	ICT2GANC3	2D Game Art Development NC III	1,120.00
212.	ICT3DANC3M	3D Animation NC III	2,078.00
213.	ICT3DANC3S	3D Animation NC III (Superseded)	500.00
214.	ICT3GANC3	3D Game Art Development NC III	1,120.00
215.	ICTANMNC2M	Animation NC II	1,200.00
216.	ICTANMNC2S	Animation NC II (Superseded)	500.00
217.	ICTBBINC2	Broadband Installation (Fixed Wireless Systems) NC II	1,041.00
218.	ICTCTVNC2	Cable TV Installation NC II	981.00
219.	ICTCTVNC3	Cable TV Operation and Maintenance NC III	1,027.00
220.	ICTCCSNC2	Contact Center Services NC II	None
221.	ICTGPRNC3	Game Programming NC III	1,114.00
222.	ICTMDTNC2	Medical Transcription NC II	969.00
223.	ICTPRNNC3	Programming (.Net Technology) NC III	None
224.	ICTPRJNC3M	Programming (Java) NC III	None
225.	ICTPRJNC3S	Programming (Java) NC III (Superseded)	None
226.	ICTPRONC3	Programming (Oracle Database) NC III	None
227.	ICTTCCNC2	Telecom OSP and Subscriber Line Installation (Copper Cable/POTS and DSL) NC II	1,144.00
228.	ICTTFONC2	Telecom OSP Installation (Fiber Optic Cable) NC II	1,144.00
229.	ICTVGDNC3M	Visual Graphic Design NC III	932.00
230.	ICTVGDNC3S	Visual Graphic Design NC III (Superseded)	500.00
231.	ICTWBDNC3	Web Development NC III	968.00
232.	ICTCESDRPG	Career Entry Course for Software Developers – RPG Level I	None
233.	ICTCESDLSC	Career Entry Course for Software Developers - Legacy System/Cobol Level II	None
234.	ICTCSIHL1	Computer Security Incident Handling Level I	None
235.	ICTCCSML3	Content Creation (Social Media) Level III	None
236.	ICTCWD	Creative Web Design	None
237.	ICTCTML1	Cyber Threat Monitoring Level I	None
238.	ICTDAL3	Data Analytics Level III	None
239.	ICTWD	Web Development	None
240.	LACELA1	English Language - A1 Level	None
241.	LACILA1	Italian Language - A1 Level	None
242.	LACSLA1	Spanish Language - A1 Level	None
243.	LACGLA1	German Language - A1 Level	None



244.	LACFRLA1	French Language - A1 Level	None
245.	LACPLA1	Portuguese Language - A1 Level	None
246.	LACMCLA1	Mandarin Chinese Language - A1 Level	None
247.	LACTMLA1	Taiwanese Mandarin Language - A1 Level	None
248.	LACKLA1	Korean Language - A1 Level	None
249.	LACJLA1	Japanese Language - A1 Level	None
250.	LACALA1	Arabic Language - A1 Level	None
251.	LACBLA1	Bahasa Language - A1 Level	None
252.	LACFILA1	Filipino Language - A1 Level	None
253.	LACELA2	English Language - A2 Level	None
254.	LACILA2	Italian Language - A2 Level	None
255.	LACSLA2	Spanish Language - A2 Level	None
256.	LACGLA2	German Language - A2 Level	None
257.	LACFRLA2	French Language - A2 Level	None
258.	LACPLA2	Portuguese Language - A2 Level	None
259.	LACMCLA2	Mandarin Chinese Language - A2 Level	None
260.	LACTMLA2	Taiwanese Mandarin Language - A2 Level	None
261.	LACKLA2	Korean Language - A2 Level	None
262.	LACJLA2	Japanese Language - A2 Level	None
263.	LACALA2	Arabic Language - A2 Level	None
264.	LACBLA2	Bahasa Language - A2 Level	None
265.	LACFILA2	Filipino Language - A2 Level	None
266.	LACELB1	English Language - B1 Level	None
267.	LACILB1	Italian Language - B1 Level	None
268.	LACSLB1	Spanish Language - B1 Level	None
269.	LACGLB1	German Language - B1 Level	None
270.	LACFRLB1	French Language - B1 Level	None
271.	LACPLB1	Portuguese Language - B1 Level	None
272.	LACMCLB1	Mandarin Chinese Language - B1 Level	None
273.	LACTMLB1	Taiwanese Mandarin Language - B1 Level	None
274.	LACKLB1	Korean Language - B1 Level	None
275.	LACJLB1	Japanese Language - B1 Level	None
276.	LACALB1	Arabic Language - B1 Level	None
277.	LACBLB1	Bahasa Language - B1 Level	None
278.	LACFILB1	Filipino Language - B1 Level	None
279.	LACALSGC	Arabic Language and Saudi/Gulf Culture	None
280.	LACELOEN	English Language and other English NTRs	None
281.	LACGLAC	German Language and Culture	None





282.	LACILAC	Italian Language and Culture	None
283.	LACJLAC150	Japanese Language and Culture (150 hours)	None
284.	LACJLAC300	Japanese Language And Culture (300 hours)	None
285.	LACKLAC	Korean Language and Culture	None
286.	LACMCLC	Mandarin Chinese Language and Culture	None
287.	LACSFDV	Spanish for Different Vocations	None
288.	MTMSCSNC1	Ship's Catering Services NC I	1,293.00
289.	MTMSCCNC3	Ships' Catering NC III (Ships' Cooks)	2,217.00
290.	MEECCONC3	CAD/CAM Operation NC III	1,337.00
291.	MEECLONC2	CNC Lathe Machine Operation NC II	1,385.00
292.	MEECLONC3	CNC Lathe Machine Operation NC III	1,385.00
293.	MEECMONC2	CNC Milling Machine Operation NC II	1,385.00
294.	MEECMONC3	CNC Milling Machine Operation NC III	1,385.00
295.	MEEFCWNC1	Flux-Cored Arc Welding (FCAW) NC I	1,079.00
296.	MEEFCWNC2	Flux-Cored Arc Welding (FCAW) NC II	3,353.00
297.	MEEFCWNC3	Flux-Cored Arc Welding (FCAW) NC III	1,054.00
298.	MEEMIGNC1	Gas Metal Arc Welding (GMAW) NC I	1,066.00
299.	MEEMIGNC2	Gas Metal Arc Welding (GMAW) NC II	3,361.00
300.	MEEMIGNC3	Gas Metal Arc Welding (GMAW) NC III	1,065.00
301.	MEETIGNC2	Gas Tungsten Arc Welding (GTAW) NC II	2,126.00
302.	MEETIGNC4	Gas Tungsten Arc Welding (GTAW) NC IV	500.00
303.	MEEGSWNC1	Gas Welding NC I	1,066.00
304.	MEEGSWNC2	Gas Welding NC II	1,050.00
305.	MEEMCGNC1M	Machining NC I	2,252.00
306.	MEEMCGNC1S	Machining NC I (Superseded)	500.00
307.	MEEMCGNC2	Machining NC II	1,285.00
308.	MEEMCGNC3	Machining NC III	1,301.00
309.	MEEDFTNC1	Mechanical Drafting NC I	1,068.00
310.	MEEPMMNC1	Plant Maintenance NC I	1,293.00
311.	MEEPMONC1	Press Machine Operation NC I	1,293.00
312.	MEEEAWNC1S	Shielded Metal Arc Welding (SMAW) NC I (Superseded)	2,234.00
313.	MEEEAWNC2S	Shielded Metal Arc Welding (SMAW) NC II (Superseded)	2,697.00
314.	MEEEAWNC3S	Shielded Metal Arc Welding (SMAW) NC III (Superseded)	3,723.00
315.	MEEEAWNC4S	Shielded Metal Arc Welding (SMAW) NC IV (Superseded)	5,129.00
316.	MEESAWNC1	Submerged Arc Welding (SAW) NC I	1,115.00
317.	MEESAWNC2	Submerged Arc Welding (SAW) NC II	1,137.00
318.	MEETDMNC2	Tool and Die Making NC II	1,167.00
319.	PFBFPPNC2	Fish Products Packaging NC II	1,041.00



320.	PFBFOPNC1	Food Processing NC I	1,506.00
321.	PFBFOPNC2	Food Processing NC II	1,850.00
322.	PFBFOPNC3	Food Processing NC III	1,041.00
323.	PFBFOPNC4	Food Processing NC IV	1,041.00
324.	PFBSLLNC2	Slaughtering Operations (Large Animal) NC II	946.00
325.	PFBSLSNC2	Slaughtering Operations (Swine) NC II	949.00
326.	SOCBRBNC2	Barbering NC II	938.00
327.	SOCBCNNC2M	Beauty Care (Nail Care) Services NC II	876.00
328.	SOCBCNNC3	Beauty Care (Nail Enhancement Technology) Services NC III	967.00
329.	SOCBECNC2M	Beauty Care (Skin Care) Services NC II	1,410.00
330.	SOCBECNC2S	Beauty Care NC II (Superseded)	600.00
331.	SOCBECNC3S	Beauty Care NC III (Superseded)	600.00
332.	SOCBCNNC2S	Beauty Care Services (Nail Care) NC II (Superseded)	500.00
333.	SOCBCNNC3S	Beauty Care Services (Nail Care) NC III (Superseded)	500.00
334.	SOCBKPNC3	Bookkeeping NC III	841.00
335.	SOCDOWNC2M -F	Domestic Work NC II	None
336.	SOCDOWNC2S- E	Domestic Work NC II (Superseded)	1,347.00
337.	SOCDOWNC2S- F	Domestic Work NC II (Superseded)	1,347.00
338.	SOCDOWNC2S	Domestic Work NC II (Superseded)	635.00
339.	SOCHDRNC2S	Hairdressing NC II (Superseded)	None
340.	SOCHDRNC3M	Hairdressing NC III	1,019.00
341.	SOCHDRNC3S- E	Hairdressing NC III (Superseded)	500.00
342.	SOCLGSNC2	Lifeguard Services NC II	1,029.00
343.	SOCLGSNC3	Lifeguard Services NC III	1,058.00
344.	SOCMICNC2	Microfinance Technology NC II	975.00
345.	SOCRESNC2	Real Estate Services NC II	789.00
346.	SOCSESNC1	Security Services NC I	813.00
347.	SOCSESNC2	Security Services NC II	826.00
348.	SOCDCML4	Cooperative Development and Management Level IV	None
349.	SOCCFCDL2	Facility Cleaning and Disinfecting Level II	None
350.	TRSBRTNC2	Barista NC II	1,295.00
351.	TRSBARNC2-E	Bartending NC II	1,399.00
352.	TRSBARNC2-F	Bartending NC II	1,399.00
353.	TRSBPPNC2S	Bread and Pastry Production NC II (Superseded)	1,720.00
354.	TRSCOKNC3S	Commercial Cooking NC III (Superseded)	500.00



355.	TRSCOKNC4S	Commercial Cooking NC IV (Superseded)	500.00
356.	TRSCOKNC2	Cookery NC II	1,907.00
357.	TRSEVMNC3M	Events Management Services NC III	None0
358.	TRSEVMNC3S	Events Management Services NC III (Superseded)	905.00
359.	TRSFBSNC2	Food and Beverage Services NC II	882.00
360.	TRSFBSNC3M	Food and Beverage Services NC III	1,078.00
361.	TRSFBSNC3S	Food and Beverage Services NC III (Superseded)	500.00
362.	TRSFBSNC4	Food and Beverage Services NC IV	915.00
363.	TRSFOSNC2S	Front Office Services NC II (Superseded)	907.00
364.	TRSFOSNC3	Front Office Services NC III	859.00
365.	TRSFOSNC4	Front Office Services NC IV	838.00
366.	TRSHSKNC2	Housekeeping NC II	1,108.00
367.	TRSHSKNC3M	Housekeeping NC III	834.00
368.	TRSHSKNC3S	Housekeeping NC III (Superseded)	500.00
369.	TRSHSKNC4S	Housekeeping NC IV (Superseded)	500.00
370.	TRSLGNC2	Local Guiding Services NC II	1,327.00
371.	TRSTGSNC3	Tour Guiding Services NC III	None
372.	TRSTOPNC2	Tour Packaging (FIT AD HOC DOMESTIC) Services NC II	891.00
373.	TRSTPSNC2	Tourism Promotion Services NC II	870.00
374.	TRSTVSNC2M	Travel Services NC II	921.00
375.	TRSTVSNC2S	Travel Services NC II (Superseded)	500.00
376.	TRSBPDL4	Beverage Products Development Level IV	None
377.	TVETRML1	Trainers Methodology Level I (Trainer/Assessor)	3,323.00
378.	TVETRML2-E	Trainers Methodology Level II (Training Designer/Developer)	9,736.00
379.	TRML2CC1	Conduct Training-Needs Analysis (Leading to Trainers Methodology Level II)	1,658.00
380.	TRML2CC2	Develop Training Curriculum (Leading to Trainers Methodology Level II)	1,601.00
381.	TRML2CC3	Develop Learning Materials (Leading to Trainers Methodology Level II)	1,600.00
382.	TRML2CC4	Develop Learning Materials for e-Learning (Leading to Trainers Methodology Level II)	1,601.00
383.	TRML2CC5	Develop Assessment Tools (Leading to Trainers Methodology Level II)	1,601.00
384.	TRML2CC6	Design and Develop Maintenance System for Training Facilities (Leading to Trainers Methodology Level II)	1,675.00
385.	TRML2ELE1	Facilitate Development of Competency Standards (Leading to Trainers Methodology Level II)	None
386.	TVETFELS	Facilitate E-Learning Services	None



387.	UTLEPDNC2	Electric Power Distribution Line Construction NC II	2,731.00
388.	UTLEPDNC3	Electric Power Distribution Operation and Maintenance NC III	2,717.00
389.	UTLEPDNC4	Electric Power Distribution Operation and Maintenance NC IV	903.00
390.	UTL DLCNC2S	Line Construction (Electric Power Distribution) NC II (Superseded)	500.00
391.	UTLTXLNC2M	Transmission Line Installation and Maintenance NC II	1,950.00
392.	UTLTXLNC2S	Transmission Line Installation and Maintenance NC II (Superseded)	500.00
393.	UTLTXLNC3	Transmission Line Installation and Maintenance NC III	1,910.00
394.	UTLTXLNC3S	Transmission Line Installation and Maintenance NC III (Superseded)	500.00
395.	VSAILUNC2	Illustration NC II	1,023.00
396.	VSAPHONC2	Photography NC II	960.00
397.	WRTCSRNC2-E	Customer Services NC II	3,520.00

*\*Note:*

*A - Assessment fees with rental cost for the use of equipment during the conduct of assessment*

*B - Assessment fees without rental cost for the use of equipment during the conduct of assessment*

*C - Corn is being used during the assessment*

*D - Rice is being used during the assessment*

*E - Inclusive of Electives*

*F - Exclusive of Electives*

#### **EBET (TWSP and TTSP)**

1.	AFFACPNC1	Agricultural Crops Production NC I	3,377.00
2.	AFFACPNC2	Agricultural Crops Production NC II	995.00
3.	AFFACPNC3-F	Agricultural Crops Production NC III	8,097.00
4.	AFFAGENC2	Agroentrepreneurship NC II	854.00
5.	AFFAAGEC3	Agroentrepreneurship NC III	853.00
6.	AFFACPNC4	Agroentrepreneurship NC IV	853.00
7.	AFFAHCNC3	Animal Health Care and Management NC III	3,378.00
8.	AFFAPPNC2-F	Animal Production (Poultry-Chicken) NC II	897.00
9.	AFFAPRNC2	Animal Production (Ruminants) NC II	1,629.00
10.	AFFAPSNC2	Animal Production (Swine) NC II	2,015.00
11.	AFFAQCNC2S	Aquaculture NC II (Superseded)	350.00
12.	AFFAIRNC2-E	Artificial Insemination (Large Ruminants) NC II	828.00
13.	AFFAISNC2-E	Artificial Insemination (Swine) NC II	833.00
14.	AFFBPNC2	Bamboo Production NC II	1,109.00
15.	AFFDMSNC3	Drying and Milling Plant Servicing NC III	3,092.00
16.	AFFFSCNC1	Fish Capture NC I	847.00
17.	AFFFSCNC2	Fish Capture NC II	847.00
18.	AFFFGRNC3	Fishing Gear Repair and Maintenance NC III	870.00
19.	AFFFWONC1	Fishport/Wharf Operation NC I	1,367.00
20.	AFFGRPNC2-C	Grains Production NC II	939.00
21.	AFFGRPNC2-D	Grains Production NC II	944.00



22.	AFFHTCNC3	Horticulture NC III	827.00
23.	AFFLIMNC2	Landscape Installation and Maintenance (Softscape) NC II	1,111.00
24.	AFFMLONC2	Milking Operation NC II	1,387.00
25.	AFFOAPNC2-E	Organic Agriculture Production NC II	979.00
26.	AFFOAPNC2-F	Organic Agriculture Production NC II	979.00
27.	AFFPMVNC2	Pest Management (Vegetables) NC II	1,177.00
28.	AFFRMONC2	Rice Machinery Operations NC II	1,323.00
29.	AFFRPCNC2	Rubber Processing NC II	1,115.00
30.	AFFRPTNC2M	Rubber Production NC II	1,645.00
31.	AFFRPTNC2S	Rubber Production NC II (Superseded)	500.00
32.	AFFSWPNC2	Seaweed Production NC II	1,035.00
33.	AFFSCPNC2	Sugarcane Production NC II	2,947.00
34.	AFFBMAP	Bag Making (Abaca/Piña)	None
35.	AFFBBWL2	Bamboo Weaving Level II	None
36.	AFFCPP	Cacao Production and Processing	None
37.	AFFCPRL2	Coffee Production Level II	None
38.	AFFCORP	Corn Production	None
39.	AFFDAGC	Digital Agriculture Course	None
40.	AFFELFP	Edible Landscapping with Farm Branding	None
41.	AFFMPRL2	Mango Production Level II	None
42.	AFFOPPR	Oil Palm Production	None
43.	AFFOACP	Organic Arabica Coffee Production	None
44.	AFFORPR	Organic Rice Production	None
45.	AFFOMPFB	Oyster Mushroom Production with Farm Branding	None
46.	AFFPANM	Pest and Nutrient Management	None
47.	ALTABPNC1	Automotive Body Painting/Finishing NC I	1,128.00
48.	ALTABPNC3	Automotive Body Painting/Finishing NC III	1,128.00
49.	ALTABRNC2	Automotive Body Repairing NC II	1,036.00
50.	ALTAEANC2	Automotive Electrical Assembly NC II	1,073.00
51.	ALTAEANC3	Automotive Electrical Assembly NC III	500.00
52.	ALTAMANC2	Automotive Mechanical Assembly NC II	1,068.00
53.	ALTAMANC3	Automotive Mechanical Assembly NC III	500.00
54.	ALTATPNC2	Automotive Painting NC II	1,581.00
55.	ALTATSNC1M	Automotive Servicing NC I	1,141.00
56.	ALTATSNC1S	Automotive Servicing NC I (Superseded)	450.00
57.	ALTASCNC2M	Automotive Servicing (Chassis Repair) NC II	1,328.00
58.	ALTASLNC2M	Automotive Servicing (Electrical Repair) NC II	1,421.00
59.	ALTASNNC2M	Automotive Servicing (Engine Repair) NC II	1,300.00



60.	ALTATSNC2S	Automotive Servicing NC II (Superseded)	300.00
61.	ALTATSNC3-E	Automotive Servicing NC III	1,237.00
62.	ALTATSNC4	Automotive Servicing NC IV	1,017.00
63.	ALTWHANC2	Automotive Wiring Harness Assembly NC II	1,059.00
64.	ALTDANC3-A	Driving (Articulated Vehicle) NC III	2,856.00
65.	ALTDANC3-B	Driving (Articulated Vehicle) NC III	1,239.00
66.	ALTDARBNC3-A	Driving (Passenger Bus/Straight Truck) NC III	2,164.00
67.	ALTDARBNC3-B	Driving (Passenger Bus/Straight Truck) NC III	1,163.00
68.	ALTDRVNC2-A	Driving NC II	1,034.00
69.	ALTDRVNC2-B	Driving NC II	819.00
70.	ALTMSENC2	Motorcycle/Small Engine Servicing NC II	1,491.00
71.	ALTPMONC2	Painting Machine Operation NC II	1,213.00
72.	ALTPLONC2	Plastic Machine Operation NC II	935.00
73.	ALTPLONC3	Plastic Machine Operation NC III	500.00
74.	ALTTAMNC2	Tinsmithing (Automotive Manufacturing) NC II	1,225.00
75.	CONCARNC2M	Carpentry NC II	1,539.00
76.	CONROCNC2S	Carpentry NC II (Superseded)	600.00
77.	CONCARNC3M	Carpentry NC III	1,424.00
78.	CONFICNC3S	Carpentry NC III (Superseded)	400.00
79.	CONCOPNC2	Construction Painting NC II	1,156.00
80.	CONCOPNC3	Construction Painting NC III	1,096.00
81.	CONARTNC2-A	Heavy Equipment Operation (Articulated Off-Highway Dump Truck) NC II	4,710.00
82.	CONARTNC2-B	Heavy Equipment Operation (Articulated Off-Highway Dump Truck) NC II	760.00
83.	CONBLONC2-A	Heavy Equipment Operation (Backhoe Loader) NC II	2,537.00
84.	CONBLONC2-B	Heavy Equipment Operation (Backhoe Loader) NC II	760.00
85.	CONBULNC2-A	Heavy Equipment Operation (Bulldozer) NC II	3,779.00
86.	CONBULNC2-B	Heavy Equipment Operation (Bulldozer) NC II	760.00
87.	CONCPONC2-A	Heavy Equipment Operation (Concrete Pump) NC II	3,364.00
88.	CONCPONC2-B	Heavy Equipment Operation (Concrete Pump) NC II	760.00
89.	CONCSONC2-A	Heavy Equipment Operation (Container Stacker) NC II	2,534.00
90.	CONCSONC2-B	Heavy Equipment Operation (Container Stacker) NC II	760.00
91.	CONCCONC2S	Heavy Equipment Operation (Crawler Crane) NC II (Superseded)	500.00
92.	CONCRANC3M-A	Heavy Equipment Operation (Crawler Crane) NC III	3,208.00
93.	CONCRANC3M-B	Heavy Equipment Operation (Crawler Crane) NC III	760.00
94.	CONFORNC2M-	Heavy Equipment Operation (Forklift) NC II	1,473.00



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95.	CONFORNC2M-B	Heavy Equipment Operation (Forklift) NC II	760.00
96.	CONFORNC2S	Heavy Equipment Operation (Forklift) NC II (Superseded)	500.00
97.	CONGCONC2S	Heavy Equipment Operation (Gantry Crane) NC II (Superseded)	500.00
98.	CONOGCNC3M-A	Heavy Equipment Operation (Overhead and Gantry Crane) NC III	1,602.00
99.	CONOGCNC3M-B	Heavy Equipment Operation (Overhead and Gantry Crane) NC III	760.00
100.	CONHEONC2M-A	Heavy Equipment Operation (Hydraulic Excavator) NC II	3,392.00
101.	CONHEONC2M-B	Heavy Equipment Operation (Hydraulic Excavator) NC II	760.00
102.	CONHEONC2S	Heavy Equipment Operation (Hydraulic Excavator) NC II (Superseded)	500.00
103.	CONMGONC2-A	Heavy Equipment Operation (Motor Grader) NC II	3,227.00
104.	CONMGONC2-B	Heavy Equipment Operation (Motor Grader) NC II	760.00
105.	CONPAVNC2-A	Heavy Equipment Operation (Paver) NC II	2,204.00
106.	CONPAVNC2-B	Heavy Equipment Operation (Paver) NC II	760.00
107.	CONRIGNC2-A	Heavy Equipment Operation (Rigid Off-Highway Dump Truck) NC II	6,645.00
108.	CONRIGNC2-B	Heavy Equipment Operation (Rigid Off-Highway Dump Truck) NC II	760.00
109.	CONROHNC2-A	Heavy Equipment Operation (Rigid On-Highway Dump Truck) NC II	2,013.00
110.	CONROHNC2-B	Heavy Equipment Operation (Rigid On-Highway Dump Truck) NC II	760.00
111.	CONROHNC2S	Heavy Equipment Operation (Rigid On-Highway Dump Truck) NC II (Superseded)	500.00
112.	CONRRONC2-A	Heavy Equipment Operation (Road Roller) NC II	3,154.00
113.	CONRRONC2-B	Heavy Equipment Operation (Road Roller) NC II	760.00
114.	CONRTCNC2S	Heavy Equipment Operation (Rough Terrain Crane) NC II (Superseded)	500.00
115.	CONRTCNC3M-A	Heavy Equipment Operation (Rough Terrain Crane) NC III	2,312.00
116.	CONRTCNC3M-B	Heavy Equipment Operation (Rough Terrain Crane) NC III	760.00
117.	CONSCRNC1-A	Heavy Equipment Operation (Screed) NC I	2,204.00
118.	CONSCRNC1-B	Heavy Equipment Operation (Screed) NC I	760.00
119.	CONTCONC2S	Heavy Equipment Operation (Tower Crane) NC II (Superseded)	500.00
120.	CONTMONC2-A	Heavy Equipment Operation (Transit Mixer) NC II	2,576.00
121.	CONTMONC2-B	Heavy Equipment Operation (Transit Mixer) NC II	760.00
122.	CONTCMCNC2S	Heavy Equipment Operation (Truck Mounted Crane) NC II (Superseded)	500.00



123.	CONWLONC2-A	Heavy Equipment Operation (Wheel Loader) NC II	3,511.00
124.	CONWLONC2-B	Heavy Equipment Operation (Wheel Loader) NC II	760.00
125.	CONHEMNC2-A	Heavy Equipment Servicing (Mechanical) NC II	1,943.00
126.	CONHEMNC2-B	Heavy Equipment Servicing (Mechanical) NC II	760.00
127.	CONMASNC1M	Masonry NC I	1,153.00
128.	CONMASNC1S	Masonry NC I (Superseded)	1,100.00
129.	CONMASNC2M	Masonry NC II	1,535.00
130.	CONMASNC2S	Masonry NC II (Superseded)	500.00
131.	CONMASNC3M	Masonry NC III	1,410.00
132.	CONMASNC3S	Masonry NC III (Superseded)	500.00
133.	CONPIPNC2M	Pipefitting (Metallic) NC II	1,427.00
134.	CONPIPNC2S	Pipefitting NC II (Superseded)	500.00
135.	CONPLMNC1	Plumbing NC I	1,609.00
136.	CONPLMNC2	Plumbing NC II	1,888.00
137.	CONPLMNC3	Plumbing NC III	2,051.00
138.	CONPVDNC3	PV System Design NC III	927.00
139.	CONPVINC2	PV Systems Installation NC II	927.00
140.	CONPVSNC3	PV Systems Servicing NC III	927.00
141.	CONRSWNC2S	Reinforcing Steel Works NC II	1,006.00
142.	CONRGGNC1	Rigging NC I	2,144.00
143.	CONSCANC2S	Scaffold Erection NC II (Superseded)	500.00
144.	CONSCANC2M	Scaffolding Works NC II (Supported Type Scaffold)	1,276.00
145.	CONSSWNC2-F	Structural Erection NC II	500.00
146.	CONTECNC2	Technical Drafting NC II	1,046.00
147.	CONTILNC2M	Tile Setting NC II	1,415.00
148.	CONTILNC2S	Tile Setting NC II (Superseded)	500.00
149.	CONCSSL4	Construction Site Supervision Level IV	None
150.	CONCTSL4	Construction Trade Supervision Level IV	None
151.	CREHWUNC2	Handloom Weaving (Upright) NC II	1,298.00
152.	ELCBESNCII	Biomedical Equipment Servicing NC II	350.00
153.	ELCCSSNC2	Computer Systems Servicing NC II	1,049.00
154.	ELCCESNC3	Consumer Electronics Servicing NC III	974.00
155.	ELCCESNC4	Consumer Electronics Servicing NC IV	400.00
156.	ELCEIMNC2	Electrical Installation and Maintenance NC II	1,849.00
157.	ELCEIMNC3	Electrical Installation and Maintenance NC III	1,896.00
158.	ELCEIMNC4	Electrical Installation and Maintenance NC IV	500.00
159.	ELCEPANC2	Electronic Products Assembly and Servicing NC II	1,089.00
160.	ELCICSNC2S	Instrumentation and Control Servicing NC II (Superseded)	1,088.00
161.	ELCICSNC3S	Instrumentation and Control Servicing NC III (Superseded)	1,106.00





162.	ELCICSNC4S	Instrumentation and Control Servicing NC IV (Superseded)	1,431.00
163.	ELCMECNC2	Mechatronics Servicing NC II	1,301.00
164.	ELCMECNC3	Mechatronics Servicing NC III	1,504.00
165.	ELCMECNC4	Mechatronics Servicing NC IV	2,141.00
166.	ELCMPSNC3	Mobile Phones and Handheld Gadgets Servicing NC III	867.00
167.	ELCSBONC2	Semiconductor Back-End Operation NC II	852.00
168.	ELCSFONC2	Semiconductor Front-of-Line Operation NC II	877.00
169.	ELCEASNPL	Assembly of Solar Nightlight and Post Lamp	None
170.	ELCEPLBEOL1	Electronics Production Line - Back End Operation Level 1	None
171.	ELCEPLSMTL1	Electronics Production Line - SMT Operation Level 1	None
172.	FURFINNC2	Furniture Making (Finishing) NC II	985.00
173.	GRMDRMNC2	Dressmaking NC II	1,348.00
174.	GRMFADNC3	Fashion Design (Apparel) NC III	1,095.00
175.	GRMTLRNC2	Tailoring NC II	1,684.00
176.	GRMISMO	Industrial Sewing Machine Operation	None
177.	HVCADSNC2	Air Duct Servicing NC II	1,007.00
178.	HVCCACNC3M	Commercial Air-conditioning Installation and Servicing NC III	1,441.00
179.	HVCCRENC3M	Commercial Refrigeration Installation and Servicing NC III	1,478.00
180.	HVICPRNC3	Ice Plant Refrigeration Servicing NC III	1,023.00
181.	HVCMACNC2	Land-Based Transport Mobile Air-conditioning (MAC) Servicing NC II	993.00
182.	HVCTRSNC2	Land-based Transport Refrigeration Servicing NC II	1,112.00
183.	HVCDRANC2M	RAC Servicing (DomRAC) NC II	1,222.00
184.	HVCWACNC2S	RAC Servicing (DomRAC) NC II (Superseded)	500.00
185.	HVCPCRNC3S	RAC Servicing (PACU-CRE) NC III (Superseded)	500.00
186.	HVCTACNC2S	Transport RAC Servicing NC II (Superseded)	750.00
187.	HHCBHSNC2	Barangay Health Services NC II	935.00
188.	HHCBHSNC2S	Barangay Health Services NC II (Superseded)	400.00
189.	HHCCGCNC2M	Caregiving (Clients with Special Needs) NC II	1,481.00
190.	HHCCGENC2M	Caregiving (Elderly) NC II	1,620.00
191.	HHCCGGNC2M	Caregiving (Grade Schooler to Adolescent) NC II	1,268.00
192.	HHCCGNNC2M	Caregiving (Newborn to Pre-Schooler) NC II	1,358.00
193.	HHCCGVNC2S	Caregiving NC II (Superseded)	1,265.00
194.	HHCCNSNC2	Community Nutrition Services NC II	1,424.00
195.	HHCDHYL4S	Dental Hygiene Level IV (Superseded)	None
196.	HHCDSFNC2	Dental Laboratory Technology Services (Fixed Dentures/Restorations) NC II	2,775.00
197.	HHCDSRNC2	Dental Laboratory Technology Services (Removable Dentures/Appliances) NC II	3,736.00
198.	HHCDLTNC1	Dental Laboratory Technology Services NC I	938.00



199.	HHCDTKNC4	Dental Technology NC IV	None
200.	HHCEMSNC2	Emergency Medical Services NC II	991.00
201.	HHCEMSNC3	Emergency Medical Services NC III	1,864.00
202.	HHCHCSNC2	Health Care Services NC II	878.00
203.	HHCHILNC2	Hilot (Wellness Massage) NC II	1,231.00
204.	HHCMATNC2	Massage Therapy NC II	814.00
205.	HHCOLSNC2	Ophthalmic Lens Services NC II	898.00
206.	HHCPHANC3	Pharmacy Services NC III	1,243.00
207.	HHBIDMSL2	Barangay Infectious Disease Management Services Level II	None
208.	HHCTL2	Contact Tracing Level II	None
209.	ICT2DANC3M	2D Animation NC III	978.00
210.	ICT2DANC3S	2D Animation NC III (Superseded)	500.00
211.	ICT2GANC3	2D Game Art Development NC III	1,120.00
212.	ICT3DANC3M	3D Animation NC III	2,078.00
213.	ICT3DANC3S	3D Animation NC III (Superseded)	500.00
214.	ICT3GANC3	3D Game Art Development NC III	1,120.00
215.	ICTANMNC2M	Animation NC II	1,200.00
216.	ICTANMNC2S	Animation NC II (Superseded)	500.00
217.	ICTBBINC2	Broadband Installation (Fixed Wireless Systems) NC II	1,041.00
218.	ICTCTVNC2	Cable TV Installation NC II	981.00
219.	ICTCTVNC3	Cable TV Operation and Maintenance NC III	1,027.00
220.	ICTCCSNC2	Contact Center Services NC II	None
221.	ICTGPRNC3	Game Programming NC III	1,114.00
222.	ICTMDTNC2	Medical Transcription NC II	969.00
223.	ICTPRNNC3	Programming (.Net Technology) NC III	None
224.	ICTPRJNC3M	Programming (Java) NC III	None
225.	ICTPRJNC3S	Programming (Java) NC III (Superseded)	None
226.	ICTPRONC3	Programming (Oracle Database) NC III	None
227.	ICTTCCNC2	Telecom OSP and Subscriber Line Installation (Copper Cable/POTS and DSL) NC II	1,144.00
228.	ICTTFONC2	Telecom OSP Installation (Fiber Optic Cable) NC II	1,144.00
229.	ICTVGDNC3M	Visual Graphic Design NC III	932.00
230.	ICTVGDNC3S	Visual Graphic Design NC III (Superseded)	500.00
231.	ICTWBDNC3	Web Development NC III	968.00
232.	ICTCESDRPG	Career Entry Course for Software Developers – RPG Level I	None
233.	ICTCESDLSC	Career Entry Course for Software Developers - Legacy System/Cobol Level II	None
234.	ICTCSIHL1	Computer Security Incident Handling Level I	None
235.	ICTCCSML3	Content Creation (Social Media) Level III	None



236.	ICTCWD	Creative Web Design	None
237.	ICTCTML1	Cyber Threat Monitoring Level I	None
238.	ICTDAL3	Data Analytics Level III	None
239.	ICTWD	Web Development	None
240.	LACELA1	English Language - A1 Level	None
241.	LACILA1	Italian Language - A1 Level	None
242.	LACSLA1	Spanis Language - A1 Level	None
243.	LACGLA1	German Language - A1 Level	None
244.	LACFRLA1	French Language - A1 Level	None
245.	LACPLA1	Portuguese Language - A1 Level	None
246.	LACMCLA1	Mandarin Chinese Language - A1 Level	None
247.	LACTMLA1	Taiwanese Mandarin Language - A1 Level	None
248.	LACKLA1	Korean Language - A1 Level	None
249.	LACJLA1	Japanese Language - A1 Level	None
250.	LACALA1	Arabic Language - A1 Level	None
251.	LACBLA1	Bahasa Language - A1 Level	None
252.	LACFILA1	Filipino Language - A1 Level	None
253.	LACELA2	English Language - A2 Level	None
254.	LACILA2	Italian Language - A2 Level	None
255.	LACSLA2	Spanis Language - A2 Level	None
256.	LACGLA2	German Language - A2 Level	None
257.	LACFRLA2	French Language - A2 Level	None
258.	LACPLA2	Portuguese Language - A2 Level	None
259.	LACMCLA2	Mandarin Chinese Language - A2 Level	None
260.	LACTMLA2	Taiwanese Mandarin Language - A2 Level	None
261.	LACKLA2	Korean Language - A2 Level	None
262.	LACJLA2	Japanese Language - A2 Level	None
263.	LACALA2	Arabic Language - A2 Level	None
264.	LACBLA2	Bahasa Language - A2 Level	None
265.	LACFILA2	Filipino Language - A2 Level	None
266.	LACELB1	English Language - B1 Level	None
267.	LACILB1	Italian Language - B1 Level	None
268.	LACSLB1	Spanis Language - B1 Level	None
269.	LACGLB1	German Language - B1 Level	None
270.	LACFRLB1	French Language - B1 Level	None
271.	LACPLB1	Portuguese Language - B1 Level	None
272.	LACMCLB1	Mandarin Chinese Language - B1 Level	None
273.	LACTMLB1	Taiwanese Mandarin Language - B1 Level	None
274.	LACKLB1	Korean Language - B1 Level	None



275.	LACJLB1	Japanese Language - B1 Level	None
276.	LACALB1	Arabic Language - B1 Level	None
277.	LACBLB1	Bahasa Language - B1 Level	None
278.	LACFILB1	Filipino Language - B1 Level	None
279.	LACALSGC	Arabic Language and Saudi/Gulf Culture	None
280.	LACELOEN	English Language and other English NTRs	None
281.	LACGLAC	German Language and Culture	None
282.	LACILAC	Italian Language and Culture	None
283.	LACJLAC150	Japanese Language and Culture (150 hours)	None
284.	LACJLAC300	Japanese Language And Culture (300 hours)	None
285.	LACKLAC	Korean Language and Culture	None
286.	LACMCLC	Mandarin Chinese Language and Culture	None
287.	LACSFDV	Spanish for Different Vocations	None
288.	MTMSCSNC1	Ship's Catering Services NC I	1,293.00
289.	MTMSCCNC3	Ships' Catering NC III (Ships' Cooks)	2,217.00
290.	MEECCONC3	CAD/CAM Operation NC III	1,337.00
291.	MEECLONC2	CNC Lathe Machine Operation NC II	1,385.00
292.	MEECLONC3	CNC Lathe Machine Operation NC III	1,385.00
293.	MEECMONC2	CNC Milling Machine Operation NC II	1,385.00
294.	MEECMONC3	CNC Milling Machine Operation NC III	1,385.00
295.	MEEFCWNC1	Flux-Cored Arc Welding (FCAW) NC I	1,079.00
296.	MEEFCWNC2	Flux-Cored Arc Welding (FCAW) NC II	3,353.00
297.	MEEFCWNC3	Flux-Cored Arc Welding (FCAW) NC III	1,054.00
298.	MEEMIGNC1	Gas Metal Arc Welding (GMAW) NC I	1,066.00
299.	MEEMIGNC2	Gas Metal Arc Welding (GMAW) NC II	3,361.00
300.	MEEMIGNC3	Gas Metal Arc Welding (GMAW) NC III	1,065.00
301.	MEETIGNC2	Gas Tungsten Arc Welding (GTAW) NC II	2,126.00
302.	MEETIGNC4	Gas Tungsten Arc Welding (GTAW) NC IV	500.00
303.	MEEGSWNC1	Gas Welding NC I	1,066.00
304.	MEEGSWNC2	Gas Welding NC II	1,050.00
305.	MEEMCGNC1M	Machining NC I	2,252.00
306.	MEEMCGNC1S	Machining NC I (Superseded)	500.00
307.	MEEMCGNC2	Machining NC II	1,285.00
308.	MEEMCGNC3	Machining NC III	1,301.00
309.	MEEDFTNC1	Mechanical Drafting NC I	1,068.00
310.	MEEPMMNC1	Plant Maintenance NC I	1,293.00
311.	MEEPMONC1	Press Machine Operation NC I	1,293.00
312.	MEEEAWNC1S	Shielded Metal Arc Welding (SMAW) NC I (Superseded)	2,234.00



313.	MEEEAWNC2S	Shielded Metal Arc Welding (SMAW) NC II (Superseded)	2,697.00
314.	MEEEAWNC3S	Shielded Metal Arc Welding (SMAW) NC III (Superseded)	3,723.00
315.	MEEEAWNC4S	Shielded Metal Arc Welding (SMAW) NC IV (Superseded)	5,129.00
316.	MEESAWNC1	Submerged Arc Welding (SAW) NC I	1,115.00
317.	MEESAWNC2	Submerged Arc Welding (SAW) NC II	1,137.00
318.	MEETDMNC2	Tool and Die Making NC II	1,167.00
319.	PFBFPPNC2	Fish Products Packaging NC II	1,041.00
320.	PFBFOPNC1	Food Processing NC I	1,506.00
321.	PFBFOPNC2	Food Processing NC II	1,850.00
322.	PFBFOPNC3	Food Processing NC III	1,041.00
323.	PFBFOPNC4	Food Processing NC IV	1,041.00
324.	PFBSLLNC2	Slaughtering Operations (Large Animal) NC II	946.00
325.	PFBSLNC2	Slaughtering Operations (Swine) NC II	949.00
326.	SOCBRBNC2	Barbering NC II	938.00
327.	SOCBCNNC2M	Beauty Care (Nail Care) Services NC II	876.00
328.	SOCBCNNC3	Beauty Care (Nail Enhancement Technology) Services NC III	967.00
329.	SOCBECNC2M	Beauty Care (Skin Care) Services NC II	1,410.00
330.	SOCBECNC2S	Beauty Care NC II (Superseded)	600.00
331.	SOCBECNC3S	Beauty Care NC III (Superseded)	600.00
332.	SOCBCNNC2S	Beauty Care Services (Nail Care) NC II (Superseded)	500.00
333.	SOCBCNNC3S	Beauty Care Services (Nail Care) NC III (Superseded)	500.00
334.	SOCBKPNC3	Bookkeeping NC III	841.00
335.	SOCDOWNC2M -F	Domestic Work NC II	None
336.	SOCDOWNC2S- E	Domestic Work NC II (Superseded)	1,347.00
337.	SOCDOWNC2S- F	Domestic Work NC II (Superseded)	1,347.00
338.	SOCDOWNC2S	Domestic Work NC II (Superseded)	635.00
339.	SOCHDRNC2S	Hairdressing NC II (Superseded)	
340.	SOCHDRNC3M	Hairdressing NC III	1,019.00
341.	SOCHDRNC3S- E	Hairdressing NC III (Superseded)	500.00
342.	SOCLGSNC2	Lifeguard Services NC II	1,029.00
343.	SOCLGSNC3	Lifeguard Services NC III	1,058.00
344.	SOCMICNC2	Microfinance Technology NC II	975.00
345.	SOCRESNC2	Real Estate Services NC II	789.00
346.	SOCSESNC1	Security Services NC I	813.00
347.	SOCSESNC2	Security Services NC II	826.00



348.	SOCCDML4	Cooperative Development and Management Level IV	None
349.	SOCCFCDL2	Facility Cleaning and Disinfecting Level II	None
350.	TRSBRTNC2	Barista NC II	1,295.00
351.	TRSBARNC2-E	Bartending NC II	1,399.00
352.	TRSBARNC2-F	Bartending NC II	1,399.00
353.	TRSBPPNC2S	Bread and Pastry Production NC II (Superseded)	1,720.00
354.	TRSCOKNC3S	Commercial Cooking NC III (Superseded)	500.00
355.	TRSCOKNC4S	Commercial Cooking NC IV (Superseded)	500.00
356.	TRSCOKNC2	Cookery NC II	1,907.00
357.	TRSEVMNC3M	Events Management Services NC III	None
358.	TRSEVMNC3S	Events Management Services NC III (Superseded)	905.00
359.	TRSFBSNC2	Food and Beverage Services NC II	882.00
360.	TRSFBSNC3M	Food and Beverage Services NC III	1,078.00
361.	TRSFBSNC3S	Food and Beverage Services NC III (Superseded)	500.00
362.	TRSFBSNC4	Food and Beverage Services NC IV	915.00
363.	TRSFOSNC2S	Front Office Services NC II (Superseded)	907.00
364.	TRSFOSNC3	Front Office Services NC III	859.00
365.	TRSFOSNC4	Front Office Services NC IV	838.00
366.	TRSHSKNC2	Housekeeping NC II	1,108.00
367.	TRSHSKNC3M	Housekeeping NC III	834.00
368.	TRSHSKNC3S	Housekeeping NC III (Superseded)	500.00
369.	TRSHSKNC4S	Housekeeping NC IV (Superseded)	500.00
370.	TRSLGNC2	Local Guiding Services NC II	1,327.00
371.	TRSTGSNC3	Tour Guiding Services NC III	None
372.	TRSTOPNC2	Tour Packaging (FIT AD HOC DOMESTIC) Services NC II	891.00
373.	TRSTPSNC2	Tourism Promotion Services NC II	870.00
374.	TRSTVSNC2M	Travel Services NC II	921.00
375.	TRSTVSNC2S	Travel Services NC II (Superseded)	500.00
376.	TRSBPDL4	Beverage Products Development Level IV	None
377.	TVETRML1	Trainers Methodology Level I (Trainer/Assessor)	3,323.00
378.	TVETRML2-E	Trainers Methodology Level II (Training Designer/Developer)	9,736.00
379.	TRML2CC1	Conduct Training-Needs Analysis (Leading to Trainers Methodology Level II)	1,658.00
380.	TRML2CC2	Develop Training Curriculum (Leading to Trainers Methodology Level II)	1,601.00
381.	TRML2CC3	Develop Learning Materials (Leading to Trainers Methodology Level II)	1,600.00
382.	TRML2CC4	Develop Learning Materials for e-Learning (Leading to Trainers Methodology Level II)	1,601.00



383.	TRML2CC5	Develop Assessment Tools (Leading to Trainers Methodology Level II)	1,601.00
384.	TRML2CC6	Design and Develop Maintenance System for Training Facilities (Leading to Trainers Methodology Level II)	1,675.00
385.	TRML2ELE1	Facilitate Development of Competency Standards (Leading to Trainers Methodology Level II)	None
386.	TVETFELS	Facilitate E-Learning Services	None
387.	UTLEPDNC2	Electric Power Distribution Line Construction NC II	2,731.00
388.	UTLEPDNC3	Electric Power Distribution Operation and Maintenance NC III	2,717.00
389.	UTLEPDNC4	Electric Power Distribution Operation and Maintenance NC IV	903.00
390.	UTL DLCNC2S	Line Construction (Electric Power Distribution) NC II (Superseded)	500.00
391.	UTLTXLNC2M	Transmission Line Installation and Maintenance NC II	1,950.00
392.	UTLTXLNC2S	Transmission Line Installation and Maintenance NC II (Superseded)	500.00
393.	UTLTXLNC3	Transmission Line Installation and Maintenance NC III	1,910.00
394.	UTLTXLNC3S	Transmission Line Installation and Maintenance NC III (Superseded)	500.00
395.	VSAILUNC2	Illustration NC II	1,023.00
396.	VSAPHONC2	Photography NC II	960.00
397.	WRTCSRNC2-E	Customer Services NC II	3,520.00

*\*Note:*

*A - Assessment fees with rental cost for the use of equipment during the conduct of assessment*

*B - Assessment fees without rental cost for the use of equipment during the conduct of assessment*

*C - Corn is being used during assessment*

*D - Rice is being used during assessment*

*E - Inclusive of Electives*

*F - Exclusive of Electives*

### STEP

1.	ACP213CC2	Plant Crops (Leading to Agricultural Crops Production NC II)	844.00
2.	AFFAPPNC2-F	Animal Production (Poultry-Chicken) NC II	897.00
3.	AFFAPSNC2	Animal Production (Swine) NC II	2,015.00
4.	OAP212CC3	Produce Organic Fertilizer (Leading to Organic Agriculture Production NC II)	810.00
5.	OAP212CC4	Produce Organic Concoctions and Extracts (Leading to Organic Agriculture Production NC II)	816.00
6.	OAP212CC5	Raise Organic Hogs (Leading to Organic Agriculture Production NC II)	815.00
7.	OAP212CC6	Raise Organic Small Ruminants (Leading to Organic Agriculture Production NC II)	803.00
8.	ALTATSNC1M	Automotive Servicing NC I	1,141.00
9.	ALTATSNC1S	Automotive Servicing NC I (Superseded)	450.00
10.	ALTDRVNC2-A	Driving NC II	1,034.00
11.	ALTDRVNC2-B	Driving NC II	819.00



12.	MSE215CC1	Service Motorcycle/Small Engine System (Leading to Motorcycle/Small Engine Servicing NC II)	1,199.00
13.	CONCARNC2M	Carpentry NC II	1,539.00
14.	CONROCNC2S	Carpentry NC II (Superseded)	600.00
15.	CONCOPNC2	Construction Painting NC II	1,156.00
16.	CONMASNC1M	Masonry NC I	1,153.00
17.	CONMASNC1S	Masonry NC I (Superseded)	1,100.00
18.	CONMASNC2M	Masonry NC II	1,535.00
19.	CONPLMNC1	Plumbing NC I	1,609.00
20.	CONPVINC2	PV Systems Installation NC II	927.00
21.	CONTILNC2M	Tile Setting NC II	1,415.00
22.	CONTILNC2S	Tile Setting NC II (Superseded)	500.00
23.	ELCEIMNC2	Electrical Installation and Maintenance NC II	1,849.00
24.	EPA213CC1	Assemble Electronic Products (Leading to EPAS NC II)	917.00
25.	EPA213CC2	Service Consumer Electronic Products and Systems (Leading to EPAS NC II)	881.00
26.	GRMDRMNC2	Dressmaking NC II	1,348.00
27.	MEEEAWNC1S	Shielded Metal Arc Welding (SMAW) NC I (Superseded)	2,234.00
28.	MEEEAWNC2S	Shielded Metal Arc Welding (SMAW) NC II (Superseded)	2,697.00
29.	FOP215CC2	Process Food by Fermentation and Pickling (Leading to Food Processing NC II)	1,180.00
30.	TRSBPPNC2S	Bread and Pastry Production NC II (Superseded)	1,720.00
31.	TRSCOKNC2	Cookery NC II	1,907.00
32.	COK214CC1	Prepare and Cook Hot Meals (Leading to Cookery NC II)	1,907.00
33.	COK214CC2	Prepare Cold Meals (Leading to Cookery NC II)	1,907.00
<b>TWSP-PAFSE</b>			
1.	AFFACPNC1	Agricultural Crops Production NC I	3,377.00
2.	ACP105CC1	Support Horticultural Crop Work (Leading to Agricultural Crops Production NC I)	821.00
3.	ACP105CC2	Support Nursery Work (Leading to Agricultural Crops Production NC I)	837.00
4.	ACP105CC3	Support Agronomic Crop Work (Leading to Agricultural Crops Production NC I)	838.00
5.	AFFACPNC2	Agricultural Crops Production NC II	995.00
6.	ACP213CC2	Plant Crops (Leading to Agricultural Crops Production NC II)	844.00
7.	AFFACPNC3-F	Agricultural Crops Production NC III	8,097.00
8.	ACP306CC1	Prepare Land for Agricultural Crop Production (Leading to Agricultural Crop Production NC III)	817.00
9.	ACP306CC2	Implement Post-Harvest Program (Leading to Agricultural Crops Production NC III)	869.00





10.	ACP306CC3	Implement Plant Nutrition Program (Leading to Agricultural Crops Production NC III)	791.00
11.	ACP306CC4	Control Weeds (Leading to Agricultural Crops Production NC III)	788.00
12.	ACP306CC6	Establish Agronomic Crops (Leading to Agricultural Crops Production NC III)	821.00
13.	ACP306CC7	Undertake Agronomic Crop Maintenance Program (Leading to Agricultural Crops Production NC III)	776.00
14.	ACP306CC8	Undertake Agronomic Crop Harvesting Activities (Leading to Agricultural Crops Production NC III)	865.00
15.	ACP306ELE7	Keep Records for Farm Business (Leading to Agricultural Crops Production NC III)	None
16.	AFFAPPNC2-F	Animal Production (Poultry-Chicken) NC II	897.00
17.	APP213CC1	Maintain Poultry House (Leading to Animal Production (Poultry-Chicken) NC II)	778.00
18.	APP213CC2	Brood and Grow Chicks (Leading to Animal Production (Poultry-Chicken) NC II)	796.00
19.	APP213CC3	Perform Pre-Lay and Lay Activities (Leading to Animal Production (Poultry-Chicken) NC II)	777.00
20.	AFFAPRNC2	Animal Production (Ruminants) NC II	1,629.00
21.	APR213CC1	Maintain Housing, Farm Implements and Surrounding Area (Leading to Animal Production (Ruminants) NC II)	835.00
22.	APR213CC2	Provide Forage (Leading to Animal Production (Ruminants) NC II)	785.00
23.	APR213CC3	Perform Breeding of Ruminants (Leading to Animal Production (Ruminants) NC II)	790.00
24.	APR213CC4	Raise Dairy Animals (Leading to Animal Production (Ruminants) NC II)	822.00
25.	APR213CC5	Raise Meat-Type Animals (Leading to Animal Production (Ruminants) NC II)	829.00
26.	AFFAPSNC2	Animal Production (Swine) NC II	2,015.00
27.	APS213CC1	Handle Breeders (Leading to Animal Production (Swine) NC II)	805.00
28.	AFFAQCNC2S	Aquaculture NC II (Superseded)	350.00
29.	AFFFSCNC1	Fish Capture NC I	847.00
30.	AFFFSCNC2	Fish Capture NC II	847.00
31.	AFFFGRCNC3	Fishing Gear Repair and Maintenance NC III	870.00
32.	AFFFWONC1	Fishport/Wharf Operation NC I	1,367.00
33.	AFFHTCNC3	Horticulture NC III	827.00
34.	HTC306CC6	Establish Horticultural Crops (Leading to Horticulture NC III)	827.00
35.	HTC306CC7	Coordinate Horticultural Maintenance Program (Leading to Horticulture NC III)	827.00
36.	HTC306CC8	Coordinate Horticultural Crop Harvesting (Leading to Horticulture NC III)	827.00



		III)	
37.	HTC306CC9	Undertake Field Budding and Grafting (Leading to Horticulture NC III)	827.00
38.	HTC306CC10	Undertake Propagation Activities (Leading to Horticulture NC III)	None
39.	HTC306ELE16	Maintain and Monitor Environmental Work Practices (Leading to Horticulture NC III)	None
40.	AFFLIMNC2	Landscape Installation and Maintenance (Softscape) NC II	1,111.00
41.	AFFOAPNC2-E	Organic Agriculture Production NC II	979.00
42.	AFFOAPNC2-F	Organic Agriculture Production NC II	979.00
43.	OAP212CC1	Raise Organic Chicken (Leading to Organic Agriculture Production NC II)	808.00
44.	OAP212CC2	Produce Organic Vegetables (Leading to Organic Agriculture Production NC II)	814.00
45.	OAP212CC3	Produce Organic Fertilizer (Leading to Organic Agriculture Production NC II)	810.00
46.	OAP212CC4	Produce Organic Concoctions and Extracts (Leading to Organic Agriculture Production NC II)	816.00
47.	OAP212CC5	Raise Organic Hogs (Leading to Organic Agriculture Production NC II)	815.00
48.	OAP212CC6	Raise Organic Small Ruminants (Leading to Organic Agriculture Production NC II)	803.00
49.	AFFPMVNC2	Pest Management (Vegetables) NC II	1,177.00
50.	PMV207CC1	Conduct Field Assessment (Leading to Pest Management (Vegetables) NC II)	1,177.00
51.	PMV207CC2	Apply Bio-Control Measures (Leading to Pest Management (Vegetables) NC II)	1,177.00
52.	PMV207CC3	Apply Cultural Management Strategies (Leading to Pest Management (Vegetables) NC II)	1,177.00
53.	PMV207CC4	Apply Physical Control Measures (Leading to Pest Management (Vegetables) NC II)	None
54.	PMV207CC6	Monitor Results of Control Activities and Provide Feedback (Leading to Pest Management (Vegetables) NC II)	None
55.	AFFRMONC2	Rice Machinery Operations NC II	1,323.00
56.	AFFRPCNC2	Rubber Processing NC II	1,115.00
57.	AFFRPTNC2M	Rubber Production NC II	1,645.00
58.	AFFRPTNC2S	Rubber Production NC II (Superseded)	500.00
59.	AFFCPRL2	Coffee Production Level II	None
60.	AFFCORP	Corn Production	None
61.	AFFELFP	Edible Landscapping with Farm Branding	None
62.	AFFOPPR	Oil Palm Production	None
63.	AFFOACP	Organic Arabica Coffee Production	None



64.	AFFORPR	Organic Rice Production	None
65.	AFFOMPFB	Oyster Mushroom Production with Farm Branding	None
<b>RESP</b>			
1.	AFFAGENC2	Agroentrepreneurship NC II	854.00
2.	AFFAAGEC3	Agroentrepreneurship NC III	853.00
3.	AFFDMSNC3	Drying and Milling Plant Servicing NC III	3,092.00
4.	DMS317CC1	Service Grain Drying Plant Facilities (Leading to Drying and Milling Plant Servicing NC III)	1,025.00
5.	DMS317CC2	Service Rice Milling Plant Facility (Leading to Drying and Milling Plant Servicing NC III)	1,033.00
6.	AFFRMONC2	Rice Machinery Operations NC II	1,323.00
7.	FWO207CC1	Operating Rice Land Preparation Machinery and Equipment (Leading to Rice Machinery Operations NC II)	838.00
8.	RMO207CC2	Operating Rice Crop Establishment Machinery and Equipment (Leading to Rice Machinery Operations NC II)	868.00
9.	RMO207CC3	Operating Rice Crop Care Machinery and Equipment (Leading to Rice Machinery Operations NC II)	898.00
10.	RMO207CC4	Operating Rice Harvesting and Threshing Machinery and Equipment (Leading to Rice Machinery Operations NC II)	820.00
11.	RMO207CC5	Operating Rice Drying Machinery and Equipment (Leading to Rice Machinery Operations NC II)	850.00
12.	RMO207CC6	Operating Rice Mill Machinery and Equipment (Leading to Rice Machinery Operations NC II)	1,070.00
13.	MSE215CC1	Service Motorcycle/Small Engine System (Leading to Motorcycle/Small Engine Servicing NC II)	1,199.00
<p><i>*Note:</i>  <i>E - Inclusive of Electives</i>  <i>F - Exclusive of Electives</i></p>			
<b>CFSP</b>			
1.	AFFACPNC1	Agricultural Crops Production NC I	3,377.00
2.	ACP105CC1	Support Horticultural Crop Work (Leading to Agricultural Crops Production NC I)	821.00
3.	ACP105CC2	Support Nursery Work (Leading to Agricultural Crops Production NC I)	837.00
4.	ACP105CC3	Support Agronomic Crop Work (Leading to Agricultural Crops Production NC I)	838.00
5.	AFFACPNC2	Agricultural Crops Production NC II	995.00
6.	ACP213CC2	Plant Crops (Leading to Agricultural Crops Production NC II)	844.00
7.	AFFACPNC3-F	Agricultural Crops Production NC III	8,097.00
8.	ACP306CC1	Prepare Land for Agricultural Crop Production (Leading to Agricultural	817.00



		Crop Production NC III)	
9.	ACP306CC2	Implement Post-Harvest Program (Leading to Agricultural Crops Production NC III)	869.00
10.	ACP306CC3	Implement Plant Nutrition Program (Leading to Agricultural Crops Production NC III)	791.00
11.	ACP306CC4	Control Weeds (Leading to Agricultural Crops Production NC III)	788.00
12.	ACP306CC6	Establish Agronomic Crops (Leading to Agricultural Crops Production NC III)	821.00
13.	ACP306CC7	Undertake Agronomic Crop Maintenance Program (Leading to Agricultural Crops Production NC III)	776.00
14.	ACP306CC8	Undertake Agronomic Crop Harvesting Activities (Leading to Agricultural Crops Production NC III)	865.00
15.	ACP306ELE7	Keep Records for Farm Business (Leading to Agricultural Crops Production NC III)	None
16.	AFFAGENC2	Agroentrepreneurship NC II	854.00
17.	AFFAPPNC2-F	Animal Production (Poultry-Chicken) NC II	897.00
18.	APP213CC1	Maintain Poultry House (Leading to Animal Production (Poultry-Chicken) NC II)	778.00
19.	APP213CC2	Brood and Grow Chicks (Leading to Animal Production (Poultry-Chicken) NC II)	796.00
20.	APP213CC3	Perform Pre-Lay and Lay Activities (Leading to Animal Production (Poultry-Chicken) NC II)	777.00
21.	AFFAPRNC2	Animal Production (Ruminants) NC II	1,629.00
22.	APR213CC1	Maintain Housing, Farm Implements and Surrounding Area (Leading to Animal Production (Ruminants) NC II)	835.00
23.	APR213CC2	Provide Forage (Leading to Animal Production (Ruminants) NC II)	785.00
24.	APR213CC3	Perform Breeding of Ruminants (Leading to Animal Production (Ruminants) NC II)	790.00
25.	APR213CC4	Raise Dairy Animals (Leading to Animal Production (Ruminants) NC II)	822.00
26.	APR213CC5	Raise Meat-Type Animals (Leading to Animal Production (Ruminants) NC II)	829.00
27.	AFFOAPNC2-E	Organic Agriculture Production NC II	979.00
28.	AFFOAPNC2-F	Organic Agriculture Production NC II	979.00
29.	OAP212CC1	Raise Organic Chicken (Leading to Organic Agriculture Production NC II)	808.00
30.	OAP212CC2	Produce Organic Vegetables (Leading to Organic Agriculture Production NC II)	814.00
31.	OAP212CC3	Produce Organic Fertilizer (Leading to Organic Agriculture Production NC II)	810.00
32.	OAP212CC4	Produce Organic Concoctions and Extracts (Leading to Organic Agriculture Production NC II)	816.00



33.	OAP212CC5	Raise Organic Hogs (Leading to Organic Agriculture Production NC II)	815.00
34.	OAP212CC6	Raise Organic Small Ruminants (Leading to Organic Agriculture Production NC II)	803.00
35.	AFFCPRL2	Coffee Production Level II	None

*\*Note:*

*E - Inclusive of Electives*

*F - Exclusive of Electives*

## 2. Application for Scholarship and Enrolment

This service pertains to the enrolment and registration of interested citizens to a certain training program offered by the training center.

<b>Office or Division:</b>	Office of the Administrator/Center Chief	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- High School Graduates;</li> <li>- Working Age Population;</li> <li>- Any citizen who are qualified for a given Training Program</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Duly accomplished Registration Form/Enrolment Form (1 original) (MIS 03-01, ver 2020)		Registrar's Office
2. Form 137/ ALS Certificate/ Transcript of Records/ <b>Diploma</b> / High school Diploma / equivalent (1 certified true photocopy)		Last School Graduated or Attended / Applicant
3. NSO/PSA Birth Certificate (1 photocopy)		Philippine Statistic Authority
4. Marriage Certificate (for married women only) (1 photocopy)		Philippine Statistic Authority
5. Pictures a. 1 x 1 ID picture, (4 pieces)		Applicant
6. Medical Certificate (1 original)		Government Hospital / Clinic
7. Barangay Clearance/Police/NBI Clearance (1 original & 1 photocopy)		Barangay Hall/Police District Office/NBI
8. Personal Accident Insurance		Government / Private Insurance Company
9. Duly accomplished POWERTEST		Training Institution



<b>After the Training:</b>				
1. Certificate of Completion for OJT/SIL for qualifications that require OJT/SIL or Certificate of Employment for those directly employed.			Company	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquiries on the trainings available for enrolment	1.1. Provides information on the available trainings and programs	None	5 Minutes	<i>Front Desk Officer/ Information &amp; Referral Officer Administrator Office of the Administrator/ Center Chief</i>
	1.2 Issues Applicant's Information Sheet and Interview Sheet	None	1 minute	<i>Front Desk Officer/ Information &amp; Referral Officer Administrator Office of the Administrator/ Center Chief</i>
2. Fills out and submits Applicant's Information Sheet and Interview Sheet	2.1 Checks completeness of Applicant's Interview Sheet	None	5 Minutes	<i>Trainer Administrator Office of the Administrator</i>
3. Attends interview	3.1 Interviews and assesses applicant	None	15 Minutes	<i>Trainer Administrator Office of the Administrator</i>
4. Takes Qualifying Examination	4.1 Administers qualifying examination	None	1 hour	<i>Testing Officer Administrator Office of the Administrator</i>
5. Accomplishes registration form and receives list of requirements (MIS 03-01, ver 2020)	5.1 Issues registration form and list of requirements	None	10 minutes	<i>Front Desk Officer/ Information &amp; Referral Officer Administrator Office of the Administrator/ Center Chief</i>



6. Submits accomplished registration form and requirements	6.1 Evaluates requirements as to completeness and correctness	None	5 Minutes	<i>Registrar/ Administrator Office of the Administrator/ Center Chief</i>
7. Receives admission slip	7.1. Encodes student's registration to T2MIS and issues admission slip	None	5 Minutes	<i>Registrar Administrator Office of the Administrator/ Center Chief</i>
	<b>TOTAL:</b>	None	<b>1 hour, 46 minutes</b>	

### 3. Issuance of Certificate of Training

Certificates of Training are issued/released to graduates after their completion of a TESDA registered training program.

<b>Office or Division:</b>	Office of the Administrator/Center Chief			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Graduates of the training program offered by the Training Center			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished Request Form (1 original Copy) 2. Clearance (1 original Copy)		Registrar's Office		
3. Certificate of Completion for OJT/SIL for qualifications that require OJT/SIL or Certificate of Employment for those directly employed. (1 original Copy) (RVI)		Company		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Accomplishes the request form and submits the requirements	1.1. Checks the authenticity and validity of the documents submitted	None	5 Minutes	<i>Registrar Administrator/ Center Chief Office of the Administrator/ Center Chief</i>
	1.2. Verifies/ Checks the name of the graduate in the Master list  2.2. Trainer/VIS checks the authenticity and validity of the documents submitted	None	20 Minutes	<i>Registrar Administrator/ Center Chief Office of the Administrator/ Center Chief</i>
2. Receives Certificate of Training and signs the Training Certificate Record Book	2. Releases Certificate of Training	None	5 Minutes	<i>Registrar Administrator/ Center Chief Office of the Administrator/ Center Chief</i>
	<b>TOTAL:</b>	None	30 Minutes	

#### 4. Replacement of Lost Training Certificate

This service is provided to replace valid but lost Training Certificate of a graduate.

<b>Office or Division:</b>	Office of the Administrator	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen	
<b>Who may avail:</b>	Graduates of TESDA Training Centers who have lost his/her training certificate	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter of Request (1 original) 2. Duly Notarized Affidavit of Loss (1 original)		Applicant Applicant





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits documentary requirements	1.1 Checks the completeness and correctness of documents	None	30 Minutes	Registrar Admin. Office
	1.2 Verifies profile of the graduate in the T2MIS	None	30 Minutes	Registrar Admin. Office
	1.3 Prepares, prints and releases the training certificate	None	30 Minutes	Registrar/ Administrator Admin. Office
2. Pays replacement fee	2.1 Receives payment	PHP 100	10 Minutes	Cashier Admin. Office
	2.2 Issues Official Receipt	None	5 Minutes	Cashier Admin. Office
3. Receives re-issued Training Certificate	2.3 Issue Training Certificate	None	5 Minutes	Registrar Admin. Office
	<b>TOTAL:</b>	PHP 100	1 Hour 50 Minutes	

## 5. Customer Inquiry and Feedback Through Calls

The Agency through its Hotline number receives, facilitates, assesses and provides information and other needs of the customers.

This pertains to the service addressing simple inquiries and feedback from customer calls requesting information through the PACD Training Center.

<b>Office or Division:</b>	Public Assistance and Complaint Desk (PACD) - Training Center
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	



1. Call the Hotline number		Customer/ Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Call the TESDA Hotline number	1.1 Receives call	None	1 Minute	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)  <i>Registrar/ Administrator</i> Training Office
	1.2 Logs Caller's name, location, inquiry in the CCU Client Log Form	None	1 Minute	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)  <i>Registrar/ Administrator</i> Training Office
2. Obtains the requested information/assistance	2.1 Provides action for inquiry/ request	None	2 Minutes	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)  <i>Registrar/ Administrator</i> Training Office
	<b>TOTAL:</b>	None	<b>4 Minutes</b>	

## 6. Customer Inquiry and Feedback Through Calls with Concerned Office

This pertains to the service addressing simple inquiries and feedback from customer calls requesting information through the PACD in coordination with the Office/units within the TESDA Training center.

<b>Office or Division:</b>	Public Assistance and Complaint Desk (PACD) - Training Center
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government



Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Call the Hotline number		Customer/ Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Call the TESDA Hotline number	1.1 Receives call	None	1 Minute	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD) <i>Registrar/ Administrator</i> Training Office
	1.2 Logs Caller's name, location, inquiry in the Client Log Form	None	1 Minute	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD) <i>Registrar/ Administrator</i> Training Office
	1.3 Refers and provide callers with the contact information of the concerned office that will provide the assistance	None	2 Minutes	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD) <i>Registrar/ Administrator</i> Training Office
2. Calls and obtains the requested information/assistance from training Center	2.1 Provides information/ requests	None	2 Minutes	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD) <i>Registrar/ Administrator</i> Training Office
	<b>TOTAL:</b>	None	6 Minutes	



## 7. Customer Inquiry and Feedback Through Public Assistance and Complaint Desk

The Agency through its Public Assistance and Complaint Desk (PACD) receives, facilitates, assesses and provides information and other needs of the walk-in customers.

This pertains to the service addressing simple inquiries and feedback from walk-in customers requesting information through the PACD Training Center.

<b>Office or Division:</b>	Public Assistance and Complaint Desk (PACD) - Training Center			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	All Walk-in Customers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
N/A		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Visits TESDA Training Center - Public Assistance and Complaint Desk and fills out the client logbook	1. Receives the client/ customer	None	1 Minute	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)  <i>Registrar/ Administrator</i> Training Office
	1.2 Assesses inquiry/request/s	None	3 Minutes	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)  <i>Registrar/ Administrator</i> Training Office
2. Obtain the requested information from the CSO PACD	2.1 Addresses/ provides the information on inquiry/ request	None	7 Minutes	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)



				<i>Registrar/ Administrator Training Office</i>
	<b>TOTAL:</b>	None	11 Minutes	

## 8. Customer Inquiry and Feedback Through Public Assistance and Complaint Desk with Concerned Office

This pertains to the service addressing simple inquiries and feedback from walk-in customers requesting information through the PACD in coordination with the Office/units within the TESDA Training Center.

<b>Office or Division:</b>	Public Assistance and Complaint Desk (PACD) - Training Center			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	All Walk-in Customers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
N/A		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Visits TESDA Training Center - Public Assistance and Complaint Desk and fills out the client logbook	1. Receives the client/ customer	None	1 Minute	<i>Customer Service Officer (CSO) Public Assistance and Complaint Desk (PACD)  Registrar/ Administrator Training Office</i>
	1.2 Assesses inquiry/request/s	None	3 Minutes	<i>Customer Service Officer (CSO) Public Assistance and Complaint Desk (PACD)  Registrar/ Administrator Training Office</i>



	1.3 Identifies the office/unit where the inquiry/request may be addressed	None	5 Minutes	<i>Customer Service Officer (CSO) Public Assistance and Complaint Desk (PACD)  Registrar/ Administrator Training Office</i>
	1.4 Endorses the client/ customer to the Concerned Office/ Focal Person	None	3 Minutes	<i>Customer Service Officer (CSO) Public Assistance and Complaint Desk (PACD)  Registrar/ Administrator Training Office</i>
	1.5 Reviews and evaluates the inquiry/request	None	15 Minutes	<i>Focal Person Chief/Head Concerned Office</i>
2. Obtain the requested information from the CSO PACD	2.1 Addresses/ provides the information on inquiry/ request	None	7 Minutes	<i>Chief/ Head of Concerned Office</i>
	<b>TOTAL:</b>	None	34 Minutes	

## 9. Customer Inquiry and Feedback Through SMS and Electronic Mails

The Agency through its Hotline electronic mail address and SMS number receives, facilitates, assesses and provides information and other needs of the customers.

This pertains to the service addressing simple inquiries and feedback from customer texts and electronic mails requesting information through the PACD

<b>Office or Division:</b>	Public Assistance and Complaint Desk (PACD) - Training Center
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	



1. Message sent thru e-mail (contactcenter@tesda.gov.ph) or SMS (0917-4794-370)		Customer/ Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends email or SMS to TESDA email account and SMS number	1. Accesses the email account/SMS online facility	None	1 Minute	Customer Service Officer (CSO) Public Assistance and Complaint Desk (PACD)  Registrar/ Administrator Training Office
2. Obtains the requested information/ assistance from PACD	2. Provides action for simple inquiry/ requests; or	None	5 Minutes	Customer Service Officer (CSO) Public Assistance and Complaint Desk (PACD)  Registrar/ Administrator Training Office
<b>TOTAL:</b>		None	6 Minutes	

## 10. Customer Inquiry and Feedback Through SMS and Electronic Mails with the Concerned Office

This pertains to the service addressing complex inquiries and feedback from customer texts and electronic mails requesting information through the Contact Center Unit in coordination with the office/Units within the TESDA Central Office.

<b>Office or Division:</b>	Public Assistance and Complaint Desk (PACD) - Training Center
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	



1. Message sent thru e-mail (contactcenter@tesda.gov.ph) or SMS (0917-4794-370)		Customer/ Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends email or SMS to TESDA email account and SMS number	1. Accesses the email account/SMS online facility	None	1 Minute	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)  <i>Registrar/ Administrator Training Office</i>
	1.2 Prepares the transmittal to the Concerned Office that will provide the assistance information	None	5 Minutes	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)  <i>Registrar/ Administrator Training Office</i>
	1.3 Endorsed the transmittal to the Concerned Office/ Focal Person	None	3 Minutes	<i>Customer Service Officer (CSO)</i> Public Assistance and Complaint Desk (PACD)  <i>Registrar/ Administrator Training Office</i>
	1.4 Reviews and evaluates the customer inquiry/ request	None	15 Minutes	<i>Focal Person Chief/Head Concerned Office</i>
	1.5 Gathers factual information	None	3 Days	<i>Focal Person Chief/Head Concerned Office</i>
	1.6 Prepared response/letter for the customer/client	None	3 Days	<i>Focal Person Chief/Head Concerned Office</i>





2. Obtains the requested information/ assistance from Concerned Office	2.1 Sends response to the requested information	None	2 Minutes	<i>Focal Person Chief/Head Concerned Office</i>
<b>TOTAL:</b>		None	6 Days, 26 Minutes	

## 11. Community-Based Training

Availment of Community-Based Training to all qualified clients.

<b>Office or Division:</b>	TESDA Training Center			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Fully Filled up Application Form (2 Original)			Training Center	
2. 1"x1" ID Picture with white background (4 pieces)			Client	
3. Birth Certificate from PSA (1 photocopy)			Philippine Statistics Authority	
4. Marriage Certificate for Female Applicant , if married (1 photocopy)			Philippine Statistics Authority	
5. Long Folder with Fastener (1 piece)			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiries on the Community Based Trainings Available for enrolment	Provide information to clients as to CBT programs available	None	10 Minutes	<i>Training Department Front Desk Officer / Officer of the Day</i>  Training Center Office



2. Accomplishes registration form and receives list of requirements	Receives accomplished registration form with the requirements	None	15 Minutes	<i>Training Department / Officer of the Day</i> Training Center Office
3. Receives Admission Slip	3.1 Encodes student's registration to T2MIS and issues admission slip	None	5 Minutes	<i>Community Based Training Focal</i> Training Center Office
	TOTAL	None	30 Minutes	

## 12. Availment of Scholarship Program

This service pertains to the enrolment and registration of interested citizen to a certain training program offered by the training center

<b>Office or Division:</b>	TTIs		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C – Government to Citizen		
<b>Who may avail:</b>	Filipino Citizen who are qualified for a given Training Program		
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Accomplished Registration Form (1 original copy)</li> </ul>	Training Center		
<ul style="list-style-type: none"> <li>Diploma/Transcript of Records/Report Card/Certification from the last school attended (1 photocopy)</li> <li>Birth Certificate from PSA (1 photocopy)</li> <li>Marriage Certificate for Female Applicant, if Married (1 photocopy)</li> <li>Medical Certificate (fit to undergo training) (1 original copy)</li> <li>Personal Accident Insurance</li> <li>4 pcs – 1"x1" ID Picture with white background</li> </ul>	Applicant  Philippine Statistics Authority  Philippine Statistics Authority  Government/Private Hospital/Center  Government/Private Insurance Company		



<ul style="list-style-type: none"> <li>Long Folder w/ Fastener (1 piece)</li> </ul>		Applicant		
		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
a. Inquire from the registrar about the training program of interest	Provide information on the training scholarship program	None	3 minutes	<i>Registrar</i> Office of the Registrar
b. If interested for training, take the Power Test Exam	Administer the Power Test Exam	None	145 minutes	<i>Registrar</i> <i>Registrar</i> Office of the Registrar
c. Conduct interview after the Power Test Exam	Interview the applicants	None	20 minutes	<i>Scholarship Focal / TESDA Staffs</i>  Office of the Registrar
d. Accept the submitted requirements	Accept/check the requirements submitted by the applicants	None	5 minutes	<i>Registrar</i> <i>Registrar</i> Office of the Registrar
	TOTAL:	None	2 Hours, 53 Minutes	

### 13. Catering Services

TESDA Women's Center Canteen provides catering services to other government agencies and non-government organizations



<b>Office or Division:</b>	Office of the Administrator/ Center Chief			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	TESDA Offices in the Central Office			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly accomplished Catering Request Form (1 Original Copy)		Canteen Manager		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits duly accomplished Catering Request Form	1.1 Receives Catering Request Form	None	1 Minute	<i>Canteen Supervisor Center Chief Office of the Administrator/ Center Chief</i>
	1.2 Checks whether the requesting office has unsettled account.	None	2 Minutes	<i>Canteen Supervisor Center Chief Office of the Administrator/ Center Chief</i>
	1.3.a. If with unsettled account, denies the catering request; or  1.3.b. if without, processes catering request.	None	2 Minutes	<i>Canteen Supervisor Center Chief Office of the Administrator/ Center Chief</i>
	1.4. Prepares menu plan and computation of the cost of catering service based on prescribed pricing	None	5 Minutes	<i>Canteen Supervisor Center Chief Office of the Administrator/ Center Chief</i>
2. Receives and agrees to the menu	2.1. Provides the menu plan and	None	5 Minutes	<i>Canteen Supervisor Center Chief</i>



plan and catering service cost	catering service cost			Office of the Administrator/ Center Chief
	2.2. Endorses menu plan to the kitchen staff and service attendants	None	5 Minutes	<i>Canteen Supervisor Center Chief Office of the Administrator/ Center Chief</i>
3. Receives catering services	3.1. Renders catering services	Choice of Food x No. of Pax = Total Cost  (Choice of Food + Additional) x No. of Pax = Total Cost  <i>*Please refer to the service menu below</i>	5 Minutes	<i>Canteen Supervisor Center Chief Office of the Administrator/ Center Chief</i>
	3.2. Prepares and issues billing statement for catering services rendered	None	1 day	<i>Canteen Supervisor Center Chief</i>
4. Pays the bill	4.1 Receives payment	None	4 Minute	<i>Canteen Supervisor Center Chief</i>
5. Received Official Receipt	4.2 Issues Official Receipt	None	1 Minute	<i>Canteen Supervisor Center Chief</i>
	<b>TOTAL:</b>	Choice of Food x No. of Pax = Total Cost	1 day, 30 Minutes	



		(Choice of Food + Additional) x No. of Pax = Total Cost		
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**SERVICE MENU:**

**A. Plated Services: (Serve with rice, bottled water & dessert)**

Set of Choices:

**Php 200.00** - 1 soup, 1 main course (meat/poultry)  
1 side dish (vegetable or salad)

**Php 250.00** - 1 soup, 2 main course (meat/poultry)  
1 side dish (vegetable or salad)

**Php 300.00** - 1 soup, 3 main course (meat/poultry)  
1 side dish (vegetable or salad)

**B. Buffet Services: (Serve with rice, bottled water, & dessert)**

Set of Choices:

**Php 350.00** - 1 soup, 2 main course (meat/poultry)  
1 side dish (vegetable or salad)

**Php 450.00** - 1 soup, 2 main course (meat/poultry/seafood)  
2 side dish (vegetable or salad), slice fruits

**Php 550.00** - 1 soup, 3 main course (meat/poultry/seafood)  
2 side dish (vegetable or salad), slice fruits

**Php 700.00** - 1 soup, 1 appetizer, 3 main course (meat/poultry/seafood)  
2 side dish (vegetable or salad), slice fruits, flowing brewed coffee/tea

**C. Breakfast: (Serve with rice, bottled water, & dessert)**

Php 200.00 - egg benedict (poached egg w/ muffins), bacon

Php 200.00 - hash brown, sausage or bacon, sunny side up

Php 200.00 - smoked bangus w/ atchara, salted egg

Php 200.00 - fried danggit w/ atchara, boiled egg

Php 200.00 - pancake, vienna sausage, sunny side up

Php 200.00 - corned beef, corned tuna, sunny side up

Php 150.00 - hotdog, scrambled egg w/ tomato, onion & basil

Php 150.00 - meatloaf, sunny side up egg



Php 125.00 - sweet & spicy dilis or tuyo flakes, sunny side up egg

**D. Pasta/Noodles:**

	<b>SET</b>	<b>GROUP</b>
	(w/ drinks & garlic bread)	(1 kg)
Seafood Pasta	250.00	2500.00
Baked Lasagna	200.00	2000.00
Chapchae	200.00	2000.00
Angel Hair in Tuna	175.00	1500.00
Mushroom Sauce		
Pasta Alfredo	150.00	1500.00
Putanesca	150.00	1500.00
Meaty Spaghetti	150.00	1500.00
Cheesy Carbonara	150.00	1500.00
Sotanghon Guisado	150.00	900.00
Miki-Bihon	150.00	900.00
Pancit Bihon	150.00	900.00
Pancit Canton	150.00	900.00

**E. Sandwiches / Bread: (w/ drinks)**

Php 150.00 - Ham & Cheese  
 Php 150.00 - Cheese Burger  
 Php 150.00 - Hot Dog Sandwich/Roll  
 Php 150.00 - Club Sandwich (Chicken/Tuna)  
 Php 150.00 - Fish Fillet Sandwich  
 Php 150.00 - Chicken Fillet Sandwich

Php 175.00 - Bacon & Cheese  
 Php 200.00 - Croissant (any Fillings)  
 Php 250.00 - Tuna Over (any Fillings)  
 Php 200.00 - Empanada (Chicken/Pork)  
 Php 200.00 - Coffee Bun  
 Php 250.00 - Mini Danish Pastries  
 Php 200.00 - Muffins/ Cakes/ Pie/ Assorted Baked Product  
 Php 100.00 - Custard Cake  
 Php 100.00 - Tuna Salad  
 Php 100.00 - Chicken Salad  
 Php 100.00 - Spanish Roll  
 Php 100.00 - Pandecoco  
 Php 100.00 - Cheese Pimiento

**F. Additional: (optional)**



Php 20.00/pax - Instant Coffee  
 Php 50.00/pax - Brewed Coffee  
 Php 25.00 - w/fruits or fruit juice (for Breakfast)  
 Php 25.00 - changing the regular egg into omelet (for Breakfast)  
 Php 50.00 - fruits (for set food and Sandwiches/Bread)

## 14. Dormitory Services

TESDA Women's Center provides dormitory services to external clients.

<b>Office or Division:</b>	Office of the Administrator/Center Chief			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	Trainees, Job Order Personnel and others referred by TESDAs			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Duly accomplished Registration Form (1 Original Copy)			Dormitory Manager	
2. Order of Payment (1 Original Copy)			Dormitory Manager	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquires room availability	1. Answers queries and provides Registration Form	None	5 Minutes	<i>Dormitory Manager Administrator Office of the Administrator</i>
2.1. Fills out and submits Registration Form	2. Receives accomplished Registration Form and issues Order of Payment	None	5 Minutes	<i>Dormitory Manager Administrator Office of the Administrator</i>
3. Receives the Order of Payment and pays the dormitory fee	3. Accepts payment and issues Official Receipt	Rates may vary depending on the training center, but do not	1 Minute	<i>Cashier Administrator Office of the Administrator</i>





		exceed these: Aircon Room: PHP600/ pax/day Non-Aircon Room: PHP250/ pax/day		
4. Presents the OR to the Dormitory Manager	4. Checks OR and provides room key	None	3 Minutes	<i>Dormitory Manager Administrator Office of the Administrator</i>
5. Checks in to designated room	5. Ensures completeness of amenities	None	3 Minutes	<i>Dormitory Manager Administrator Office of the Administrator</i>
	<b>TOTAL:</b>	Rates may vary depending on the training center, but do not exceed these: <b>Aircon Room:</b> PHP600/ pax/day <b>Non-Aircon Room:</b> PHP250/ pax/day	17 Minutes	

## 15. Rental of Function Room

Functions Rooms at the TESDA Women's Center are rented by external clients.



<b>Office or Division:</b>	TESDA Women's Center			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished Online Reservation Form		Reservation Officer		
2. Order of Payment (1 Original Copy)		Reservation Officer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplishes the Online Reservation Form	1.1 Receives and confirms the accomplished Online Reservation Form	None	2 Minutes	<i>Reservation Officer, FASSU Head, Center Chief</i> Office of the Center Chief
	1.2 Makes schedules and necessary coordination with the concerned personnel on the preparation of the Function Room reserved	None	5 Minutes	<i>Reservation Officer, FASSU Head, Center Chief</i> Office of the Center Chief
	1.3 Issues Order of Payment	None	5 Minutes	<i>Reservation Officer</i>
2. Pays the Bill	2. Issues Official Receipt	None	5 Minutes	<i>Cashier, FASSU Head, Center Chief</i> Office of the Center Chief



3. Uses the function room	3. Ensures completeness of amenities	Choice of Function room  Choice of Function Room + Additional Equipments = Total	1 day	Reservation Officer, FASSU Head, Center Chief Office of the Center Chief
	<b>TOTAL:</b>	Choice of Function room  Choice of Function Room + Additional Equipments = Total	1 day, 17 Minutes	

**Rental Fee per day Details:**

<u>Function Room</u>	<u>Hours of Usage</u>	<u>Capacity</u>	<u>Daily Rate</u>	
			<i>Weekdays</i>	<i>Weekends &amp; Holiday</i>
<b>Tandang Sora</b>	8 Hrs	200 - 270 persons	Php 10,500.00	Php 11,000.00
<b>Marcela Agoncillo</b>	8 Hrs	50 - 70 persons	Php 4,150.00	Php 4,650.00
<b>Gabriela Silang</b>	8 Hrs	30 - 40 persons	Php 4,150.00	Php 4,650.00

**Equipments:**

	<u>Daily Rate</u>
<b>A. LCD Projector</b> (1 Unit)	Php 650.00
<b>B. Sound System</b> (with 1 or 2 units of microphone)	Php 500.00
<b>Video Wall</b> (only at Tandang Sora Hall)	Php 1,000.00

*\*Note:*

1. *The Rental of function room includes the listed equipments. For additional equipments please refer to the daily rates per equipment listed above.*
2. *For succeeding hours:  
choice of function room rate ÷ 8 hrs = additional fee per hour succeedingly*



# **TESDA Training Centers Internal Services**



## 1. Catering Services

Provision by TESDA Women's Center of catering services to TESDA Offices in the Central Office.

<b>Office or Division:</b>	Office of the Administrator/ Center Chief			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	TESDA Offices in the Central Office			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly accomplished Catering Request Form (1 Original Copy)		Canteen Manager		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits duly accomplished Catering Request Form	1.1 Receives Catering Request Form	None	1 Minute	<i>Canteen Supervisor Center Chief Office of the Administrator/ Center Chief</i>
	1.2 Checks whether the requesting office has unsettled account.	None	2 Minutes	<i>Canteen Supervisor Center Chief Office of the Administrator/ Center Chief</i>
	1.3.a. If with unsettled account, denies the catering request; or  1.3.b. if without, processes catering request.	None	2 Minutes	<i>Canteen Supervisor Center Chief Office of the Administrator/ Center Chief</i>
	1.4. Prepares menu plan and computation of the cost of catering	None	5 Minutes	<i>Canteen Supervisor Center Chief</i>



	service based on prescribed pricing			Office of the Administrator/ Center Chief
2. Receives and agrees to the menu plan and catering service cost	2.1. Provides the menu plan and catering service cost	None	5 Minutes	<i>Canteen Supervisor</i> <i>Center Chief</i> Office of the Administrator/ Center Chief
	2.2. Endorses menu plan to the kitchen staff and service attendants	None	5 Minutes	<i>Canteen Supervisor</i> <i>Center Chief</i> Office of the Administrator/ Center Chief
3. Receives catering services	3.1. Renders catering services	Choice of Food x No. of Pax = Total Cost  (Choice of Food + Additional) x No. of Pax = Total Cost  <i>*Please refer to the service menu below</i>	5 Minutes	<i>Canteen Supervisor</i> <i>Center Chief</i> Office of the Administrator/ Center Chief
	3.2. Prepares and issues billing statement for catering services rendered	None	1 day	<i>Canteen Supervisor</i> <i>Center Chief</i>
4. Pays the bill	4.1 Receives payment	None	4 Minute	<i>Canteen Supervisor</i> <i>Center Chief</i>
5. Received Official Receipt	4.2 Issues Official Receipt	None	1 Minute	<i>Canteen Supervisor</i> <i>Center Chief</i>



	<b>TOTAL:</b>	Choice of Food x No. of Pax = Total Cost  (Choice of Food + Additional) x No. of Pax = Total Cost	1 day, 30 Minutes	
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**SERVICE MENU:**

**G. Plated Services:** *(Serve with rice, bottled water & dessert)*

Set of Choices:

**Php 200.00** - 1 soup, 1 main course (meat/poultry)  
1 side dish (vegetable or salad)

**Php 250.00** - 1 soup, 2 main course (meat/poultry)  
1 side dish (vegetable or salad)

**Php 300.00** - 1 soup, 3 main course (meat/poultry)  
1 side dish (vegetable or salad)

**H. Buffet Services:** *(Serve with rice, bottled water, & dessert)*

Set of Choices:

**Php 350.00** - 1 soup, 2 main course (meat/poultry)  
1 side dish (vegetable or salad)

**Php 450.00** - 1 soup, 2 main course (meat/poultry/seafood)  
2 side dish (vegetable or salad), slice fruits

**Php 550.00** - 1 soup, 3 main course (meat/poultry/seafood)  
2 side dish (vegetable or salad), slice fruits

**Php 700.00** - 1 soup, 1 appetizer, 3 main course (meat/poultry/seafood)  
2 side dish (vegetable or salad), slice fruits, flowing brewed coffee/tea

**I. Breakfast:** *(Serve with rice, bottled water, & dessert)*

Php 200.00 - egg benedict (poached egg w/ muffins), bacon

Php 200.00 - hash brown, sausage or bacon, sunny side up

Php 200.00 - smoked bangus w/ atchara, salted egg



- Php 200.00 - fried danggit w/ atchara, boiled egg
- Php 200.00 - pancake, vienna sausage, sunny side up
- Php 200.00 - corned beef, corned tuna, sunny side up
- Php 150.00 - hotdog, scrambled egg w/ tomato, onion & basil
- Php 150.00 - meatloaf, sunny side up egg
- Php 125.00 - sweet & spicy dilis or tuyo flakes, sunny side up egg

**J. Pasta/Noodles:**

	<b>SET</b>	<b>GROUP</b>
	(w/ drinks & garlic bread)	(1 kg)
Seafood Pasta	250.00	2500.00
Baked Lasagna	200.00	2000.00
Chapchae	200.00	2000.00
Angel Hair in Tuna	175.00	1500.00
Mushroom Sauce		
Pasta Alfredo	150.00	1500.00
Putanesca	150.00	1500.00
Meaty Spaghetti	150.00	1500.00
Cheesy Carbonara	150.00	1500.00
Sotanghon Guisado	150.00	900.00
Miki-Bihon	150.00	900.00
Pancit Bihon	150.00	900.00
Pancit Canton	150.00	900.00

**K. Sandwiches / Bread: (w/ drinks)**

- Php 150.00 - Ham & Cheese
- Php 150.00 - Cheese Burger
- Php 150.00 - Hot Dog Sandwich/Roll
- Php 150.00 - Club Sandwich (Chicken/Tuna)
- Php 150.00 - Fish Fillet Sandwich
- Php 150.00 - Chicken Fillet Sandwich
  
- Php 175.00 - Bacon & Cheese
- Php 200.00 - Croissant (any Fillings)
- Php 250.00 - Tuna Over (any Fillings)
- Php 200.00 - Empanada (Chicken/Pork)
- Php 200.00 - Coffee Bun
- Php 250.00 - Mini Danish Pastries
- Php 200.00 - Muffins/ Cakes/ Pie/ Assorted Baked Product
- Php 100.00 - Custard Cake
- Php 100.00 - Tuna Salad
- Php 100.00 - Chicken Salad





Php 100.00 - Spanish Roll  
 Php 100.00 - Pandecoco  
 Php 100.00 - Cheese Pimiento

**L. Additional: (optional)**

Php 20.00/pax - Instant Coffee  
 Php 50.00/pax - Brewed Coffee  
 Php 25.00 - w/fruits or fruit juice (for Breakfast)  
 Php 25.00 - changing the regular egg into omelet (for Breakfast)  
 Php 50.00 - fruits (for set food and Sandwiches/Bread)

## 2. Day Care Services

TESDA Women's Center provides Day Care Services during office/training hours to children of TESDA employees and TWC Trainees.

<b>Office or Division:</b>	TESDA Women's Center			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government			
<b>Who may avail:</b>	TESDA Employees and TWC Trainees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly Accomplished Registration Form (1 Original Copy)		Day Care Worker		
2. Duly Accomplished Consent Form (1 Original Copy)		Day Care Worker		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits accomplished Registration and Consent Forms	1.1 Receives and confirms the Registration and Consent Forms	None	5 Minutes	Day Care Worker, FASSU Head, Center Chief Office of the Center Chief
	1.2 Discusses policies on special needs and restrictions of the child as indicated	None	10 Minutes	Day Care Worker, FASSU Head, Center Chief Office of the Center Chief



	in the Consent Form			
2. Utilizes the Day Care Facility	2. Ensures safety and security of the child	None	1 Day	<i>Day Care Worker, FASSU Head, Center Chief Office of the Center Chief</i>
	<b>TOTAL:</b>	None	1 Day, 15 Minutes	

### 3. Dormitory Services

TESDA Women's Center provides dormitory services to internal clients.

<b>Office or Division:</b>	TESDA Women's Center			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	TESDA offices, officials and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished Registration Form (1 Original Copy)		Dormitory Manager		
2. Order of Payment (1 Original Copy)		Dormitory Manager		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquires room availability	1. Answers queries and provides Registration Form	None	5 Minutes	<i>Dormitory Manager Administrator/Center Chief Office of the Administrator/ Center Chief</i>
2. Fills out and submits Registration Form	2. Receives accomplished Registration Form and issues Order of Payment	None	5 Minutes	<i>Dormitory Manager Administrator/Center Chief Office of the Administrator/ Center Chief</i>



3. Receives the Order of Payment and pays the dormitory fee	3. Accepts payment and issues Official Receipt	Rates may vary depending on the training center, but do not exceed these:  <b>Aircon Room:</b> PHP300/ pax/day  <b>Non-Aircon Room:</b> PHP125/ pax/day	1 Minute	<i>Cashier Administrator/Cent er Chief Office of the Administrator/ Center Chief</i>
4. Presents the OR to the Dormitory Manager	4. Checks OR and provides room key	None	3 Minutes	<i>Dormitory Manager Administrator Office of the Administrator</i>
5. Checks in to designated room	5. Ensures completeness of amenities	None	3 Minutes	<i>Dormitory Manager Administrator Office of the Administrator</i>
	<b>TOTAL:</b>	Rates may vary depending on the training center, but do not exceed these:  <b>Aircon Room:</b> PHP300/ pax/day  <b>Non-Aircon Room:</b>	17 Minutes	



		PHP125/ pax/day		
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#### 4. Issuance of Supplies Available on Stock

This service provides for the supplies and materials needed by the different offices for their day-to-day operations. National government agencies are mandated to buy their common supplies from the Procurement Service (PS-DBM). The supplies being procured from PS-DBM are based on the submitted Annual Procurement Plan (APP) of the various offices.

<b>Office or Division:</b>	Office of the Administrator of RTC/PTC			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	Offices, officials and employees of the Regional/Provincial Training Center			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly accomplished Requisition and Issue Slip (RIS) (1 original, 2 photocopy)		Office of the Administrator of RTC/PTC		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits RIS	1.1 Receives RIS	None	2 Minutes	<i>Supply Officer</i> <i>Administrator</i> Office of the Administrator
	1.2 Checks if the requested items are included in the approved Annual Procurement Plan (APP) and if available on stock	None	10 Minutes	<i>Supply Officer</i> <i>Administrator</i> Office of the Administrator
2.a Receives the supplies requested; or	2.a If included in the APP and available on stock, issues supplies being requested; or	None	10 Minutes	<i>Supply Officer</i> <i>Administrator</i> Office of the Administrator



2.b Receives advice on the procurement of supplies	2.b If the supplies requested are neither included in the APP nor available on stock, returns the RIS to the requesting office for the preparation of Purchase Request (PR)	None	30 Minutes	Supply Officer Administrator Office of the Administrator
<b>TOTAL:</b>		None	52 Minutes	

## 5. Procurement of Supplies, Equipment and Services

This service provides for the supplies, equipment and services needed by the different TESDA offices in the implementation of their programs, projects, and activities.

<b>Office or Division:</b>	Office of the Administrator of TESDA Training Center		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2G - Government to Government		
<b>Who may avail:</b>	Offices, officials and employees of the Regional/ Provincial Training Center		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Duly accomplished Purchase Request (1 original, 2 photocopy) ( 4 original copies)- RVI	Property and Supply Section Office of the Administrator of RTC/PTC		
2. Request for Quotation (RFQ) with Price Quotation Form (PQF) (1 original) (2 original copies per supplier)-RVI	Property and Supply Section Office of the Administrator of RTC/PTC		
3. Abstract of Price Quotation (1 original, 1 photocopy) 4 original copies) - RVI	Property and Supply Section Office of the Administrator of RTC/PTC		
4. Purchase Order/Job Order (1 original, 3 photocopy) (5 original copies) RVI	Property and Supply Section Office of the Administrator of RTC/PTC		
5. Inspection and Acceptance Report (IAR) (1 original, 2 photocopy) (3 original copies)-RVI	Property and Supply Section Office of the Administrator of RTC/PTC		



6. Requisition and Issue Slip (RIS) (1 original, 2 photocopy) (3 original copies)-RVI		Property and Supply Section Office of the Administrator of RTC/PTC		
7. Property Acknowledgement Receipt (PAR) (2 original) (3 original copies)-RVI		Property and Supply Section Office of the Administrator of RTC/PTC		
8. Inventory Custodian Slip (ICS) (2 original)		Property and Supply Section Office of the Administrator of RTC/PTC		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits PR	1.1. Receives PR	None	10 Minutes	<i>Supply Officer Administrator Office of the Administrator</i>
	1.2. Checks if the requested items are included in the approved Annual Procurement Plan (APP)	None	2 hours	<i>Supply Officer Administrator Office of the Administrator</i>
	1.3. Processes PR and checks completeness of specifications	None	2 hours	<i>Supply Officer Administrator Office of the Administrator</i>
	1.4. Determines the Approved Budget for the Contract (ABC) through Price Monitoring	None	2 hours	<i>Supply Officer Administrator Office of the Administrator</i>
	1.5. Prepares Request for Quotation (RFQ) with Price Quotation Form (PQF) once the ABC has been derived	None	2 hours	<i>Supply Officer Administrator Office of the Administrator</i>



	1.6. Posts RFQ in the PhilGEPS, website of the Procuring Entity and at any conspicuous place in the premises if ABC is above PHP50,000.00 (Deadline for submission of quotations may be extended thrice, if none or less than the required number of quotations is received (For Shopping – Sec. 52.1.b of the RIRR of RA 9184))	None	18 Days	Supply Officer Administrator Office of the Administrator
	1.7. Sends RFQ to at least three (3) suppliers	None	1 Day	Supply Officer Administrator Office of the Administrator
	1.8. Prepares Abstract of Price Quotations upon receipt of at least three (3) quotations within the prescribed deadline. For Small Value Procurement (SVP), receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof.	None	1 Day	Supply Officer Administrator Office of the Administrator



	1.9. Checks the completeness and validity of the documentary requirements of the supplier with the Lowest Calculated and Responsive Quotation.	None	2 hours	<i>Supply Officer Administrator Office of the Administrator</i>
	1.10. Prepares Purchase Order/Job Order (PO/JO)	None	2 hours	<i>Supply Officer Administrator Office of the Administrator</i>
	1.11. Process the Obligation Request and Status (ORS)/ Purchase Order/Job Order	None	3 Days	<i>Financial Analyst Administrator Office of the Administrator</i>
	1.12 Provide the winning supplier copy of the approved PO/JO for conformity.  Supplier/Service provider delivers goods within 7 days or services within 15 to 30 days	None	1 Day	<i>Supply Officer Administrator Office of the Administrator</i>
	1.13. Inspects and accepts deliveries	None	2 hours	<i>Inspector Supply Officer Administrator Office of the Administrator</i>
	1.14 Prepares RIS/ICS/PAR for the issuance of delivered goods / services to end-	None	2 hours	<i>Supply Officer Administrator Office of the Administrator</i>





	users/requesting office/s			
2. Receives goods/ services	2.1 Issues goods/ services to end-users/ requesting office/s	None	10 Minutes	Supply Officer Administrator Office of the Administrator
	<b>TOTAL:</b>  (From the receipt of Purchase Request to the to the preparation of DV)	None	26 Days, 20 Minutes	

Procurement of Supplies, Equipment and Services is covered under RA 9184 and its Revised IRR. Procurement of Supplies, Equipment and Services is qualified for Multi-Stage Processing.

## 6. Rental of Function Room

Functions Rooms at the TESDA Women's Center are rented by internal clients.

<b>Office or Division:</b>	TESDA Women's Center			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	TESDA offices, officials and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished Online or 1 Original hard copy Reservation Form		Reservation Officer		
2. Order of Payment (1 Original Copy)		Reservation Officer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplishes the Online Reservation Form	1.1 Receives and confirms the accomplished Online Reservation Form	None	2 Minutes	Reservation Officer, FASSU Head, Center Chief Office of the Center Chief



	1.2 Makes schedules and necessary coordination with the concerned personnel on the preparation of the Function Room reserved	None	5 Minutes	<i>Reservation Officer, FASSU Head, Center Chief Office of the Center Chief</i>
	1.3 Issues Order of Payment	None	5 minutes	<i>Reservation Officer</i>
2. Pays the Bill	2. Issues Official Receipt	None	5 Minutes	<i>Cashier, FASSU Head, Center Chief</i>
3. Uses the function room	3. Ensures completeness of amenities	Choice of Function room  Choice of Function Room + Additional Equipments = Total	1 day	<i>Reservation Officer, FASSU Head, Center Chief Office of the Center Chief</i>
	<b>TOTAL:</b>	Choice of Function room  Choice of Function Room + Additional Equipments = Total	1 day, 17 Minutes	

**Rental Fee per day Details:**

<u>Function Room</u>	<u>Hours of Usage</u>	<u>Capacity</u>	<u>Daily Rate</u>	
			<i>Weekdays</i>	<i>Weekends &amp; Holiday</i>
<b>Tandang Sora</b>	8 Hrs	200 - 270 persons	Php 10,500.00	Php 11,000.00
<b>Marcela Agoncillo</b>	8 Hrs	50 - 70 persons	Php 4,150.00	Php 4,650.00
<b>Gabriela Silang</b>	8 Hrs	30 - 40 persons	Php 4,150.00	Php 4,650.00



**Equipments:**

**C. LCD Projector** (1 Unit)

**D. Sound System** (with 1 or 2 units of microphone)

**Video Wall** (only at Tandang Sora Hall)

Daily Rate

Php 650.00

Php 500.00

Php 1,000.00

*\*Note:*

3. *The Rental of function room includes the listed equipments. For additional equipments please refer to the daily rates per equipment listed above.*
4. *For succeeding hours:  
choice of function room rate ÷ 8 hrs = additional fee per hour succeedingly*



# **TESDA Administered Schools External Services**



## 1. Conduct of Assessment and Certification

Process where TVET graduates, workers, or individuals apply for competency assessment to obtain National Certificate (NC) or Certificate of Competency (CoC).

<b>Office or Division:</b>	Office of the Administrator			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Those who are interested to take the assessment in the different qualifications offered by the TESDA Administered School			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Birth Certificate (1 certified true copy) Passport ID picture white background (2 pcs) Duly Accomplished Application Form (1 copy) Accomplished Self-Assessment Guide (1 copy)		Philippine Statistics Authority Applicant  Assessment Center Office  Assessment Center Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secures Order of Payment	3. Issues Order of Payment	None	2 Minutes	CAC Processing Officer  Administrator Office of the Administrator
1. Pays assessment fee (for walk-in applicants)	4. Accepts payment and issues Official Receipt	<i>Please see Table below</i>	2 Minutes	Cashier  Administrator Office of the Administrator
2. Submits Official Receipt Number is indicated	5.1 Receives and checks the Official Receipt Number	None	1 Minute	CAC Processing Officer  AC Manager Administrator



				Office of the Administrator
4. Receives Admission slip	6.1. issues Admission Slip	None	1 Minute	CAC Processing Officer  AC Manager Administrator Office of the Administrator
5. Undergoes Assessment	None	None	8 hours	CAC Processing Officer  AC Manager Administrator Office of the Administrator
	<b>TOTAL:</b>	<i>Please see Table below</i>	1 day and 6 Minutes	

**Table. Assessment Fee per qualification**

No.	*SOC Code	Qualification Title	Assessment Fee (Php)
<b>TWSP, TTSP, BKSTP, PESFA, and Tsuper Iskolar</b>			
1.	AFFACPNC1	Agricultural Crops Production NC I	3,377.00
2.	AFFACPNC2	Agricultural Crops Production NC II	995.00
3.	AFFACPNC3-F	Agricultural Crops Production NC III	8,097.00
4.	AFFAGENC2	Agroentrepreneurship NC II	854.00
5.	AFFAAGEC3	Agroentrepreneurship NC III	853.00
6.	AFFACPNC4	Agroentrepreneurship NC IV	853.00
7.	AFFAHCNC3	Animal Health Care and Management NC III	3,378.00
8.	AFFAPPNC2-F	Animal Production (Poultry-Chicken) NC II	897.00
9.	AFFAPRNC2	Animal Production (Ruminants) NC II	1,629.00
10.	AFFAPSNC2	Animal Production (Swine) NC II	2,015.00
11.	AFFAQNC2S	Aquaculture NC II (Superseded)	350.00
12.	AFFAIRNC2-E	Artificial Insemination (Large Ruminants) NC II	828.00
13.	AFFAISNC2-E	Artificial Insemination (Swine) NC II	833.00
14.	AFFBPNC2	Bamboo Production NC II	1,109.00
15.	AFFDMSNC3	Drying and Milling Plant Servicing NC III	3,092.00



16.	AFFFSCNC1	Fish Capture NC I	847.00
17.	AFFFSCNC2	Fish Capture NC II	847.00
18.	AFFFGRNC3	Fishing Gear Repair and Maintenance NC III	870.00
19.	AFFFWONC1	Fishport/Wharf Operation NC I	1,367.00
20.	AFFGRPNC2-C	Grains Production NC II	939.00
21.	AFFGRPNC2-D	Grains Production NC II	944.00
22.	AFFHTCNC3	Horticulture NC III	827.00
23.	AFFLIMNC2	Landscape Installation and Maintenance (Softscape) NC II	1,111.00
24.	AFFMLONC2	Milking Operation NC II	1,387.00
25.	AFFOAPNC2-E	Organic Agriculture Production NC II	979.00
26.	AFFOAPNC2-F	Organic Agriculture Production NC II	979.00
27.	AFFPMVNC2	Pest Management (Vegetables) NC II	1,177.00
28.	AFFRMONC2	Rice Machinery Operations NC II	1,323.00
29.	AFFRPCNC2	Rubber Processing NC II	1,115.00
30.	AFFRPTNC2M	Rubber Production NC II	1,645.00
31.	AFFRPTNC2S	Rubber Production NC II (Superseded)	500.00
32.	AFFSWPNC2	Seaweed Production NC II	1,035.00
33.	AFFSCPNC2	Sugarcane Production NC II	2,947.00
34.	AFFBMAP	Bag Making (Abaca/Piña)	None
35.	AFFBBWL2	Bamboo Weaving Level II	None
36.	AFFCPP	Cacao Production and Processing	None
37.	AFFCPRL2	Coffee Production Level II	None
38.	AFFCORP	Corn Production	None
39.	AFFDAGC	Digital Agriculture Course	None
40.	AFFELFP	Edible Landscapping with Farm Branding	None
41.	AFFMPRL2	Mango Production Level II	None
42.	AFFOPPR	Oil Palm Production	None
43.	AFFOACP	Organic Arabica Coffee Production	None
44.	AFFORPR	Organic Rice Production	None
45.	AFFOMPFB	Oyster Mushroom Production with Farm Branding	None
46.	AFFPANM	Pest and Nutrient Management	None
47.	ALTABPNC1	Automotive Body Painting/Finishing NC I	1,128.00
48.	ALTABPNC3	Automotive Body Painting/Finishing NC III	1,128.00
49.	ALTABRNC2	Automotive Body Repairing NC II	1,036.00
50.	ALTAEANC2	Automotive Electrical Assembly NC II	1,073.00
51.	ALTAEANC3	Automotive Electrical Assembly NC III	500.00
52.	ALTAMANC2	Automotive Mechanical Assembly NC II	1,068.00
53.	ALTAMANC3	Automotive Mechanical Assembly NC III	500.00
54.	ALTATPNC2	Automotive Painting NC II	1,581.00
55.	ALTATSNC1M	Automotive Servicing NC I	1,141.00



56.	ALTATSNC1S	Automotive Servicing NC I (Superseded)	450.00
57.	ALTASCNC2M	Automotive Servicing (Chassis Repair) NC II	1,328.00
58.	ALTASLNC2M	Automotive Servicing (Electrical Repair) NC II	1,421.00
59.	ALTASNNC2M	Automotive Servicing (Engine Repair) NC II	1,300.00
60.	ALTATSNC2S	Automotive Servicing NC II (Superseded)	300.00
61.	ALTATSNC3-E	Automotive Servicing NC III	1,237.00
62.	ALTATSNC4	Automotive Servicing NC IV	1,017.00
63.	ALTWHANC2	Automotive Wiring Harness Assembly NC II	1,059.00
64.	ALTDRA3-A	Driving (Articulated Vehicle) NC III	2,856.00
65.	ALTDRA3-B	Driving (Articulated Vehicle) NC III	1,239.00
66.	ALDRB3-A	Driving (Passenger Bus/Straight Truck) NC III	2,164.00
67.	ALDRB3-B	Driving (Passenger Bus/Straight Truck) NC III	1,163.00
68.	ALDRV2-A	Driving NC II	1,034.00
69.	ALDRV2-B	Driving NC II	819.00
70.	ALTMSENC2	Motorcycle/Small Engine Servicing NC II	1,491.00
71.	ALTPMONC2	Painting Machine Operation NC II	1,213.00
72.	ALTPLONC2	Plastic Machine Operation NC II	935.00
73.	ALTPLONC3	Plastic Machine Operation NC III	500.00
74.	ALTTAMNC2	Tinsmithing (Automotive Manufacturing) NC II	1,225.00
75.	CONCARNC2M	Carpentry NC II	1,539.00
76.	CONROCNC2S	Carpentry NC II (Superseded)	600.00
77.	CONCARNC3M	Carpentry NC III	1,424.00
78.	CONFCNC3S	Carpentry NC III (Superseded)	400.00
79.	CONCOPNC2	Construction Painting NC II	1,156.00
80.	CONCOPNC3	Construction Painting NC III	1,096.00
81.	CONARTNC2-A	Heavy Equipment Operation (Articulated Off-Highway Dump Truck) NC II	4,710.00
82.	CONARTNC2-B	Heavy Equipment Operation (Articulated Off-Highway Dump Truck) NC II	760.00
83.	CONBLONC2-A	Heavy Equipment Operation (Backhoe Loader) NC II	2,537.00
84.	CONBLONC2-B	Heavy Equipment Operation (Backhoe Loader) NC II	760.00
85.	CONBULNC2-A	Heavy Equipment Operation (Bulldozer) NC II	3,779.00
86.	CONBULNC2-B	Heavy Equipment Operation (Bulldozer) NC II	760.00
87.	CONCPONC2-A	Heavy Equipment Operation (Concrete Pump) NC II	3,364.00
88.	CONCPONC2-B	Heavy Equipment Operation (Concrete Pump) NC II	760.00
89.	CONCSONC2-A	Heavy Equipment Operation (Container Stacker) NC II	2,534.00
90.	CONCSONC2-B	Heavy Equipment Operation (Container Stacker) NC II	760.00
91.	CONCCONC2S	Heavy Equipment Operation (Crawler Crane) NC II (Superseded)	500.00
92.	CONCRANC3M-A	Heavy Equipment Operation (Crawler Crane) NC III	3,208.00





93.	CONCRANC3M-B	Heavy Equipment Operation (Crawler Crane) NC III	760.00
94.	CONFORNC2M-A	Heavy Equipment Operation (Forklift) NC II	1,473.00
95.	CONFORNC2M-B	Heavy Equipment Operation (Forklift) NC II	760.00
96.	CONFORNC2S	Heavy Equipment Operation (Forklift) NC II (Superseded)	500.00
97.	CONGCONC2S	Heavy Equipment Operation (Gantry Crane) NC II (Superseded)	500.00
98.	CONOGCNC3M-A	Heavy Equipment Operation (Overhead and Gantry Crane) NC III	1,602.00
99.	CONOGCNC3M-B	Heavy Equipment Operation (Overhead and Gantry Crane) NC III	760.00
100.	CONHEONC2M-A	Heavy Equipment Operation (Hydraulic Excavator) NC II	3,392.00
101.	CONHEONC2M-B	Heavy Equipment Operation (Hydraulic Excavator) NC II	760.00
102.	CONHEONC2S	Heavy Equipment Operation (Hydraulic Excavator) NC II (Superseded)	500.00
103.	CONMGONC2-A	Heavy Equipment Operation (Motor Grader) NC II	3,227.00
104.	CONMGONC2-B	Heavy Equipment Operation (Motor Grader) NC II	760.00
105.	CONPAVNC2-A	Heavy Equipment Operation (Paver) NC II	2,204.00
106.	CONPAVNC2-B	Heavy Equipment Operation (Paver) NC II	760.00
107.	CONRIGNC2-A	Heavy Equipment Operation (Rigid Off-Highway Dump Truck) NC II	6,645.00
108.	CONRIGNC2-B	Heavy Equipment Operation (Rigid Off-Highway Dump Truck) NC II	760.00
109.	CONROHNC2-A	Heavy Equipment Operation (Rigid On-Highway Dump Truck) NC II	2,013.00
110.	CONROHNC2-B	Heavy Equipment Operation (Rigid On-Highway Dump Truck) NC II	760.00
111.	CONROHNC2S	Heavy Equipment Operation (Rigid On-Highway Dump Truck) NC II (Superseded)	500.00
112.	CONRRONC2-A	Heavy Equipment Operation (Road Roller) NC II	3,154.00
113.	CONRRONC2-B	Heavy Equipment Operation (Road Roller) NC II	760.00
114.	CONRTCNC2S	Heavy Equipment Operation (Rough Terrain Crane) NC II (Superseded)	500.00
115.	CONRTCNC3M-A	Heavy Equipment Operation (Rough Terrain Crane) NC III	2,312.00
116.	CONRTCNC3M-B	Heavy Equipment Operation (Rough Terrain Crane) NC III	760.00
117.	CONSCRNC1-A	Heavy Equipment Operation (Screed) NC I	2,204.00
118.	CONSCRNC1-B	Heavy Equipment Operation (Screed) NC I	760.00
119.	CONTCONC2S	Heavy Equipment Operation (Tower Crane) NC II (Superseded)	500.00
120.	CONTMONC2-A	Heavy Equipment Operation (Transit Mixer) NC II	2,576.00
121.	CONTMONC2-B	Heavy Equipment Operation (Transit Mixer) NC II	760.00



122.	CONTRMCNC2S	Heavy Equipment Operation (Truck Mounted Crane) NC II (Superseded)	500.00
123.	CONWLONC2-A	Heavy Equipment Operation (Wheel Loader) NC II	3,511.00
124.	CONWLONC2-B	Heavy Equipment Operation (Wheel Loader) NC II	760.00
125.	CONHEMNC2-A	Heavy Equipment Servicing (Mechanical) NC II	1,943.00
126.	CONHEMNC2-B	Heavy Equipment Servicing (Mechanical) NC II	760.00
127.	CONMASNC1M	Masonry NC I	1,153.00
128.	CONMASNC1S	Masonry NC I (Superseded)	1,100.00
129.	CONMASNC2M	Masonry NC II	1,535.00
130.	CONMASNC2S	Masonry NC II (Superseded)	500.00
131.	CONMASNC3M	Masonry NC III	1,410.00
132.	CONMASNC3S	Masonry NC III (Superseded)	500.00
133.	CONPIPNC2M	Pipefitting (Metallic) NC II	1,427.00
134.	CONPIPNC2S	Pipefitting NC II (Superseded)	500.00
135.	CONPLMNC1	Plumbing NC I	1,609.00
136.	CONPLMNC2	Plumbing NC II	1,888.00
137.	CONPLMNC3	Plumbing NC III	2,051.00
138.	CONPVDNC3	PV System Design NC III	927.00
139.	CONPVINC2	PV Systems Installation NC II	927.00
140.	CONPVSNC3	PV Systems Servicing NC III	927.00
141.	CONRSWNC2S	Reinforcing Steel Works NC II	1,006.00
142.	CONRGGNC1	Rigging NC I	2,144.00
143.	CONSCANC2S	Scaffold Erection NC II (Superseded)	500.00
144.	CONSCANC2M	Scaffolding Works NC II (Supported Type Scaffold)	1,276.00
145.	CONSSWNC2-F	Structural Erection NC II	500.00
146.	CONTECNC2	Technical Drafting NC II	1,046.00
147.	CONTILNC2M	Tile Setting NC II	1,415.00
148.	CONTILNC2S	Tile Setting NC II (Superseded)	500.00
149.	CONCSSL4	Construction Site Supervision Level IV	None
150.	CONCTSL4	Construction Trade Supervision Level IV	None
151.	CREHWUNC2	Handloom Weaving (Upright) NC II	1,298.00
152.	ELCBESNCII	Biomedical Equipment Servicing NC II	None
153.	ELCCSSNC2	Computer Systems Servicing NC II	1,049.00
154.	ELCCESNC3	Consumer Electronics Servicing NC III	974.00
155.	ELCCESNC4	Consumer Electronics Servicing NC IV	400.00
156.	ELCEIMNC2	Electrical Installation and Maintenance NC II	1,849.00
157.	ELCEIMNC3	Electrical Installation and Maintenance NC III	1,896.00
158.	ELCEIMNC4	Electrical Installation and Maintenance NC IV	500.00
159.	ELCEPANC2	Electronic Products Assembly and Servicing NC II	1,089.00
160.	ELCICSNC2S	Instrumentation and Control Servicing NC II (Superseded)	1,088.00



161.	ELCICSNC3S	Instrumentation and Control Servicing NC III (Superseded)	1,106.00
162.	ELCICSNC4S	Instrumentation and Control Servicing NC IV (Superseded)	1,431.00
163.	ELCMECNC2	Mechatronics Servicing NC II	1,301.00
164.	ELCMECNC3	Mechatronics Servicing NC III	1,504.00
165.	ELCMECNC4	Mechatronics Servicing NC IV	2,141.00
166.	ELCMPSNC3	Mobile Phones and Handheld Gadgets Servicing NC III	867.00
167.	ELCSBONC2	Semiconductor Back-End Operation NC II	852.00
168.	ELCSFONC2	Semiconductor Front-of-Line Operation NC II	877.00
169.	ELCEASNPL	Assembly of Solar Nightlight and Post Lamp	None
170.	ELCEPLBEOL1	Electronics Production Line - Back End Operation Level 1	None
171.	ELCEPLSMTL1	Electronics Production Line - SMT Operation Level 1	None
172.	FURFINNC2	Furniture Making (Finishing) NC II	985.00
173.	GRMDRMNC2	Dressmaking NC II	1,348.00
174.	GRMFADNC3	Fashion Design (Apparel) NC III	1,095.00
175.	GRMTLRNC2	Tailoring NC II	1,684.00
176.	GRMISMO	Industrial Sewing Machine Operation	None
177.	HVCADSNC2	Air Duct Servicing NC II	1,007.00
178.	HVCCACNC3M	Commercial Air-conditioning Installation and Servicing NC III	1,441.00
179.	HVCCRENC3M	Commercial Refrigeration Installation and Servicing NC III	1,478.00
180.	HVCIPRNC3	Ice Plant Refrigeration Servicing NC III	1,023.00
181.	HVCMACNC2	Land-Based Transport Mobile Air-conditioning (MAC) Servicing NC II	993.00
182.	HVCTRSNC2	Land-based Transport Refrigeration Servicing NC II	1,112.00
183.	HVCDRANC2M	RAC Servicing (DomRAC) NC II	1,222.00
184.	HVCWACNC2S	RAC Servicing (DomRAC) NC II (Superseded)	500.00
185.	HVCPCRNC3S	RAC Servicing (PACU-CRE) NC III (Superseded)	500.00
186.	HVCTACNC2S	Transport RAC Servicing NC II (Superseded)	750.00
187.	HHCBHSNC2	Barangay Health Services NC II	935.00
188.	HHCBHSNC2S	Barangay Health Services NC II (Superseded)	400.00
189.	HHCCGCNC2M	Caregiving (Clients with Special Needs) NC II	1,481.00
190.	HHCCGENC2M	Caregiving (Elderly) NC II	1,620.00
191.	HHCCGGNC2M	Caregiving (Grade Schooler to Adolescent) NC II	1,268.00
192.	HHCCGNNC2M	Caregiving (Newborn to Pre-Schooler) NC II	1,358.00
193.	HHCCGVNC2S	Caregiving NC II (Superseded)	1,265.00
194.	HHCCNSNC2	Community Nutrition Services NC II	1,424.00
195.	HHCDHYL4S	Dental Hygiene Level IV (Superseded)	None
196.	HHCDSFNC2	Dental Laboratory Technology Services (Fixed Dentures/Restorations) NC II	2,775.00
197.	HHCDSRNC2	Dental Laboratory Technology Services (Removable Dentures/Appliances) NC II	3,736.00
198.	HHCDLTNC1	Dental Laboratory Technology Services NC I	938.00



199.	HHCDTKNC4	Dental Technology NC IV	None
200.	HHCEMSNC2	Emergency Medical Services NC II	991.00
201.	HHCEMSNC3	Emergency Medical Services NC III	1,864.00
202.	HHCHCSNC2	Health Care Services NC II	878.00
203.	HHCHILNC2	Hilot (Wellness Massage) NC II	1,231.00
204.	HHCMATNC2	Massage Therapy NC II	814.00
205.	HHCOLSNC2	Ophthalmic Lens Services NC II	898.00
206.	HHCPHANC3	Pharmacy Services NC III	1,243.00
207.	HHBIDMSL2	Barangay Infectious Disease Management Services Level II	None
208.	HHCTL2	Contact Tracing Level II	None
209.	ICT2DANC3M	2D Animation NC III	978.00
210.	ICT2DANC3S	2D Animation NC III (Superseded)	500.00
211.	ICT2GANC3	2D Game Art Development NC III	1,120.00
212.	ICT3DANC3M	3D Animation NC III	2,078.00
213.	ICT3DANC3S	3D Animation NC III (Superseded)	500.00
214.	ICT3GANC3	3D Game Art Development NC III	1,120.00
215.	ICTANMNC2M	Animation NC II	1,200.00
216.	ICTANMNC2S	Animation NC II (Superseded)	500.00
217.	ICTBBINC2	Broadband Installation (Fixed Wireless Systems) NC II	1,041.00
218.	ICTCTVNC2	Cable TV Installation NC II	981.00
219.	ICTCTVNC3	Cable TV Operation and Maintenance NC III	1,027.00
220.	ICTCCSNC2	Contact Center Services NC II	None
221.	ICTGPRNC3	Game Programming NC III	1,114.00
222.	ICTMDTNC2	Medical Transcription NC II	969.00
223.	ICTPRNNC3	Programming (.Net Technology) NC III	None
224.	ICTPRJNC3M	Programming (Java) NC III	None
225.	ICTPRJNC3S	Programming (Java) NC III (Superseded)	None
226.	ICTPRONC3	Programming (Oracle Database) NC III	None
227.	ICTTCCNC2	Telecom OSP and Subscriber Line Installation (Copper Cable/POTS and DSL) NC II	1,144.00
228.	ICTTFONC2	Telecom OSP Installation (Fiber Optic Cable) NC II	1,144.00
229.	ICTVGDNC3M	Visual Graphic Design NC III	932.00
230.	ICTVGDNC3S	Visual Graphic Design NC III (Superseded)	500.00
231.	ICTWBDNC3	Web Development NC III	968.00
232.	ICTCESDRPG	Career Entry Course for Software Developers – RPG Level I	None
233.	ICTCESDLSC	Career Entry Course for Software Developers - Legacy System/Cobol Level II	None
234.	ICTCSIHL1	Computer Security Incident Handling Level I	None
235.	ICTCCSML3	Content Creation (Social Media) Level III	None
236.	ICTCWD	Creative Web Design	None



237.	ICTCTML1	Cyber Threat Monitoring Level I	None
238.	ICTDAL3	Data Analytics Level III	None
239.	ICTWD	Web Development	None
240.	LACELA1	English Language - A1 Level	None
241.	LACILA1	Italian Language - A1 Level	None
242.	LACSLA1	Spanish Language - A1 Level	None
243.	LACGLA1	German Language - A1 Level	None
244.	LACFRLA1	French Language - A1 Level	None
245.	LACPLA1	Portuguese Language - A1 Level	None
246.	LACMCLA1	Mandarin Chinese Language - A1 Level	None
247.	LACTMLA1	Taiwanese Mandarin Language - A1 Level	None
248.	LACKLA1	Korean Language - A1 Level	None
249.	LACJLA1	Japanese Language - A1 Level	None
250.	LACALA1	Arabic Language - A1 Level	None
251.	LACBLA1	Bahasa Language - A1 Level	None
252.	LACFILA1	Filipino Language - A1 Level	None
253.	LACELA2	English Language - A2 Level	None
254.	LACILA2	Italian Language - A2 Level	None
255.	LACSLA2	Spanish Language - A2 Level	None
256.	LACGLA2	German Language - A2 Level	None
257.	LACFRLA2	French Language - A2 Level	None
258.	LACPLA2	Portuguese Language - A2 Level	None
259.	LACMCLA2	Mandarin Chinese Language - A2 Level	None
260.	LACTMLA2	Taiwanese Mandarin Language - A2 Level	None
261.	LACKLA2	Korean Language - A2 Level	None
262.	LACJLA2	Japanese Language - A2 Level	None
263.	LACALA2	Arabic Language - A2 Level	None
264.	LACBLA2	Bahasa Language - A2 Level	None
265.	LACFILA2	Filipino Language - A2 Level	None
266.	LACELB1	English Language - B1 Level	None
267.	LACILB1	Italian Language - B1 Level	None
268.	LACSLB1	Spanish Language - B1 Level	None
269.	LACGLB1	German Language - B1 Level	None
270.	LACFRLB1	French Language - B1 Level	None
271.	LACPLB1	Portuguese Language - B1 Level	None
272.	LACMCLB1	Mandarin Chinese Language - B1 Level	None
273.	LACTMLB1	Taiwanese Mandarin Language - B1 Level	None
274.	LACKLB1	Korean Language - B1 Level	None
275.	LACJLB1	Japanese Language - B1 Level	None
276.	LACALB1	Arabic Language - B1 Level	None



277.	LACBLB1	Bahasa Language - B1 Level	None
278.	LACFILB1	Filipino Language - B1 Level	None
279.	LACALSGC	Arabic Language and Saudi/Gulf Culture	None
280.	LACELOEN	English Language and other English NTRs	None
281.	LACGLAC	German Language and Culture	None
282.	LACILAC	Italian Language and Culture	None
283.	LACJLAC150	Japanese Language and Culture (150 hours)	None
284.	LACJLAC300	Japanese Language And Culture (300 hours)	None
285.	LACKLAC	Korean Language and Culture	None
286.	LACMCLC	Mandarin Chinese Language and Culture	None
287.	LACSFDV	Spanish for Different Vocations	None
288.	MTMSCSNC1	Ship's Catering Services NC I	1,293.00
289.	MTMSCCNC3	Ships' Catering NC III (Ships' Cooks)	2,217.00
290.	MEECCONC3	CAD/CAM Operation NC III	1,337.00
291.	MEECLONC2	CNC Lathe Machine Operation NC II	1,385.00
292.	MEECLONC3	CNC Lathe Machine Operation NC III	1,385.00
293.	MEECMONC2	CNC Milling Machine Operation NC II	1,385.00
294.	MEECMONC3	CNC Milling Machine Operation NC III	1,385.00
295.	MEEFCWNC1	Flux-Cored Arc Welding (FCAW) NC I	1,079.00
296.	MEEFCWNC2	Flux-Cored Arc Welding (FCAW) NC II	3,353.00
297.	MEEFCWNC3	Flux-Cored Arc Welding (FCAW) NC III	1,054.00
298.	MEEMIGNC1	Gas Metal Arc Welding (GMAW) NC I	1,066.00
299.	MEEMIGNC2	Gas Metal Arc Welding (GMAW) NC II	3,361.00
300.	MEEMIGNC3	Gas Metal Arc Welding (GMAW) NC III	1,065.00
301.	MEETIGNC2	Gas Tungsten Arc Welding (GTAW) NC II	2,126.00
302.	MEETIGNC4	Gas Tungsten Arc Welding (GTAW) NC IV	500.00
303.	MEEGSWNC1	Gas Welding NC I	1,066.00
304.	MEEGSWNC2	Gas Welding NC II	1,050.00
305.	MEEMCGNC1M	Machining NC I	2,252.00
306.	MEEMCGNC1S	Machining NC I (Superseded)	500.00
307.	MEEMCGNC2	Machining NC II	1,285.00
308.	MEEMCGNC3	Machining NC III	1,301.00
309.	MEEDFTNC1	Mechanical Drafting NC I	1,068.00
310.	MEEPMMNC1	Plant Maintenance NC I	1,293.00
311.	MEEPMONC1	Press Machine Operation NC I	1,293.00
312.	MEEEAWNC1S	Shielded Metal Arc Welding (SMAW) NC I (Superseded)	2,234.00
313.	MEEEAWNC2S	Shielded Metal Arc Welding (SMAW) NC II (Superseded)	2,697.00
314.	MEEEAWNC3S	Shielded Metal Arc Welding (SMAW) NC III (Superseded)	3,723.00
315.	MEEEAWNC4S	Shielded Metal Arc Welding (SMAW) NC IV (Superseded)	5,129.00
316.	MEESAANC1	Submerged Arc Welding (SAW) NC I	1,115.00



317.	MEESAWNC2	Submerged Arc Welding (SAW) NC II	1,137.00
318.	MEETDMNC2	Tool and Die Making NC II	1,167.00
319.	PFBFPPNC2	Fish Products Packaging NC II	1,041.00
320.	PFBFOPNC1	Food Processing NC I	1,506.00
321.	PFBFOPNC2	Food Processing NC II	1,850.00
322.	PFBFOPNC3	Food Processing NC III	1,041.00
323.	PFBFOPNC4	Food Processing NC IV	1,041.00
324.	PFBSLLNC2	Slaughtering Operations (Large Animal) NC II	946.00
325.	PFBSLNC2	Slaughtering Operations (Swine) NC II	949.00
326.	SOCBRBNC2	Barbering NC II	938.00
327.	SOCBCNNC2M	Beauty Care (Nail Care) Services NC II	876.00
328.	SOCBCNNC3	Beauty Care (Nail Enhancement Technology) Services NC III	967.00
329.	SOCBECNC2M	Beauty Care (Skin Care) Services NC II	1,410.00
330.	SOCBECNC2S	Beauty Care NC II (Superseded)	600.00
331.	SOCBECNC3S	Beauty Care NC III (Superseded)	600.00
332.	SOCBCNNC2S	Beauty Care Services (Nail Care) NC II (Superseded)	500.00
333.	SOCBCNNC3S	Beauty Care Services (Nail Care) NC III (Superseded)	500.00
334.	SOCBKPNC3	Bookkeeping NC III	841.00
335.	SOCDOWNC2M-F	Domestic Work NC II	None
336.	SOCDOWNC2S-E	Domestic Work NC II (Superseded)	1,347.00
337.	SOCDOWNC2S-F	Domestic Work NC II (Superseded)	1,347.00
338.	SOCDOWNC2S	Domestic Work NC II (Superseded)	635.00
339.	SOCHDRNC2S	Hairdressing NC II (Superseded)	None
340.	SOCHDRNC3M	Hairdressing NC III	1,019.00
341.	SOCHDRNC3S-E	Hairdressing NC III (Superseded)	500.00
342.	SOCLGSNC2	Lifeguard Services NC II	1,029.00
343.	SOCLGSNC3	Lifeguard Services NC III	1,058.00
344.	SOCMICNC2	Microfinance Technology NC II	975.00
345.	SOCRESNC2	Real Estate Services NC II	789.00
346.	SOCSESNC1	Security Services NC I	813.00
347.	SOCSESNC2	Security Services NC II	826.00
348.	SOCDDML4	Cooperative Development and Management Level IV	None
349.	SOCFCDL2	Facility Cleaning and Disinfecting Level II	None
350.	TRSBRTNC2	Barista NC II	1,295.00
351.	TRSBARNC2-E	Bartending NC II	1,399.00
352.	TRSBARNC2-F	Bartending NC II	1,399.00



353.	TRSBPPNC2S	Bread and Pastry Production NC II (Superseded)	1,720.00
354.	TRSCOKNC3S	Commercial Cooking NC III (Superseded)	500.00
355.	TRSCOKNC4S	Commercial Cooking NC IV (Superseded)	500.00
356.	TRSCOKNC2	Cookery NC II	1,907.00
357.	TRSEVMNC3M	Events Management Services NC III	None0
358.	TRSEVMNC3S	Events Management Services NC III (Superseded)	905.00
359.	TRSFBSNC2	Food and Beverage Services NC II	882.00
360.	TRSFBSNC3M	Food and Beverage Services NC III	1,078.00
361.	TRSFBSNC3S	Food and Beverage Services NC III (Superseded)	500.00
362.	TRSFBSNC4	Food and Beverage Services NC IV	915.00
363.	TRSFOSNC2S	Front Office Services NC II (Superseded)	907.00
364.	TRSFOSNC3	Front Office Services NC III	859.00
365.	TRSFOSNC4	Front Office Services NC IV	838.00
366.	TRSHSKNC2	Housekeeping NC II	1,108.00
367.	TRSHSKNC3M	Housekeeping NC III	834.00
368.	TRSHSKNC3S	Housekeeping NC III (Superseded)	500.00
369.	TRSHSKNC4S	Housekeeping NC IV (Superseded)	500.00
370.	TRSLOGNC2	Local Guiding Services NC II	1,327.00
371.	TRSTGSNC3	Tour Guiding Services NC III	None
372.	TRSTOPNC2	Tour Packaging (FIT AD HOC DOMESTIC) Services NC II	891.00
373.	TRSTPSNC2	Tourism Promotion Services NC II	870.00
374.	TRSTVSNC2M	Travel Services NC II	921.00
375.	TRSTVSNC2S	Travel Services NC II (Superseded)	500.00
376.	TRSBPDL4	Beverage Products Development Level IV	None
377.	TVETRML1	Trainers Methodology Level I (Trainer/Assessor)	3,323.00
378.	TVETRML2-E	Trainers Methodology Level II (Training Designer/Developer)	9,736.00
379.	TRML2CC1	Conduct Training-Needs Analysis (Leading to Trainers Methodology Level II)	1,658.00
380.	TRML2CC2	Develop Training Curriculum (Leading to Trainers Methodology Level II)	1,601.00
381.	TRML2CC3	Develop Learning Materials (Leading to Trainers Methodology Level II)	1,600.00
382.	TRML2CC4	Develop Learning Materials for e-Learning (Leading to Trainers Methodology Level II)	1,601.00
383.	TRML2CC5	Develop Assessment Tools (Leading to Trainers Methodology Level II)	1,601.00
384.	TRML2CC6	Design and Develop Maintenance System for Training Facilities (Leading to Trainers Methodology Level II)	1,675.00
385.	TRML2ELE1	Facilitate Development of Competency Standards (Leading to Trainers Methodology Level II)	None





386.	TVETFELS	Facilitate E-Learning Services	None
387.	UTLEPDNC2	Electric Power Distribution Line Construction NC II	2,731.00
388.	UTLEPDNC3	Electric Power Distribution Operation and Maintenance NC III	2,717.00
389.	UTLEPDNC4	Electric Power Distribution Operation and Maintenance NC IV	903.00
390.	UTL DLCNC2S	Line Construction (Electric Power Distribution) NC II (Superseded)	500.00
391.	UTLTXLNC2M	Transmission Line Installation and Maintenance NC II	1,950.00
392.	UTLTXLNC2S	Transmission Line Installation and Maintenance NC II (Superseded)	500.00
393.	UTLTXLNC3	Transmission Line Installation and Maintenance NC III	1,910.00
394.	UTLTXLNC3S	Transmission Line Installation and Maintenance NC III (Superseded)	500.00
395.	VSAILUNC2	Illustration NC II	1,023.00
396.	VSAPHONC2	Photography NC II	960.00
397.	WRTCSRNC2-E	Customer Services NC II	3,520.00

*\*Note:*

*A - Assessment fees with rental cost for the use of equipment during the conduct of assessment*

*B - Assessment fees without rental cost for the use of equipment during the conduct of assessment*

*C - Corn is being used during the assessment*

*D - Rice is being used during the assessment*

*E - Inclusive of Electives*

*F - Exclusive of Electives*

### EBET (TWSP and TTSP)

1.	AFFACPNC1	Agricultural Crops Production NC I	3,377.00
2.	AFFACPNC2	Agricultural Crops Production NC II	995.00
3.	AFFACPNC3-F	Agricultural Crops Production NC III	8,097.00
4.	AFFAGENC2	Agroentrepreneurship NC II	854.00
5.	AFFAAGEC3	Agroentrepreneurship NC III	853.00
6.	AFFACPNC4	Agroentrepreneurship NC IV	853.00
7.	AFFAHCNC3	Animal Health Care and Management NC III	3,378.00
8.	AFFAPPNC2-F	Animal Production (Poultry-Chicken) NC II	897.00
9.	AFFAPRNC2	Animal Production (Ruminants) NC II	1,629.00
10.	AFFAPSNC2	Animal Production (Swine) NC II	2,015.00
11.	AFFAQCNC2S	Aquaculture NC II (Superseded)	350.00
12.	AFFAIRNC2-E	Artificial Insemination (Large Ruminants) NC II	828.00
13.	AFFAISNC2-E	Artificial Insemination (Swine) NC II	833.00
14.	AFFBPNC2	Bamboo Production NC II	1,109.00
15.	AFFDMSNC3	Drying and Milling Plant Servicing NC III	3,092.00
16.	AFFFSCNC1	Fish Capture NC I	847.00
17.	AFFFSCNC2	Fish Capture NC II	847.00
18.	AFFFGRC3	Fishing Gear Repair and Maintenance NC III	870.00
19.	AFFFWONC1	Fishport/Wharf Operation NC I	1,367.00
20.	AFFGRPNC2-C	Grains Production NC II	939.00
21.	AFFGRPNC2-D	Grains Production NC II	944.00



22.	AFFHTCNC3	Horticulture NC III	827.00
23.	AFFLIMNC2	Landscape Installation and Maintenance (Softscape) NC II	1,111.00
24.	AFFMLONC2	Milking Operation NC II	1,387.00
25.	AFFOAPNC2-E	Organic Agriculture Production NC II	979.00
26.	AFFOAPNC2-F	Organic Agriculture Production NC II	979.00
27.	AFFPMVNC2	Pest Management (Vegetables) NC II	1,177.00
28.	AFFRMONC2	Rice Machinery Operations NC II	1,323.00
29.	AFFRPCNC2	Rubber Processing NC II	1,115.00
30.	AFFRPTNC2M	Rubber Production NC II	1,645.00
31.	AFFRPTNC2S	Rubber Production NC II (Superseded)	500.00
32.	AFFSWPNC2	Seaweed Production NC II	1,035.00
33.	AFFSCPNC2	Sugarcane Production NC II	2,947.00
34.	AFFBMAP	Bag Making (Abaca/Piña)	None
35.	AFFBBWL2	Bamboo Weaving Level II	None
36.	AFFCPP	Cacao Production and Processing	None
37.	AFFCPRL2	Coffee Production Level II	None
38.	AFFCORP	Corn Production	None
39.	AFFDAGC	Digital Agriculture Course	None
40.	AFFELFP	Edible Landscapping with Farm Branding	None
41.	AFFMPRL2	Mango Production Level II	None
42.	AFFOPPR	Oil Palm Production	None
43.	AFFOACP	Organic Arabica Coffee Production	None
44.	AFFORPR	Organic Rice Production	None
45.	AFFOMPFB	Oyster Mushroom Production with Farm Branding	None
46.	AFFPANM	Pest and Nutrient Management	None
47.	ALTABPNC1	Automotive Body Painting/Finishing NC I	1,128.00
48.	ALTABPNC3	Automotive Body Painting/Finishing NC III	1,128.00
49.	ALTABRNC2	Automotive Body Repairing NC II	1,036.00
50.	ALTAEANC2	Automotive Electrical Assembly NC II	1,073.00
51.	ALTAEANC3	Automotive Electrical Assembly NC III	500.00
52.	ALTAMANC2	Automotive Mechanical Assembly NC II	1,068.00
53.	ALTAMANC3	Automotive Mechanical Assembly NC III	500.00
54.	ALTATPNC2	Automotive Painting NC II	1,581.00
55.	ALTATSNC1M	Automotive Servicing NC I	1,141.00
56.	ALTATSNC1S	Automotive Servicing NC I (Superseded)	450.00
57.	ALTASCNC2M	Automotive Servicing (Chassis Repair) NC II	1,328.00
58.	ALTASLNC2M	Automotive Servicing (Electrical Repair) NC II	1,421.00
59.	ALTASNNC2M	Automotive Servicing (Engine Repair) NC II	1,300.00
60.	ALTATSNC2S	Automotive Servicing NC II (Superseded)	300.00
61.	ALTATSNC3-E	Automotive Servicing NC III	1,237.00



62.	ALTATSNC4	Automotive Servicing NC IV	1,017.00
63.	ALTWHANC2	Automotive Wiring Harness Assembly NC II	1,059.00
64.	ALTDRENC3-A	Driving (Articulated Vehicle) NC III	2,856.00
65.	ALTDRENC3-B	Driving (Articulated Vehicle) NC III	1,239.00
66.	ALDRBNC3-A	Driving (Passenger Bus/Straight Truck) NC III	2,164.00
67.	ALDRBNC3-B	Driving (Passenger Bus/Straight Truck) NC III	1,163.00
68.	ALDRVNC2-A	Driving NC II	1,034.00
69.	ALDRVNC2-B	Driving NC II	819.00
70.	ALTMSENC2	Motorcycle/Small Engine Servicing NC II	1,491.00
71.	ALTPMONC2	Painting Machine Operation NC II	1,213.00
72.	ALTPLONC2	Plastic Machine Operation NC II	935.00
73.	ALTPLONC3	Plastic Machine Operation NC III	500.00
74.	ALTTAMNC2	Tinsmithing (Automotive Manufacturing) NC II	1,225.00
75.	CONCARNC2M	Carpentry NC II	1,539.00
76.	CONROCNC2S	Carpentry NC II (Superseded)	600.00
77.	CONCARNC3M	Carpentry NC III	1,424.00
78.	CONFICNC3S	Carpentry NC III (Superseded)	400.00
79.	CONCOPNC2	Construction Painting NC II	1,156.00
80.	CONCOPNC3	Construction Painting NC III	1,096.00
81.	CONARTNC2-A	Heavy Equipment Operation (Articulated Off-Highway Dump Truck) NC II	4,710.00
82.	CONARTNC2-B	Heavy Equipment Operation (Articulated Off-Highway Dump Truck) NC II	760.00
83.	CONBLONC2-A	Heavy Equipment Operation (Backhoe Loader) NC II	2,537.00
84.	CONBLONC2-B	Heavy Equipment Operation (Backhoe Loader) NC II	760.00
85.	CONBULNC2-A	Heavy Equipment Operation (Bulldozer) NC II	3,779.00
86.	CONBULNC2-B	Heavy Equipment Operation (Bulldozer) NC II	760.00
87.	CONCPONC2-A	Heavy Equipment Operation (Concrete Pump) NC II	3,364.00
88.	CONCPONC2-B	Heavy Equipment Operation (Concrete Pump) NC II	760.00
89.	CONCSONC2-A	Heavy Equipment Operation (Container Stacker) NC II	2,534.00
90.	CONCSONC2-B	Heavy Equipment Operation (Container Stacker) NC II	760.00
91.	CONCCONC2S	Heavy Equipment Operation (Crawler Crane) NC II (Superseded)	500.00
92.	CONCRANC3M-A	Heavy Equipment Operation (Crawler Crane) NC III	3,208.00
93.	CONCRANC3M-B	Heavy Equipment Operation (Crawler Crane) NC III	760.00
94.	CONFORNC2M-A	Heavy Equipment Operation (Forklift) NC II	1,473.00
95.	CONFORNC2M-B	Heavy Equipment Operation (Forklift) NC II	760.00



96.	CONFORNC2S	Heavy Equipment Operation (Forklift) NC II (Superseded)	500.00
97.	CONGCONC2S	Heavy Equipment Operation (Gantry Crane) NC II (Superseded)	500.00
98.	CONOGCNC3M-A	Heavy Equipment Operation (Overhead and Gantry Crane) NC III	1,602.00
99.	CONOGCNC3M-B	Heavy Equipment Operation (Overhead and Gantry Crane) NC III	760.00
100.	CONHEONC2M-A	Heavy Equipment Operation (Hydraulic Excavator) NC II	3,392.00
101.	CONHEONC2M-B	Heavy Equipment Operation (Hydraulic Excavator) NC II	760.00
102.	CONHEONC2S	Heavy Equipment Operation (Hydraulic Excavator) NC II (Superseded)	500.00
103.	CONMGONC2-A	Heavy Equipment Operation (Motor Grader) NC II	3,227.00
104.	CONMGONC2-B	Heavy Equipment Operation (Motor Grader) NC II	760.00
105.	CONPAVNC2-A	Heavy Equipment Operation (Paver) NC II	2,204.00
106.	CONPAVNC2-B	Heavy Equipment Operation (Paver) NC II	760.00
107.	CONRIGNC2-A	Heavy Equipment Operation (Rigid Off-Highway Dump Truck) NC II	6,645.00
108.	CONRIGNC2-B	Heavy Equipment Operation (Rigid Off-Highway Dump Truck) NC II	760.00
109.	CONROHNC2-A	Heavy Equipment Operation (Rigid On-Highway Dump Truck) NC II	2,013.00
110.	CONROHNC2-B	Heavy Equipment Operation (Rigid On-Highway Dump Truck) NC II	760.00
111.	CONROHNC2S	Heavy Equipment Operation (Rigid On-Highway Dump Truck) NC II (Superseded)	500.00
112.	CONRRONC2-A	Heavy Equipment Operation (Road Roller) NC II	3,154.00
113.	CONRRONC2-B	Heavy Equipment Operation (Road Roller) NC II	760.00
114.	CONRTCNC2S	Heavy Equipment Operation (Rough Terrain Crane) NC II (Superseded)	500.00
115.	CONRTCNC3M-A	Heavy Equipment Operation (Rough Terrain Crane) NC III	2,312.00
116.	CONRTCNC3M-B	Heavy Equipment Operation (Rough Terrain Crane) NC III	760.00
117.	CONSCRNC1-A	Heavy Equipment Operation (Screed) NC I	2,204.00
118.	CONSCRNC1-B	Heavy Equipment Operation (Screed) NC I	760.00
119.	CONTCONC2S	Heavy Equipment Operation (Tower Crane) NC II (Superseded)	500.00
120.	CONTMONC2-A	Heavy Equipment Operation (Transit Mixer) NC II	2,576.00
121.	CONTMONC2-B	Heavy Equipment Operation (Transit Mixer) NC II	760.00
122.	CONTCMCNC2S	Heavy Equipment Operation (Truck Mounted Crane) NC II (Superseded)	500.00
123.	CONWLONC2-A	Heavy Equipment Operation (Wheel Loader) NC II	3,511.00
124.	CONWLONC2-B	Heavy Equipment Operation (Wheel Loader) NC II	760.00
125.	CONHEMNC2-A	Heavy Equipment Servicing (Mechanical) NC II	1,943.00
126.	CONHEMNC2-B	Heavy Equipment Servicing (Mechanical) NC II	760.00



127.	CONMASNC1M	Masonry NC I	1,153.00
128.	CONMASNC1S	Masonry NC I (Superseded)	1,100.00
129.	CONMASNC2M	Masonry NC II	1,535.00
130.	CONMASNC2S	Masonry NC II (Superseded)	500.00
131.	CONMASNC3M	Masonry NC III	1,410.00
132.	CONMASNC3S	Masonry NC III (Superseded)	500.00
133.	CONPIPNC2M	Pipefitting (Metallic) NC II	1,427.00
134.	CONPIPNC2S	Pipefitting NC II (Superseded)	500.00
135.	CONPLMNC1	Plumbing NC I	1,609.00
136.	CONPLMNC2	Plumbing NC II	1,888.00
137.	CONPLMNC3	Plumbing NC III	2,051.00
138.	CONPVDNC3	PV System Design NC III	927.00
139.	CONPVINC2	PV Systems Installation NC II	927.00
140.	CONPVSNC3	PV Systems Servicing NC III	927.00
141.	CONRSWNC2S	Reinforcing Steel Works NC II	1,006.00
142.	CONRGGNC1	Rigging NC I	2,144.00
143.	CONSCANC2S	Scaffold Erection NC II (Superseded)	500.00
144.	CONSCANC2M	Scaffolding Works NC II (Supported Type Scaffold)	1,276.00
145.	CONSSWNC2-F	Structural Erection NC II	500.00
146.	CONTECNC2	Technical Drafting NC II	1,046.00
147.	CONTILNC2M	Tile Setting NC II	1,415.00
148.	CONTILNC2S	Tile Setting NC II (Superseded)	500.00
149.	CONCSSL4	Construction Site Supervision Level IV	None
150.	CONCTSL4	Construction Trade Supervision Level IV	None
151.	CREHWUNC2	Handloom Weaving (Upright) NC II	1,298.00
152.	ELCBESNCII	Biomedical Equipment Servicing NC II	350.00
153.	ELCCSSNC2	Computer Systems Servicing NC II	1,049.00
154.	ELCCESNC3	Consumer Electronics Servicing NC III	974.00
155.	ELCCESNC4	Consumer Electronics Servicing NC IV	400.00
156.	ELCEIMNC2	Electrical Installation and Maintenance NC II	1,849.00
157.	ELCEIMNC3	Electrical Installation and Maintenance NC III	1,896.00
158.	ELCEIMNC4	Electrical Installation and Maintenance NC IV	500.00
159.	ELCEPANC2	Electronic Products Assembly and Servicing NC II	1,089.00
160.	ELCICSNC2S	Instrumentation and Control Servicing NC II (Superseded)	1,088.00
161.	ELCICSNC3S	Instrumentation and Control Servicing NC III (Superseded)	1,106.00
162.	ELCICSNC4S	Instrumentation and Control Servicing NC IV (Superseded)	1,431.00
163.	ELCMECNC2	Mechatronics Servicing NC II	1,301.00
164.	ELCMECNC3	Mechatronics Servicing NC III	1,504.00
165.	ELCMECNC4	Mechatronics Servicing NC IV	2,141.00
166.	ELCMPSNC3	Mobile Phones and Handheld Gadgets Servicing NC III	867.00



167.	ELCSBONC2	Semiconductor Back-End Operation NC II	852.00
168.	ELCSFONC2	Semiconductor Front-of-Line Operation NC II	877.00
169.	ELCEASNPL	Assembly of Solar Nightlight and Post Lamp	None
170.	ELCEPLBEOL1	Electronics Production Line - Back End Operation Level 1	None
171.	ELCEPLSMTL1	Electronics Production Line - SMT Operation Level 1	None
172.	FURFINNC2	Furniture Making (Finishing) NC II	985.00
173.	GRMDRMNC2	Dressmaking NC II	1,348.00
174.	GRMFADNC3	Fashion Design (Apparel) NC III	1,095.00
175.	GRMTLRNC2	Tailoring NC II	1,684.00
176.	GRMISMO	Industrial Sewing Machine Operation	None
177.	HVCADSNC2	Air Duct Servicing NC II	1,007.00
178.	HVCCACNC3M	Commercial Air-conditioning Installation and Servicing NC III	1,441.00
179.	HVCCRENC3M	Commercial Refrigeration Installation and Servicing NC III	1,478.00
180.	HVICPRNC3	Ice Plant Refrigeration Servicing NC III	1,023.00
181.	HVCMACNC2	Land-Based Transport Mobile Air-conditioning (MAC) Servicing NC II	993.00
182.	HVCTRSNC2	Land-based Transport Refrigeration Servicing NC II	1,112.00
183.	HVCDRANC2M	RAC Servicing (DomRAC) NC II	1,222.00
184.	HVCWACNC2S	RAC Servicing (DomRAC) NC II (Superseded)	500.00
185.	HVCPCRNC3S	RAC Servicing (PACU-CRE) NC III (Superseded)	500.00
186.	HVCTACNC2S	Transport RAC Servicing NC II (Superseded)	750.00
187.	HHCBHSNC2	Barangay Health Services NC II	935.00
188.	HHCBHSNC2S	Barangay Health Services NC II (Superseded)	400.00
189.	HHCCGCNC2M	Caregiving (Clients with Special Needs) NC II	1,481.00
190.	HHCCGENC2M	Caregiving (Elderly) NC II	1,620.00
191.	HHCCGGNC2M	Caregiving (Grade Schooler to Adolescent) NC II	1,268.00
192.	HHCCGNNC2M	Caregiving (Newborn to Pre-Schooler) NC II	1,358.00
193.	HHCCGVNC2S	Caregiving NC II (Superseded)	1,265.00
194.	HHCCNSNC2	Community Nutrition Services NC II	1,424.00
195.	HHCDHYL4S	Dental Hygiene Level IV (Superseded)	None
196.	HHCDSFNC2	Dental Laboratory Technology Services (Fixed Dentures/Restorations) NC II	2,775.00
197.	HHCDSRNC2	Dental Laboratory Technology Services (Removable Dentures/Appliances) NC II	3,736.00
198.	HHCDLTNC1	Dental Laboratory Technology Services NC I	938.00
199.	HHCDTKNC4	Dental Technology NC IV	None
200.	HHCEMSNC2	Emergency Medical Services NC II	991.00
201.	HHCEMSNC3	Emergency Medical Services NC III	1,864.00
202.	HHCHCSNC2	Health Care Services NC II	878.00
203.	HHCHILNC2	Hilot (Wellness Massage) NC II	1,231.00
204.	HHCMATNC2	Massage Therapy NC II	814.00



205.	HHCOLSNC2	Ophthalmic Lens Services NC II	898.00
206.	HHCPHANC3	Pharmacy Services NC III	1,243.00
207.	HHBIDMSL2	Barangay Infectious Disease Management Services Level II	None
208.	HHCTL2	Contact Tracing Level II	None
209.	ICT2DANC3M	2D Animation NC III	978.00
210.	ICT2DANC3S	2D Animation NC III (Superseded)	500.00
211.	ICT2GANC3	2D Game Art Development NC III	1,120.00
212.	ICT3DANC3M	3D Animation NC III	2,078.00
213.	ICT3DANC3S	3D Animation NC III (Superseded)	500.00
214.	ICT3GANC3	3D Game Art Development NC III	1,120.00
215.	ICTANMNC2M	Animation NC II	1,200.00
216.	ICTANMNC2S	Animation NC II (Superseded)	500.00
217.	ICTBBINC2	Broadband Installation (Fixed Wireless Systems) NC II	1,041.00
218.	ICTCTVNC2	Cable TV Installation NC II	981.00
219.	ICTCTVNC3	Cable TV Operation and Maintenance NC III	1,027.00
220.	ICTCCSNC2	Contact Center Services NC II	None
221.	ICTGPRNC3	Game Programming NC III	1,114.00
222.	ICTMDTNC2	Medical Transcription NC II	969.00
223.	ICTPRNNC3	Programming (.Net Technology) NC III	None
224.	ICTPRJNC3M	Programming (Java) NC III	None
225.	ICTPRJNC3S	Programming (Java) NC III (Superseded)	None
226.	ICTPRONC3	Programming (Oracle Database) NC III	None
227.	ICTTCCNC2	Telecom OSP and Subscriber Line Installation (Copper Cable/POTS and DSL) NC II	1,144.00
228.	ICTTFONC2	Telecom OSP Installation (Fiber Optic Cable) NC II	1,144.00
229.	ICTVGDNC3M	Visual Graphic Design NC III	932.00
230.	ICTVGDNC3S	Visual Graphic Design NC III (Superseded)	500.00
231.	ICTWBDNC3	Web Development NC III	968.00
232.	ICTCESDRPG	Career Entry Course for Software Developers – RPG Level I	None
233.	ICTCESDLSC	Career Entry Course for Software Developers - Legacy System/Cobol Level II	None
234.	ICTCSIHL1	Computer Security Incident Handling Level I	None
235.	ICTCCSML3	Content Creation (Social Media) Level III	None
236.	ICTCWD	Creative Web Design	None
237.	ICTCTML1	Cyber Threat Monitoring Level I	None
238.	ICTDAL3	Data Analytics Level III	None
239.	ICTWD	Web Development	None
240.	LACELA1	English Language - A1 Level	None
241.	LACILA1	Italian Language - A1 Level	None
242.	LACSLA1	Spanish Language - A1 Level	None



243.	LACGLA1	German Language - A1 Level	None
244.	LACFRLA1	French Language - A1 Level	None
245.	LACPLA1	Portuguese Language - A1 Level	None
246.	LACMCLA1	Mandarin Chinese Language - A1 Level	None
247.	LACTMLA1	Taiwanese Mandarin Language - A1 Level	None
248.	LACKLA1	Korean Language - A1 Level	None
249.	LACJLA1	Japanese Language - A1 Level	None
250.	LACALA1	Arabic Language - A1 Level	None
251.	LACBLA1	Bahasa Language - A1 Level	None
252.	LACFILA1	Filipino Language - A1 Level	None
253.	LACELA2	English Language - A2 Level	None
254.	LACILA2	Italian Language - A2 Level	None
255.	LACSLA2	Spanis Language - A2 Level	None
256.	LACGLA2	German Language - A2 Level	None
257.	LACFRLA2	French Language - A2 Level	None
258.	LACPLA2	Portuguese Language - A2 Level	None
259.	LACMCLA2	Mandarin Chinese Language - A2 Level	None
260.	LACTMLA2	Taiwanese Mandarin Language - A2 Level	None
261.	LACKLA2	Korean Language - A2 Level	None
262.	LACJLA2	Japanese Language - A2 Level	None
263.	LACALA2	Arabic Language - A2 Level	None
264.	LACBLA2	Bahasa Language - A2 Level	None
265.	LACFILA2	Filipino Language - A2 Level	None
266.	LACELB1	English Language - B1 Level	None
267.	LACILB1	Italian Language - B1 Level	None
268.	LACSLB1	Spanis Language - B1 Level	None
269.	LACGLB1	German Language - B1 Level	None
270.	LACFRLB1	French Language - B1 Level	None
271.	LACPLB1	Portuguese Language - B1 Level	None
272.	LACMCLB1	Mandarin Chinese Language - B1 Level	None
273.	LACTMLB1	Taiwanese Mandarin Language - B1 Level	None
274.	LACKLB1	Korean Language - B1 Level	None
275.	LACJLB1	Japanese Language - B1 Level	None
276.	LACALB1	Arabic Language - B1 Level	None
277.	LACBLB1	Bahasa Language - B1 Level	None
278.	LACFILB1	Filipino Language - B1 Level	None
279.	LACALSGC	Arabic Language and Saudi/Gulf Culture	None
280.	LACELOEN	English Language and other English NTRs	None
281.	LACGLAC	German Language and Culture	None
282.	LACILAC	Italian Language and Culture	None





283.	LACJLAC150	Japanese Language and Culture (150 hours)	None
284.	LACJLAC300	Japanese Language And Culture (300 hours)	None
285.	LACKLAC	Korean Language and Culture	None
286.	LACMCLC	Mandarin Chinese Language and Culture	None
287.	LACSFDV	Spanish for Different Vocations	None
288.	MTMSCSNC1	Ship's Catering Services NC I	1,293.00
289.	MTMSCCNC3	Ships' Catering NC III (Ships' Cooks)	2,217.00
290.	MEECCONC3	CAD/CAM Operation NC III	1,337.00
291.	MEECLONC2	CNC Lathe Machine Operation NC II	1,385.00
292.	MEECLONC3	CNC Lathe Machine Operation NC III	1,385.00
293.	MEECMONC2	CNC Milling Machine Operation NC II	1,385.00
294.	MEECMONC3	CNC Milling Machine Operation NC III	1,385.00
295.	MEEFCWNC1	Flux-Cored Arc Welding (FCAW) NC I	1,079.00
296.	MEEFCWNC2	Flux-Cored Arc Welding (FCAW) NC II	3,353.00
297.	MEEFCWNC3	Flux-Cored Arc Welding (FCAW) NC III	1,054.00
298.	MEEMIGNC1	Gas Metal Arc Welding (GMAW) NC I	1,066.00
299.	MEEMIGNC2	Gas Metal Arc Welding (GMAW) NC II	3,361.00
300.	MEEMIGNC3	Gas Metal Arc Welding (GMAW) NC III	1,065.00
301.	MEETIGNC2	Gas Tungsten Arc Welding (GTAW) NC II	2,126.00
302.	MEETIGNC4	Gas Tungsten Arc Welding (GTAW) NC IV	500.00
303.	MEEGSWNC1	Gas Welding NC I	1,066.00
304.	MEEGSWNC2	Gas Welding NC II	1,050.00
305.	MEEMCGNC1M	Machining NC I	2,252.00
306.	MEEMCGNC1S	Machining NC I (Superseded)	500.00
307.	MEEMCGNC2	Machining NC II	1,285.00
308.	MEEMCGNC3	Machining NC III	1,301.00
309.	MEEDFTNC1	Mechanical Drafting NC I	1,068.00
310.	MEEPMMNC1	Plant Maintenance NC I	1,293.00
311.	MEEPMONC1	Press Machine Operation NC I	1,293.00
312.	MEEEAWNC1S	Shielded Metal Arc Welding (SMAW) NC I (Superseded)	2,234.00
313.	MEEEAWNC2S	Shielded Metal Arc Welding (SMAW) NC II (Superseded)	2,697.00
314.	MEEEAWNC3S	Shielded Metal Arc Welding (SMAW) NC III (Superseded)	3,723.00
315.	MEEEAWNC4S	Shielded Metal Arc Welding (SMAW) NC IV (Superseded)	5,129.00
316.	MEESAWNC1	Submerged Arc Welding (SAW) NC I	1,115.00
317.	MEESAWNC2	Submerged Arc Welding (SAW) NC II	1,137.00
318.	MEETDMNC2	Tool and Die Making NC II	1,167.00
319.	PFBFPPNC2	Fish Products Packaging NC II	1,041.00
320.	PFBFOPNC1	Food Processing NC I	1,506.00
321.	PFBFOPNC2	Food Processing NC II	1,850.00
322.	PFBFOPNC3	Food Processing NC III	1,041.00



323.	PFBFOPNC4	Food Processing NC IV	1,041.00
324.	PFBSLLNC2	Slaughtering Operations (Large Animal) NC II	946.00
325.	PFBSLSNC2	Slaughtering Operations (Swine) NC II	949.00
326.	SOCBRBNC2	Barbering NC II	938.00
327.	SOCBCNNC2M	Beauty Care (Nail Care) Services NC II	876.00
328.	SOCBCNNC3	Beauty Care (Nail Enhancement Technology) Services NC III	967.00
329.	SOCBECNC2M	Beauty Care (Skin Care) Services NC II	1,410.00
330.	SOCBECNC2S	Beauty Care NC II (Superseded)	600.00
331.	SOCBECNC3S	Beauty Care NC III (Superseded)	600.00
332.	SOCBCNNC2S	Beauty Care Services (Nail Care) NC II (Superseded)	500.00
333.	SOCBCNNC3S	Beauty Care Services (Nail Care) NC III (Superseded)	500.00
334.	SOCBKPNC3	Bookkeeping NC III	841.00
335.	SOCDOWNC2M-F	Domestic Work NC II	None
336.	SOCDOWNC2S-E	Domestic Work NC II (Superseded)	1,347.00
337.	SOCDOWNC2S-F	Domestic Work NC II (Superseded)	1,347.00
338.	SOCDOWNC2S	Domestic Work NC II (Superseded)	635.00
339.	SOCHDRNC2S	Hairdressing NC II (Superseded)	
340.	SOCHDRNC3M	Hairdressing NC III	1,019.00
341.	SOCHDRNC3S-E	Hairdressing NC III (Superseded)	500.00
342.	SOCLGSNC2	Lifeguard Services NC II	1,029.00
343.	SOCLGSNC3	Lifeguard Services NC III	1,058.00
344.	SOCMICNC2	Microfinance Technology NC II	975.00
345.	SOCRESNC2	Real Estate Services NC II	789.00
346.	SOCSESNC1	Security Services NC I	813.00
347.	SOCSESNC2	Security Services NC II	826.00
348.	SOCEDML4	Cooperative Development and Management Level IV	None
349.	SOCFCDL2	Facility Cleaning and Disinfecting Level II	None
350.	TRSBRTNC2	Barista NC II	1,295.00
351.	TRSBARNC2-E	Bartending NC II	1,399.00
352.	TRSBARNC2-F	Bartending NC II	1,399.00
353.	TRSBPPNC2S	Bread and Pastry Production NC II (Superseded)	1,720.00
354.	TRSCOKNC3S	Commercial Cooking NC III (Superseded)	500.00
355.	TRSCOKNC4S	Commercial Cooking NC IV (Superseded)	500.00
356.	TRSCOKNC2	Cookery NC II	1,907.00
357.	TRSEVMNC3M	Events Management Services NC III	None
358.	TRSEVMNC3S	Events Management Services NC III (Superseded)	905.00



359.	TRSFBSNC2	Food and Beverage Services NC II	882.00
360.	TRSFBSNC3M	Food and Beverage Services NC III	1,078.00
361.	TRSFBSNC3S	Food and Beverage Services NC III (Superseded)	500.00
362.	TRSFBSNC4	Food and Beverage Services NC IV	915.00
363.	TRSFOSNC2S	Front Office Services NC II (Superseded)	907.00
364.	TRSFOSNC3	Front Office Services NC III	859.00
365.	TRSFOSNC4	Front Office Services NC IV	838.00
366.	TRSHKNC2	Housekeeping NC II	1,108.00
367.	TRSHKNC3M	Housekeeping NC III	834.00
368.	TRSHKNC3S	Housekeeping NC III (Superseded)	500.00
369.	TRSHKNC4S	Housekeeping NC IV (Superseded)	500.00
370.	TRSLOGNC2	Local Guiding Services NC II	1,327.00
371.	TRSTGSNC3	Tour Guiding Services NC III	None
372.	TRSTOPNC2	Tour Packaging (FIT AD HOC DOMESTIC) Services NC II	891.00
373.	TRSTPSNC2	Tourism Promotion Services NC II	870.00
374.	TRSTVSNC2M	Travel Services NC II	921.00
375.	TRSTVSNC2S	Travel Services NC II (Superseded)	500.00
376.	TRSBPDL4	Beverage Products Development Level IV	None
377.	TVETRML1	Trainers Methodology Level I (Trainer/Assessor)	3,323.00
378.	TVETRML2-E	Trainers Methodology Level II (Training Designer/Developer)	9,736.00
379.	TRML2CC1	Conduct Training-Needs Analysis (Leading to Trainers Methodology Level II)	1,658.00
380.	TRML2CC2	Develop Training Curriculum (Leading to Trainers Methodology Level II)	1,601.00
381.	TRML2CC3	Develop Learning Materials (Leading to Trainers Methodology Level II)	1,600.00
382.	TRML2CC4	Develop Learning Materials for e-Learning (Leading to Trainers Methodology Level II)	1,601.00
383.	TRML2CC5	Develop Assessment Tools (Leading to Trainers Methodology Level II)	1,601.00
384.	TRML2CC6	Design and Develop Maintenance System for Training Facilities (Leading to Trainers Methodology Level II)	1,675.00
385.	TRML2ELE1	Facilitate Development of Competency Standards (Leading to Trainers Methodology Level II)	None
386.	TVETFELS	Facilitate E-Learning Services	None
387.	UTLEPDNC2	Electric Power Distribution Line Construction NC II	2,731.00
388.	UTLEPDNC3	Electric Power Distribution Operation and Maintenance NC III	2,717.00
389.	UTLEPDNC4	Electric Power Distribution Operation and Maintenance NC IV	903.00
390.	UTL DLCNC2S	Line Construction (Electric Power Distribution) NC II (Superseded)	500.00
391.	UTLTXLNC2M	Transmission Line Installation and Maintenance NC II	1,950.00



392.	UTLTXLNC2S	Transmission Line Installation and Maintenance NC II (Superseded)	500.00
393.	UTLTXLNC3	Transmission Line Installation and Maintenance NC III	1,910.00
394.	UTLTXLNC3S	Transmission Line Installation and Maintenance NC III (Superseded)	500.00
395.	VSAILUNC2	Illustration NC II	1,023.00
396.	VSAPHONC2	Photography NC II	960.00
397.	WRTCSRNC2-E	Customer Services NC II	3,520.00

*\*Note:*

*A - Assessment fees with rental cost for the use of equipment during the conduct of assessment*

*B - Assessment fees without rental cost for the use of equipment during the conduct of assessment*

*C - Corn is being used during assessment*

*D - Rice is being used during assessment*

*E - Inclusive of Electives*

*F - Exclusive of Electives*

### STEP

1.	ACP213CC2	Plant Crops (Leading to Agricultural Crops Production NC II)	844.00
2.	AFFAPPNC2-F	Animal Production (Poultry-Chicken) NC II	897.00
3.	AFFAPSNC2	Animal Production (Swine) NC II	2,015.00
4.	OAP212CC3	Produce Organic Fertilizer (Leading to Organic Agriculture Production NC II)	810.00
5.	OAP212CC4	Produce Organic Concoctions and Extracts (Leading to Organic Agriculture Production NC II)	816.00
6.	OAP212CC5	Raise Organic Hogs (Leading to Organic Agriculture Production NC II)	815.00
7.	OAP212CC6	Raise Organic Small Ruminants (Leading to Organic Agriculture Production NC II)	803.00
8.	ALTATSNC1M	Automotive Servicing NC I	1,141.00
9.	ALTATSNC1S	Automotive Servicing NC I (Superseded)	450.00
10.	ALTDRVNC2-A	Driving NC II	1,034.00
11.	ALTDRVNC2-B	Driving NC II	819.00
12.	MSE215CC1	Service Motorcycle/Small Engine System (Leading to Motorcycle/Small Engine Servicing NC II)	1,199.00
13.	CONCARNC2M	Carpentry NC II	1,539.00
14.	CONROCNC2S	Carpentry NC II (Superseded)	600.00
15.	CONCOPNC2	Construction Painting NC II	1,156.00
16.	CONMASNC1M	Masonry NC I	1,153.00
17.	CONMASNC1S	Masonry NC I (Superseded)	1,100.00
18.	CONMASNC2M	Masonry NC II	1,535.00
19.	CONPLMNC1	Plumbing NC I	1,609.00
20.	CONPVINC2	PV Systems Installation NC II	927.00
21.	CONTILNC2M	Tile Setting NC II	1,415.00
22.	CONTILNC2S	Tile Setting NC II (Superseded)	500.00
23.	ELCEIMNC2	Electrical Installation and Maintenance NC II	1,849.00



24.	EPA213CC1	Assemble Electronic Products (Leading to EPAS NC II)	917.00
25.	EPA213CC2	Service Consumer Electronic Products and Systems (Leading to EPAS NC II)	881.00
26.	GRMDRMNC2	Dressmaking NC II	1,348.00
27.	MEEEAWNC1S	Shielded Metal Arc Welding (SMAW) NC I (Superseded)	2,234.00
28.	MEEEAWNC2S	Shielded Metal Arc Welding (SMAW) NC II (Superseded)	2,697.00
29.	FOP215CC2	Process Food by Fermentation and Pickling (Leading to Food Processing NC II)	1,180.00
30.	TRSBPPNC2S	Bread and Pastry Production NC II (Superseded)	1,720.00
31.	TRSCOKNC2	Cookery NC II	1,907.00
32.	COK214CC1	Prepare and Cook Hot Meals (Leading to Cookery NC II)	1,907.00
33.	COK214CC2	Prepare Cold Meals (Leading to Cookery NC II)	1,907.00
<b>TWSP-PAFSE</b>			
1.	AFFACPNC1	Agricultural Crops Production NC I	3,377.00
2.	ACP105CC1	Support Horticultural Crop Work (Leading to Agricultural Crops Production NC I)	821.00
3.	ACP105CC2	Support Nursery Work (Leading to Agricultural Crops Production NC I)	837.00
4.	ACP105CC3	Support Agronomic Crop Work (Leading to Agricultural Crops Production NC I)	838.00
5.	AFFACPNC2	Agricultural Crops Production NC II	995.00
6.	ACP213CC2	Plant Crops (Leading to Agricultural Crops Production NC II)	844.00
7.	AFFACPNC3-F	Agricultural Crops Production NC III	8,097.00
8.	ACP306CC1	Prepare Land for Agricultural Crop Production (Leading to Agricultural Crop Production NC III)	817.00
9.	ACP306CC2	Implement Post-Harvest Program (Leading to Agricultural Crops Production NC III)	869.00
10.	ACP306CC3	Implement Plant Nutrition Program (Leading to Agricultural Crops Production NC III)	791.00
11.	ACP306CC4	Control Weeds (Leading to Agricultural Crops Production NC III)	788.00
12.	ACP306CC6	Establish Agronomic Crops (Leading to Agricultural Crops Production NC III)	821.00
13.	ACP306CC7	Undertake Agronomic Crop Maintenance Program (Leading to Agricultural Crops Production NC III)	776.00
14.	ACP306CC8	Undertake Agronomic Crop Harvesting Activities (Leading to Agricultural Crops Production NC III)	865.00
15.	ACP306ELE7	Keep Records for Farm Business (Leading to Agricultural Crops Production NC III)	None
16.	AFFAPPNC2-F	Animal Production (Poultry-Chicken) NC II	897.00
17.	APP213CC1	Maintain Poultry House (Leading to Animal Production (Poultry-Chicken) NC II)	778.00



18.	APP213CC2	Brood and Grow Chicks (Leading to Animal Production (Poultry-Chicken) NC II)	796.00
19.	APP213CC3	Perform Pre-Lay and Lay Activities (Leading to Animal Production (Poultry-Chicken) NC II)	777.00
20.	AFFAPRNC2	Animal Production (Ruminants) NC II	1,629.00
21.	APR213CC1	Maintain Housing, Farm Implements and Surrounding Area (Leading to Animal Production (Ruminants) NC II)	835.00
22.	APR213CC2	Provide Forage (Leading to Animal Production (Ruminants) NC II)	785.00
23.	APR213CC3	Perform Breeding of Ruminants (Leading to Animal Production (Ruminants) NC II)	790.00
24.	APR213CC4	Raise Dairy Animals (Leading to Animal Production (Ruminants) NC II)	822.00
25.	APR213CC5	Raise Meat-Type Animals (Leading to Animal Production (Ruminants) NC II)	829.00
26.	AFFAPSNC2	Animal Production (Swine) NC II	2,015.00
27.	APS213CC1	Handle Breeders (Leading to Animal Production (Swine) NC II)	805.00
28.	AFFAQCNC2S	Aquaculture NC II (Superseded)	350.00
29.	AFFFSCNC1	Fish Capture NC I	847.00
30.	AFFFSCNC2	Fish Capture NC II	847.00
31.	AFFFGRNC3	Fishing Gear Repair and Maintenance NC III	870.00
32.	AFFFWONC1	Fishport/Wharf Operation NC I	1,367.00
33.	AFFHTCNC3	Horticulture NC III	827.00
34.	HTC306CC6	Establish Horticultural Crops (Leading to Horticulture NC III)	827.00
35.	HTC306CC7	Coordinate Horticultural Maintenance Program (Leading to Horticulture NC III)	827.00
36.	HTC306CC8	Coordinate Horticultural Crop Harvesting (Leading to Horticulture NC III)	827.00
37.	HTC306CC9	Undertake Field Budding and Grafting (Leading to Horticulture NC III)	827.00
38.	HTC306CC10	Undertake Propagation Activities (Leading to Horticulture NC III)	None
39.	HTC306ELE16	Maintain and Monitor Environmental Work Practices (Leading to Horticulture NC III)	None
40.	AFFLIMNC2	Landscape Installation and Maintenance (Softscape) NC II	1,111.00
41.	AFFOAPNC2-E	Organic Agriculture Production NC II	979.00
42.	AFFOAPNC2-F	Organic Agriculture Production NC II	979.00
43.	OAP212CC1	Raise Organic Chicken (Leading to Organic Agriculture Production NC II)	808.00
44.	OAP212CC2	Produce Organic Vegetables (Leading to Organic Agriculture Production NC II)	814.00
45.	OAP212CC3	Produce Organic Fertilizer (Leading to Organic Agriculture Production NC II)	810.00
46.	OAP212CC4	Produce Organic Concoctions and Extracts (Leading to Organic	816.00



		Agriculture Production NC II)	
47.	OAP212CC5	Raise Organic Hogs (Leading to Organic Agriculture Production NC II)	815.00
48.	OAP212CC6	Raise Organic Small Ruminants (Leading to Organic Agriculture Production NC II)	803.00
49.	AFFPMVNC2	Pest Management (Vegetables) NC II	1,177.00
50.	PMV207CC1	Conduct Field Assessment (Leading to Pest Management (Vegetables) NC II)	1,177.00
51.	PMV207CC2	Apply Bio-Control Measures (Leading to Pest Management (Vegetables) NC II)	1,177.00
52.	PMV207CC3	Apply Cultural Management Strategies (Leading to Pest Management (Vegetables) NC II)	1,177.00
53.	PMV207CC4	Apply Physical Control Measures (Leading to Pest Management (Vegetables) NC II)	None
54.	PMV207CC6	Monitor Results of Control Activities and Provide Feedback (Leading to Pest Management (Vegetables) NC II)	None
55.	AFFRMONC2	Rice Machinery Operations NC II	1,323.00
56.	AFFRPCNC2	Rubber Processing NC II	1,115.00
57.	AFFRPTNC2M	Rubber Production NC II	1,645.00
58.	AFFRPTNC2S	Rubber Production NC II (Superseded)	500.00
59.	AFFCPRL2	Coffee Production Level II	None
60.	AFFCORP	Corn Production	None
61.	AFFELFP	Edible Landscapping with Farm Branding	None
62.	AFFOPPR	Oil Palm Production	None
63.	AFFOACP	Organic Arabica Coffee Production	None
64.	AFFORPR	Organic Rice Production	None
65.	AFFOMPFB	Oyster Mushroom Production with Farm Branding	None
<b>RESP</b>			
1.	AFFAGENC2	Agroentrepreneurship NC II	854.00
2.	AFFAAGEC3	Agroentrepreneurship NC III	853.00
3.	AFFDMSNC3	Drying and Milling Plant Servicing NC III	3,092.00
4.	DMS317CC1	Service Grain Drying Plant Facilities (Leading to Drying and Milling Plant Servicing NC III)	1,025.00
5.	DMS317CC2	Service Rice Milling Plant Facility (Leading to Drying and Milling Plant Servicing NC III)	1,033.00
6.	AFFRMONC2	Rice Machinery Operations NC II	1,323.00
7.	FWO207CC1	Operating Rice Land Preparation Machinery and Equipment (Leading to Rice Machinery Operations NC II)	838.00
8.	RMO207CC2	Operating Rice Crop Establishment Machinery and Equipment (Leading to Rice Machinery Operations NC II)	868.00
9.	RMO207CC3	Operating Rice Crop Care Machinery and Equipment (Leading to	898.00



		Rice Machinery Operations NC II)	
10.	RMO207CC4	Operating Rice Harvesting and Threshing Machinery and Equipment (Leading to Rice Machinery Operations NC II)	820.00
11.	RMO207CC5	Operating Rice Drying Machinery and Equipment (Leading to Rice Machinery Operations NC II)	850.00
12.	RMO207CC6	Operating Rice Mill Machinery and Equipment (Leading to Rice Machinery Operations NC II)	1,070.00
13.	MSE215CC1	Service Motorcycle/Small Engine System (Leading to Motorcycle/Small Engine Servicing NC II)	1,199.00

*\*Note:*

*E - Inclusive of Electives*

*F - Exclusive of Electives*

### CFSP

1.	AFFACPNC1	Agricultural Crops Production NC I	3,377.00
2.	ACP105CC1	Support Horticultural Crop Work (Leading to Agricultural Crops Production NC I)	821.00
3.	ACP105CC2	Support Nursery Work (Leading to Agricultural Crops Production NC I)	837.00
4.	ACP105CC3	Support Agronomic Crop Work (Leading to Agricultural Crops Production NC I)	838.00
5.	AFFACPNC2	Agricultural Crops Production NC II	995.00
6.	ACP213CC2	Plant Crops (Leading to Agricultural Crops Production NC II)	844.00
7.	AFFACPNC3-F	Agricultural Crops Production NC III	8,097.00
8.	ACP306CC1	Prepare Land for Agricultural Crop Production (Leading to Agricultural Crop Production NC III)	817.00
9.	ACP306CC2	Implement Post-Harvest Program (Leading to Agricultural Crops Production NC III)	869.00
10.	ACP306CC3	Implement Plant Nutrition Program (Leading to Agricultural Crops Production NC III)	791.00
11.	ACP306CC4	Control Weeds (Leading to Agricultural Crops Production NC III)	788.00
12.	ACP306CC6	Establish Agronomic Crops (Leading to Agricultural Crops Production NC III)	821.00
13.	ACP306CC7	Undertake Agronomic Crop Maintenance Program (Leading to Agricultural Crops Production NC III)	776.00
14.	ACP306CC8	Undertake Agronomic Crop Harvesting Activities (Leading to Agricultural Crops Production NC III)	865.00
15.	ACP306ELE7	Keep Records for Farm Business (Leading to Agricultural Crops Production NC III)	None
16.	AFFAGENC2	Agroentrepreneurship NC II	854.00
17.	AFFAPPNC2-F	Animal Production (Poultry-Chicken) NC II	897.00
18.	APP213CC1	Maintain Poultry House (Leading to Animal Production (Poultry-	778.00





		Chicken) NC II)	
19.	APP213CC2	Brood and Grow Chicks (Leading to Animal Production (Poultry-Chicken) NC II)	796.00
20.	APP213CC3	Perform Pre-Lay and Lay Activities (Leading to Animal Production (Poultry-Chicken) NC II)	777.00
21.	AFFAPRNC2	Animal Production (Ruminants) NC II	1,629.00
22.	APR213CC1	Maintain Housing, Farm Implements and Surrounding Area (Leading to Animal Production (Ruminants) NC II)	835.00
23.	APR213CC2	Provide Forage (Leading to Animal Production (Ruminants) NC II)	785.00
24.	APR213CC3	Perform Breeding of Ruminants (Leading to Animal Production (Ruminants) NC II)	790.00
25.	APR213CC4	Raise Dairy Animals (Leading to Animal Production (Ruminants) NC II)	822.00
26.	APR213CC5	Raise Meat-Type Animals (Leading to Animal Production (Ruminants) NC II)	829.00
27.	AFFOAPNC2-E	Organic Agriculture Production NC II	979.00
28.	AFFOAPNC2-F	Organic Agriculture Production NC II	979.00
29.	OAP212CC1	Raise Organic Chicken (Leading to Organic Agriculture Production NC II)	808.00
30.	OAP212CC2	Produce Organic Vegetables (Leading to Organic Agriculture Production NC II)	814.00
31.	OAP212CC3	Produce Organic Fertilizer (Leading to Organic Agriculture Production NC II)	810.00
32.	OAP212CC4	Produce Organic Concoctions and Extracts (Leading to Organic Agriculture Production NC II)	816.00
33.	OAP212CC5	Raise Organic Hogs (Leading to Organic Agriculture Production NC II)	815.00
34.	OAP212CC6	Raise Organic Small Ruminants (Leading to Organic Agriculture Production NC II)	803.00
35.	AFFCPRL2	Coffee Production Level II	None

\*Note:

*E - Inclusive of Electives*

*F - Exclusive of Electives*

## 2. Application for Scholarship and Enrolment Procedures

This service pertains to the enrolment and registration of a client to a certain training program offered by the institution covering all modes of delivery.

<b>Office or Division:</b>	Office of the Administrator/Center Chief
<b>Classification:</b>	Simple



<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- High School Graduates;</li> <li>- Working Age Population;</li> <li>- Any citizen who are qualified for a given Training Program</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished Registration Form/Enrolment Form (1 original) (MIS 03-01, ver 2020)		Office of the Registrar		
2. Form 137/Form 138 /ALS Certificate/ Transcript of Records/ <b>Diploma</b> / High school Diploma / equivalent (1 certified true photocopy)		Last School Graduated or Attended / Applicant		
3. NSO/PSA Birth Certificate (1 photocopy)		Philippine Statistic Authority		
4. Marriage Certificate (for married women only) (1 photocopy)				
5. Pictures a. Passport size, white background with name tag (4 pieces) (w/ Collar and non-digital) b. 1 x 1, (5 pieces)		Applicant		
6. Medical Certificate (1 original)		Government Hospital		
7. Barangay Clearance (Optional) (1 original) 8. Personal Accident Insurance (1 Original Copy) 9. Sketch of residence(1 Original Copy) 10. Police/NBI Clearance(1 Original Copy) 11. Drug Test (1 Original Copy) 12. Duly accomplished POWERTEST thru gnomio.com 13. Certificate of Completion for OJT/SIL for qualifications that require OJT/SIL or Certificate of Employment for those directly employed. (1 Original Copy)		Office of the Barangay Captain		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquiries on the trainings available for enrolment	1.1. Provides information on the available trainings and programs  1.2. Issues Applicant's Information Sheet	None	5 Minutes	Front Desk Officer Administrator Office of the Administrator/ Center Chief



	and Interview Sheet			
2. Fills out and submits Applicant's Information Sheet and Interview Sheet	2. Checks completeness of Applicant's Interview Sheet	None	15 Minutes	Trainer Administrator Office of the Administrator
3.a. Attends interview	3.1.a. Interviews and assesses applicant; or	None	20 Minutes	Trainer Supervisor Administrator Office of the Administrator
3.b. Takes Qualifying Exams	3.1.b. Administers qualifying examination  3.2. Issues registration form and list of requirements	None	1 Hour, 15 Minutes	Testing Officer Center Chief Office of the Center Chief
4. Accomplishes registration form and receives list of requirements (MIS 03-01, ver 2020)	4. evaluates requirements as to completeness and correctness	None	20 Minutes	Registrar Administrator Office of the Administrator/
				Center Chief
5. Receives admission slip	5. Encodes student's registration to T2MIS and issues admission slip	None	15 Minutes	Registrar Administrator Office of the Administrator/ Center Chief
	<b>TOTAL:</b>	None	1 Hour, 30 Minutes	



### 3. Application for Training (Diploma Program)

This service pertains to the inquiry of a client to a certain training program of his interest and the conduct of qualifying examination.

<b>Office or Division:</b>	Office of the Administrator			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- K12 graduates;</li> <li>- ALS Secondary Completers;</li> <li>- College Undergraduates</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Transcript of Records (TOR) (1 photocopy)		Last School Attended		
2. Form 138 (1 photocopy)		Last School Attended		
3. Certificate of Good Moral Character (1 original)		Last School Attended		
4. Medical Certificate (RHU) (1 original)		RHU		
5. Birth Certificate (1 photocopy)		PSA		
6. Police Clearance (1 original) / Brgy. Clearance		Local Municipal Office/City Hall/ City Municipal Police Station		
7. Marriage Contract (if married) ( 1 Photocopy)		Applicant		
8. Certificate Transfer Credential (if Transferee) (1 Original Copy)				
9. Certificate of Indigency . Certification of Non-filing of Income Tax (for high school grad & college undergrad) ( 1 Original Copy)				
10. Certificate of Residency (for high school grad & college undergrad) (1 Original Copy)				
11. Picture a. 1x1 (1 piece) b. Passport-size pictures, white background, with name tag (1 piece) 2 pcs		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquires on the training program	1. Provides information on the	None	5 Minutes	<i>Front Desk Officer Administrator</i>



offered by the institution	training program and corresponding requirements			Office of the Administrator
2. Accomplishes the attendance sheet for the qualifying exam and submits Form 138 or Transcript of Records if college undergraduate	2. Checks authenticity and validity of required documents	None	5 Minutes	<i>Guidance Counselor</i> <i>Administrator</i> Office of the Administrator
3. Takes the qualifying examination	3.1. Administers the qualifying examination	None	1 Hour	<i>Guidance Counselor</i> <i>Administrator</i> Office of the Administrator
	3.2. Processes the examination	None	10 Minutes	<i>Guidance Counselor</i> <i>Administrator</i> Office of the Administrator
	3.3. Provides feedback to client	None	10 Minutes	<i>Guidance Counselor</i> <i>Administrator</i> Office of the Administrator
4. Receives the list of requirements for enrollment	4. Informs the client of the registration process and requirements	None	5 Minutes	<i>Registrar</i> <i>Administrator</i> Office of the Administrator
	<b>TOTAL:</b>	None	1 Hour, 35 Minutes	

#### 4. Issuance of Certificate of Training

This service pertains to the issuance of training certificate to a graduate of a certain training program offered by the institution.

<b>Office or Division:</b>	Office of the Administrator/Center Chief
<b>Classification:</b>	Simple



<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Graduates of the training program offered by the Training Center			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished Request Form (1 Original Copy)		Registrar's Office		
1. Clearance (1 Original Copy) 2. Certificate of Completion for OJT/SIL for qualifications that require OJT/SIL or Certificate of Employment for those directly employed (1 Original Copy).		Registrar's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplishes the request form and submits the requirements	1.1. Checks the authenticity and validity of the documents submitted	None	5 Minutes	Registrar Administrator/ Center Chief Office of the Administrator/ Center Chief
	1.2. Verifies/ Checks the name of the graduate in the Master list  2.2. Trainer/VIS checks the authenticity and validity of the documents submitted	None	20 Minutes	Registrar Administrator/ Center Chief Office of the Administrator/ Center Chief
2. Receives Certificate of Training and signs the Training Certificate Record Book	2. Releases Certificate of Training	None	5 Minutes	Registrar Administrator/ Center Chief Office of the Administrator/ Center Chief
	<b>TOTAL:</b>	None	30 Minutes	



## 5. Issuance of Transcript of Records

This service pertains to the issuance of Transcript of Record to a graduate of a certain training program offered by the institution.

<b>Office or Division:</b>	Office of the Administrator			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Graduates of TESDA Administered Schools			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Clearance (1 Original Copy)			Registrar's Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Requests for the release of Transcript of Records	1. Issues clearance request form and informs the graduate of the requirements for the release	None	5 Minutes	<i>Registrar Administrator Office of the Administrator</i>
2. Accomplished the request form and submits together with clearance requirements to the registrar	2.1. Checks and verifies records  2.2. Checks authenticity and validity of submitted documents	None	3 Days	<i>Registrar Administrator Office of the Administrator</i>
3. Pays required fee for the Transcript of Records release	3. Issues Official Receipt	PHP25	5 Minutes	<i>Cashier Administrator Office of the Administrator</i>
4. Claims the Transcript of Records and signs on the TOR Record Book	4. Releases of Transcript of Records	None	5 Minutes	<i>Registrar Administrator Office of the Administrator</i>
	<b>TOTAL:</b>	PHP25	3 Days, 15 Minute	



## 6. Dormitory Services

Selected TESDA Administered Schools provide dormitory services to external clients.

<b>Office or Division:</b>	Office of the Administrator			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	Trainees, Job Order Personnel and others referred by TESDAs			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished Registration Form (1 Original Copy)		Dormitory Manager		
2. Order of Payment (1 Original Copy)		Dormitory Manager		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquires room availability	1.1 Answers queries and provides Registration Form	None	5 Minutes	<i>Dormitory Manager Administrator Office of the Administrator</i>
2. Fills out and submits Registration Form	2.1 Receives accomplished Registration Form and issues Order of Payment	None	5 Minutes	<i>Dormitory Manager Administrator Office of the Administrator</i>
3. Receives the Order of Payment.	issues Order of Payment	None	1 Minute	<i>Dormitory Manager Administrator Office of the Administrator</i>
4. Pays the dormitory fee	4.1. Accepts payment and issues Official Receipt	Rates may vary depending on the training center, but do not exceed these:	1 Minute	<i>Cashier Administrator Office of the Administrator</i>





		Aircon Room: PHP150/day Non-Aircon Room: PHP33/day		
5. Presents the OR to the Dormitory Manager	5.1. Checks OR.	None	2 Minutes	<i>Dormitory Manager Administrator Office of the Administrator</i>
6. Checks in to designated room	5.2 Provide Room key	None	1 Minute	<i>Dormitory Manager Administrator Office of the Administrator</i>
	<b>TOTAL:</b>	Rates may vary depending on the training center, but do not exceed these:  Aircon Room: PHP150/day  Non-Aircon Room: PHP33/day	1 Hour, 15 Minutes	



# **TESDA Administered Schools Internal Services**



## 1. Dormitory Services

Selected TESDA Administered Schools provide dormitory services to internal clients.

<b>Office or Division:</b>	Office of the Administrator			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	TESDA officials and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished Registration Form (1 Original Copy)		Dormitory Manager		
2. Order of Payment (1 Original Copy)		Dormitory Manager		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquires room availability	1. Answers queries and provides Registration Form	None	5 Minutes	<i>Dormitory Manager Administrator Office of the Administrator</i>
2.1. Fills out and submits Registration Form	2. Receives accomplished Registration Form	None	4 Minutes	<i>Dormitory Manager Administrator Office of the Administrator</i>
2.2. Receives the Order of Payment.	Issues Order of Payment	None	1 Minute	<i>Dormitory Manager Administrator Office of the Administrator</i>
3. Pays the dormitory fee	3. Accepts payment and issues Official Receipt	Rates may vary depending on the training center, but do not exceed these:  Aircon Room: PHP150/ day	1 Minute	<i>Cashier Administrator Office of the Administrator</i>



		Non-Aircon Room: PHP33/day		
4.1. Presents the OR to the Dormitory Manager	4. Checks OR	None	3 Minutes	<i>Dormitory Manager Administrator Office of the Administrator</i>
4.2. Checks in to designated room	5.2 Provide Room key	None	1 Minute	<i>Dormitory Manager Administrator Office of the Administrator</i>
	<b>TOTAL:</b>	Rates may vary depending on the training center, but do not exceed these:  <b>Aircon Room:</b> PHP150/day  <b>Non-Aircon Room:</b> PHP33/day	1 Hour, 15 Minutes	

## 2. Issuance of Supplies Available on Stock

This service provides for the supplies and materials needed by the different offices for their day-to-day operations. National government agencies are mandated to buy their common supplies from the Procurement Service (PS-DBM). The supplies being procured from PS-DBM are based on the submitted Annual Procurement Plan (APP) of the various offices.

<b>Office or Division:</b>	Office of the Administrator of the TAS
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G-Government to Government
<b>Who may avail:</b>	Offices, officials and employees of the TESDA Administered School (TAS)



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished Requisition and Issue Slip (RIS) (1 original, 2 photocopy)		Office of the Administrator of RTC/PTC		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits RIS	1.1 Receives RIS	None	2 Minutes	Supply Officer Administrator Office of the Administrator
	1.2 Checks if the requested items are included in the approved Annual Procurement Plan (APP) and if available on stock	None	10 Minutes	Supply Officer Administrator Office of the Administrator
2.a Receives the supplies requested; or	2.a If included in the APP and available on stock, issues supplies being requested; or	None	10 Minutes	Supply Officer Administrator Office of the Administrator
2.b Receives advice on the procurement of supplies	2.b If the supplies requested are neither included in the APP nor available on stock, returns the RIS to the requesting office for the preparation of Purchase Request (PR)	None	30 Minutes	Supply Officer Administrator Office of the Administrator
	<b>TOTAL:</b>	None	52 Minutes	

### 3. Procurement of Supplies, Equipment and Services

This service provides for the supplies, equipment and services needed by the different TESDA offices in the implementation of their programs, projects, and activities.

<b>Office or Division:</b>	Office of the Administrator of the TAS
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<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Offices, officials and employees of the TESDA Administered School (TAS)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished Purchase Request (1 original, 2 photocopy)		Office of the Administrator of the TAS		
2. Request for Quotation (RFQ) with Price Quotation Form (PQF) (1 original)		Office of the Administrator of the TAS		
3. Abstract of Price Quotation (1 original, 1 photocopy)		Office of the Administrator of the TAS		
4. Purchase Order/Job Order (1 original, 3 photocopy)		Office of the Administrator of the TAS		
5. Inspection and Acceptance Report (IAR) (1 original, 2 photocopy)		Office of the Administrator of the TAS		
6. Requisition and Issue Slip (RIS) (1 original, 2 photocopy)		Office of the Administrator of the TAS		
7. Property Acknowledgement Receipt (PAR) (2 original)		Office of the Administrator of the TAS		
8. Inventory Custodian Slip (ICS) (2 original)		Office of the Administrator of the TAS		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits PR	1.1. Receives PR	None	10 minutes	Supply Officer Administrator Office of the Administrator
	1.2. Checks if the requested items are included in the approved Annual Procurement Plan (APP)	None	15 minutes	Supply Officer Administrator Office of the Administrator
	1.3. Processes PR and checks completeness of specifications	None	15 minutes	Supply Officer Administrator Office of the Administrator



	1.4. Determines the Approved Budget for the Contract (ABC) through Price Monitoring	None	30 minutes	<i>Supply Officer Administrator Office of the Administrator</i>
	1.5. Prepares Request for Quotation (RFQ) with Price Quotation Form (PQF) once the ABC has been derived	None	20 minutes	<i>Supply Officer Administrator Office of the Administrator</i>
	1.6. Posts RFQ in the PhilGEPS, website of the Procuring Entity and at any conspicuous place in the premises if ABC is above PHP50,000.00 (Deadline for submission of quotations may be extended thrice, if none or less than the required number of quotations is received (For Shopping – Sec. 52.1.b of the RIRR of RA 9184))	None	12 Days	<i>Supply Officer Administrator Office of the Administrator</i>
	1.7. Sends RFQ to at least three (3) suppliers	None	1 Day	<i>Supply Officer Administrator Office of the Administrator</i>
	1.8. Prepares Abstract of Price Quotations upon	None	30 minutes	<i>Supply Officer Administrator</i>



	receipt of at least three (3) quotations within the prescribed deadline. For Small Value Procurement (SVP), receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof.			Office of the Administrator
	1.9. Checks the completeness and validity of the documentary requirements of the supplier with the Lowest Calculated and Responsive Quotation.	None	20 minutes	<i>Supply Officer Administrator Office of the Administrator</i>
	1.10. Prepares Purchase Order/Job Order (PO/JO)	None	1 hour	<i>Supply Officer Administrator Office of the Administrator</i>
	1.11. Process the Obligation Request and Status (ORS)/ Purchase Order/Job Order	None	1 Day	<i>Financial Analyst Administrator Office of the Administrator</i>
	1.12 Provide the winning supplier copy of the approved PO/JO for conformity.  Supplier/Service provider delivers goods within 7 days or services	None	1 Day	<i>Supply Officer Administrator Office of the Administrator</i>





	within 15 to 30 days			
	1.13. Inspects and accepts deliveries	None	1 hour	<i>Inspector Supply Officer Administrator Office of the Administrator</i>
	1.14 Prepares RIS/ICS/PAR for the issuance of delivered goods / services to end-users/requesting office/s	None	1 hour	<i>Supply Officer Administrator Office of the Administrator</i>
2. Receives goods/ services	2.1 Issues goods/ services to end-users/ requesting office/s	None	30 Minutes	<i>Supply Officer Administrator Office of the Administrator</i>
	<b>TOTAL:</b>  (From the receipt of Purchase Request to the to the preparation of DV)	None	20 Days, 48 Minutes	

Procurement of Supplies, Equipment and Services is covered under RA 9184 and its Revised IRR.  
Procurement of Supplies, Equipment and Services is qualified for Multi-Stage Processing



## VII. Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback?	<p>Walk-in customers answer the Customer Feedback Form (CFF) provided by the Customer Service Officer (CSO) at the Central, Regional and Provincial Offices. Drops the accomplished form in the designated drop box located at the Public Assistance Complaint Desk.</p> <p>Feedback and follow-up can also be made through any of the following:</p> <ul style="list-style-type: none"> <li>● Regular mail</li> <li>● Email (contactcenter@tesda.gov.ph)</li> <li>● SMS (0917-4794370)</li> <li>● Agency website (www.tesda.gov.ph)</li> <li>● Phone call (+63288877777)</li> <li>● Social media, TESDA Facebook page (@TESDAOfficial)</li> </ul>
How feedbacks are processed?	<p>The Customer Service Officer collects all the accomplished Customer Feedback Forms from the designated box every end of each working day. Feedbacks are then encoded in the Monitoring Report of Customer Feedback Form Results.</p> <p>Feedbacks are evaluated to determine its merit or identify feedbacks that require immediate action or answer.</p> <p>Feedbacks that require action will be endorsed to the Concerned Office for appropriate action. The action or response/ information taken is relayed to the Customer within 2 days.</p> <p>Feedbacks are consolidated and reported in the National Quality Management Committee meetings.</p>
How to file a complaint?	<p>Written complaints may be submitted through:</p> <ul style="list-style-type: none"> <li>● Postal mail: Technical Education and Skills Development Authority, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City 1630</li> <li>● Electronic mail:(contactcenter@tesda.gov.ph)</li> <li>● SMS (0917-4794370)</li> <li>● Facsimile: (+632) 8893-2454</li> <li>● Social media: TESDA Facebook page (@TESDAOfficial)</li> </ul>



	<p>Customer may personally visit any TESDA Office to file a complaint.</p> <p>Important information is required in order to help evaluate the complaint. The following are the needed information for TESDA to respond and best assist the customers:</p> <ol style="list-style-type: none"> <li>1. Full Name, address, &amp; contact details of complainant</li> <li>2. Details of the acts complained of</li> <li>3. Person(s) charged</li> <li>4. Name of Department/ Agency of the person charged (if applicable); and</li> <li>5. Evidence of violation (if any)</li> </ol>
<p>How complaints are processed?</p>	<p>The complaint received by the Executive Offices/Process Owners/ Public Assistance Complaint Desk is referred/ endorsed to the Concerned Office for appropriate action. (Timeline:2 Days)</p> <p>The concerned office validates/investigates the details and acts on the complaint. (Timeline: 13 Days)</p> <p>The Customer Service Officer provides the customer information/feedback on the action taken on the complaint. (Timeline:1 Day)</p> <p>The Customer Service Officer requests for customer's feedback on the action taken on the complaint. (Timeline:1 Day)</p> <p>If the finalized action on the complaint will not be completed within the required timeframe, the concerned office/s sends a letter of extension to the complainant to inform and advise him/her of the expected complaint resolution timeframe. (Timeline: 20 days)</p> <p>The CSO/concerned office/person <b>closes</b> the complaint if the complainant will not make an appeal or further complaint for a period of three (3) months after the action on the complaint.</p> <p>Complaints and feedback are reported and discussed during Management Review meetings in the National, Regional and Provincial levels.</p>
<p>Contact Information of CCB, PCC, ARTA</p>	<ul style="list-style-type: none"> <li>● Presidential Complaints Center - 8888</li> <li>● CSC Contact Center ng Bayan - 0908-8816565</li> <li>● Anti-Red Tape Authority - 1-Arta (2782)</li> <li>● Contact Center ng Bayan (SMS) - 0908-881-6565</li> </ul>



## VIII. List of Offices

Head Office		
Office	Address	Contact Information
Office of the Director General (ODG)	7 <sup>th</sup> Floor, TESDA Complex, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City	8893 2454 8815 3622 8818 8829 odg@tesda.gov.ph
Planning Office (PO)	6 <sup>th</sup> Floor, TESDA Complex, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City	T 893-1966 F 893-1966 (0917) 886-5598 mglegaspi@tesda.gov.ph
Regional Operations Management Office (ROMO)/ Scholarship Management Office (SMO)	PEVOTI Bldg. TESDA Complex, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City	8886 7679 8777 1231 mamcarreon@tesda.gov.ph
Certification Office (CO)	5 <sup>th</sup> TESDA Complex, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City	8815 3360 mspdelarama@tesda.gov.ph
Legal Division	3 <sup>rd</sup> TESDA Complex East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City	8888 5763 legaldivision@tesda.gov.ph
Administrative Service (AS)	2 <sup>nd</sup> TESDA Complex, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City	8818 7729 aaalbani@tesda.gov.ph
General Services Division (GSD)	1 <sup>st</sup> TESDA Complex, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City	8836 8359 abgutierrez@tesda.gov.ph
Human Resource Management Division (HRMD)	3 <sup>rd</sup> TESDA Complex, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City	8817 2516 aspanopio@tesda.gov.ph
HRMD-TESDA Development Institute (TDI)	3 <sup>rd</sup> TESDA Complex, East Service Road, South Luzon	8818 1314 mlovillanueva@tesda.gov.ph



	Expressway (SLEX), Fort Bonifacio, Taguig City	
HRMD-Foreign Scholarship Training Program (FSTP)	3 <sup>rd</sup> TESDA Complex, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City	8817 9095 mlovillanueva@tesda.gov.ph
Procurement Division	3 <sup>rd</sup> TESDA Complex, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City	8893 8296 mgpdelarama@tesda.gov.ph
Financial and Management Service (FMS)	4 <sup>th</sup> TESDA Complex, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City	8817 4625 cadacuma@tesda.gov.ph
Budget Division	4 <sup>th</sup> TESDA Complex, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City	8817 2757 mvpmendoza@tesda.gov.ph
Accounting Division	4 <sup>th</sup> TESDA Complex, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City	8818 1014 gmsaugon@tesda.gov.ph
Call Center Unit	4 <sup>th</sup> TESDA Complex, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City	8887 7777 contactcenter@tesda.gov.ph

<b>Regional Offices</b>		
<b>Office</b>	<b>Address</b>	<b>Contact Information</b>
National Capital Region (NCR)	Bldg 15. TESDA Gate 2 TESDA Complex East Service Rd. South Superhighway, Taguig, Metro Manila.	TF 811 3499 TF 817 2781 TF 810 2540 TF 893 6184 0917 703 5736 NCR@tesda.gov.ph NCR.fasd@tesda.gov.ph NCR.rod@tesda.gov.ph



Cordillera Administrative Region (CAR)	# 32 Magsaysay Drive, Loakan Proper, Baguio City	T (074) 620 5983 TF (074) 661 7478 0949 991 2364 car@tesda.gov.ph
Region 1	Quezon Ave., Brgy. Catbangan, City of San Fernando, La Union	TF (072) 700 0613 F (072) 242 1456 F (072) 888 2951 T (072) 242 7584 T (072) 700 0613 0917 651 9352 region1@tesda.gov.ph
Region 2	TESDA Complex, Carig Norte, Tuguegarao City Cagayan	TF (078) 396 1088 F (078) 304 7785 0926 138 2233 region2@tesda.gov.ph
Region 3	Diosdado Macapagal Government Center Maimpis, City of San Fernando, Pampanga	TF (045) 455-3498 0917-707-9324 0947-897-3348 region3@tesda.gov.ph
Region 4A	2nd Floor, Provincial Training Center (PTC)Lipa, The Olans' Place,Purok 2, Brgy,Marawoy,Lipa City Batangas	TF (043)233-0506 (0917 312 1357 region4A@tesda.gov.ph
Region 4B	2 <sup>nd</sup> Floor, Acob Building, Brgy. Lalud, Calapan City, Oriental Mindoro	TF (043) 288 2408 0997 802 4836 region4b@tesda.gov.ph
Region 5	Regional Center Site, Rawis, Legaspi City	TF (052) 742-5007 0995 962 7867 0908 684 4957 0945 667 8854 0951 702 6911 0929 145 0544 0966 164 7229 region5@tesda.gov.ph
Region 6	TESDA Compound, Zamora Street, Iloilo City	T (033) 509 7099 T (033) 335 0860 T (033) 336 2618



		T (033) 336 9706 TF (033) 509 8355 0917 629 2949 region6@tesda.gov.ph
Region 7	Archbishop Reyes Ave., Cebu City	T (032) 412 0307 T (032) 412 0306 TF (032) 231 1596 0917 633 6906 region7@tesda.gov.ph
Region 8	TESDA Compound, Abucay, Tacloban City	T (053) 832 4474 TF (053) 832 4472 T (053) 888 3501 T (053) 832 4473 0916 571 3725 0947168 2276 region8@tesda.gov.ph
Region 9	Provincial Capitol Compound, Sto. Nino, Pagadian City	TF (062) 925-3075 (0995) 193-5282 region9@tesda.gov.ph
Region 10	P.Chavez-Jupiter St. Macasandig Cagayan de Oro City	TF (088) 857 1665 TF (088) 227 25519 TF (088) 227 21943 0917 705 3887 region10@tesda.gov.ph
Region 11	616 Int. 2, Rimas St., Aquino Subd., J.P. Laurel Avenue, Davao City	T (082) 287 6032 0917 167 7352 region11@tesda.gov.ph
Region 12	Prime Regional Government Center, Carpenter Hill, Koronadal City, South Cotabato	TF (083) 228 9723 T (083) 228 1160 0917 777 5893 region12@tesda.gov.ph
Region CARAGA	G/F Balibrea Bldg., Pili Drive, Butuan City	TF (085) 815 7324 T (085) 815 7324 T (085) 815 1244 0917 323 9557 CARAGA@tesda.gov.ph
Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)	RMDC Complex, Brgy. Rebuken, Sultan Kudarat, Maguindanao	TF (064) 429 0068 TF (064) 429 0005 0977 819 5440 (0995)184-1337



		armm@tesda.gov.ph tech.educ@bangsamoro.gov.ph h
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District/ Provincial Offices		
Office	Address	Contact Information
<b>NCR</b>		
TESDA District Office (CAMANAVA) CALOOCAN, MALABON, NAVOTAS, VALENZUELA	C3 Road cor. Virgo Drive, Brgy. NBBS Kaunlaran, Navotas City	T 8282 7276 T 7217 6132 0917 841 4164 0933 826 7269 NCR.camanava@tesda.gov.ph
TESDA District Office (PASMAK) PASAY/MAKATI	Bldg 15, TESDA Gate 2 TESDA Complex East Service Rd. South Superhighway, Taguig, Metro Manila.	TF 810 5814 0917 560 9783 0917 501 5344 NCR.pasmak@tesda.gov.ph
TESDA District Office MANILA	1314 Mahatma Gandhi St., Belen St., Paco Manila	T 925 8935 0916 709 3400 NCR.manila@tesda.gov.ph
TESDA District Office (MUNTIPARLASTAPAT) MUNTINLUPA, PARANAQUE, LAS PIÑAS, TAGUIG, PATEROS	Bldg 8, TESDA Gate 2 TESDA Complex East Service Rd. South Superhighway, Taguig, Metro Manila.	886 5306 0905 315 8017 0939 922 2728 0917 130 8601 NCR.muntiparlastapat@tesda.gov.ph
TESDA District Office (PAMAMARISAN) PASIG, MANDALUYONG, MARIKINA, SAN JUAN)	2nd Flr. NTTA Bldg. MPC Compound, Meyer Chanyungco St. Sta. Elena, Marikina City	TF 570 1315 TF 570 9893 7728 8871 0915 664 0255 NCR.pamamarisan@tesda.gov.ph
TESDA District Office QUEZON CITY	Bituan St., Cor. Bayani Rd Brgy. Doña Imelda G. Quezon City	TF 711 0320 TF 711 0244 0917 329 4586 NCR.quezoncity@tesda.gov.ph
<b>CAR</b>		
Provincial Office - ABRA	Barangay Poblacion West Pidigan, Abra	0905 756 5747 0921 912 4157





		car.abra@tesda.gov.ph
Provincial Office - APAYAO	Government Center Barangay San Isidro Luna, Apayao	09209402630 car.apayao@tesda.gov.ph
Provincial Office - BENGUET	Upper Wangal La Trinidad, Benguet	0917 844 6893 0939 914 4769 car.benguet@tesda.gov.ph
Provincial Office - IFUGAO	Rock Quarry St., Poblacion North, Lagawe, Ifugao	0917 154 6923 car.ifugao@tesda.gov.ph
Provincial Office - KALINGA	Purok 6, Capitol Hills Bulanao, Tabuk City	0927 834 1567 0947 529 8010 car.kalinga@tesda.gov.ph
Provincial Office - MT. PROVINCE	2nd floor Multi-Purpose Building, Poblacion Bontoc, Mountain Province	0917 132 7108 0939 914 4708 car.mtprovince@tesda.gov.ph
<b>Region 1</b>		
Provincial Office - ILOCOS NORTE	Brgy.2, P.Gomez St., Laoag City	TF (077) 670 6901 T (077) 600 0209 0926 297 1505 region1.ilocosnorte@tesda.gov.ph
Provincial Office - ILOCOS SUR	Gov. A. Reyes St., Brgy. 8, Vigan City, Ilocos Sur	TF (077) 722 6753 T (077) 646 0319 0917 395 4719 region1.ilocossur@tesda.gov.ph
Provincial Office - LA UNION	Quezon Ave., Brgy. Catbangan, City of San Fernando, La Union	TF (072) 700-0983 T (072) 687 0759 0929 841 5781 region1.launion@tesda.gov.ph
Provincial Office - PANGASINAN	Provincial Capitol Compound, Lingayen	TF (075) 637 2417 0915 755 2666 region1.pangasinan@tesda.gov.ph
<b>Region 2</b>		
Provincial Office - BATANES	Batanes Technical Skills Development Center, Basco	0975 204 3885 0999 553 5045 0916 480 5499 region2.batanes@tesda.gov.ph



Provincial Office - CAGAYAN	TESDA Complex, Carig, Norte, Tuguegarao City, Cagayan	TF (078) 377 0004 0917 809 8366 0916 227 1774 region2.cagayan@tesda.gov.ph
Provincial Office - ISABELA	2nd Flr Abarca Bldg., Calamagui Ilagan City, Isabela	TF (078) 323 1766 0916 227 1774 0917 524 2368 region2.isabela@tesda.gov.ph
Provincial Office - NUEVA VIZCAYA	Provincial Capitol Compound, Bayumbong, Nueva Vizcaya	0919 991 0613 0917 970 5693 region2.nuevavizcaya@tesda.gov. ph
Provincial Office - QUIRINO	Capitol Hills, San Marcos, Cabarroguis, Quirino	0927 474 9163 0915 444 7890 region2.quirino@tesda.gov.ph
<b>Region 3</b>		
Provincial Office - AURORA	Purok 01 Brgy. Buhangin Baler Aurora	0999-994-0085 region3.aurora@tesda.gov.ph
Provincial Office - BATAAN	Kinatawan Bldg. Capitol Drive Balanga City, Bataan	0939-903-4850 0943-138-9332 region3.bataan@tesda.gov.ph
Provincial Office - BULACAN	RSDC Compound TabangGuiguinto Bulacan	(044) 794-4305 0995-326-0835 region3.bulacan@tesda.gov.ph
Provincial Office - NUEVA ECIJA	Ma. Aurora Rd. Brgy. SingalatPalayan city, Nueva Ecija	(044) 806-2303 0917-105-1520 region3.nuevaecija@tesda.gov.ph
Provincial Office - PAMPANGA	2 <sup>nd</sup> floor Salilungan Bldg. JASA Road Brgy. San Juan. City of San Fernando, Pampanga	0932-864-7238 0917-632-3034 region3.pampanga@tesda.gov.ph
Provincial Office - TARLAC	San Isidro Industrial Complex San Isidro Tarlac City	0939-915-9470 0925-308-2494 <u>region3.tarlac@tesda.gov.ph</u>
Provincial Office - ZAMBALES	Balili, PalanginanIba Zambales	0998-570-6988 0917-774-5728 region3.zambales@tesda.gov.ph
<b>Region 4-A</b>		



Provincial Office - BATANGAS	Batangas TESDA Provincial Office P. Herrera St. Batangas City	TF (043) 723 0574 (043) 300 0935 0920 923 0579 region4A.batangas@tesda.gov.ph
Provincial Office - CAVITE	Cavite Provincial Office Provincial Capitol Compound Trece Martirez City, Cavite	TF (046) 419 2421 TF (046) 419 0228 TF (046) 419 2646 0917 807 0278 region4A.cavite@tesda.gov.ph
Provincial Office - LAGUNA	Brgy. Bangyas, Calauan, Laguna	T (049) 836 0820 0998 535 1055 region4A.laguna@tesda.gov.ph
Provincial Office - QUEZON	2nd Floor Lucena Grand Terminal, Lucena City	0939 726 7369 0920 768 3084 0943 071 2871 0945 669 4929 0939 283 2482 region4A.quezon@tesda.gov.ph
Provincial Office - RIZAL	Don Hilario Ave., Club Manila East Compound San Juan, Taytay, Rizal	TF 286 6141 TF 286 6142 0928 559 6112 region4A.rizal@tesda.gov.ph
<b>Region 4-B</b>		
Provincial Office - MARINDUQUE	3 <sup>rd</sup> Floor, Francisco- Pura Building, San Miguel, Boac, Marinduque	0995 784 7296 0949 716 8001 region4b.marinduque@tesda.gov.ph
Provincial Office - OCCIDENTAL MINDORO	2nd Floor, Three Kids Building, San Jose, Occidental Mindoro	TF (043) 457 0258 region4b.occidentalmindoro@tesda.gov.ph
Provincial Office - ORIENTAL MINDORO	1st Floor, Luna Bldg.,III, Gov. Infantado St., Calapan City	TF (043) 288 1117 0998 547 4392 region4b.orientalmindoro@tesda.gov.ph
Provincial Office - PALAWAN	PPSAT Compound, Sta. Monica, Puerto Princesa City, Palawan	TF (048) 433 7146 0998 577 5018 region4b.palawan@tesda.gov.ph
Provincial Office - ROMBLON	2nd Flr. EGE Bldg., Festin St., Brgy. Ligaya, Odiongan, Romblon	TF (042) 567 5116 0936 058 2333 region4b.romblon@tesda.gov.ph



<b>Region 5</b>		
Provincial Office - ALBAY	City Motorpool, Airport Road Crusada, Legapi City	TF (052) 201 8531 0919 078 4280 0917 828 9539 region5.albay@tesda.gov.ph
Provincial Office - CAMARINES NORTE	LGU-Daet Compound, Brgy. Pamorang on Daet, Camarines Norte	0947 478 0615 region5.camarinesnorte@tesda.gov.ph
Provincial Office - CAMARINES SUR	2nd Floor DOLE Bldg., Naga City Hall, Naga City	TF (054) 473 1085 0920 978 4496 region5.camarinessur@tesda.gov.ph
Provincial Office - CATANDUANES	CSU Compound, Moonwalk, Calatagan Proper, Catanduanes	0999 479 1036 region5.catanduanes@tesda.gov.ph
Provincial Office - MASBATE	PEO Compound, Capitol Road, Masbate City	TF (056) 588 2423 (056) 333 5410 0928 331 5545 region5.masbate@tesda.gov.ph
Provincial Office - SORSOGON	City Hall Compound, Cabin-an, Sorsogon City	0917 860 3376 0919 004 2239 region5.sorsogon@tesda.gov.ph
<b>Region 6</b>		
Provincial Office - AKLAN	Cor. Regalado Street and Veterans Avenue, Kalibo, Aklan	TF (036) 268 8516 0917 132 0455 region6.aklan@tesda.gov.ph
Provincial Office - ANTIQUE	3rd Flr., St. Joseph Bldg., San Jose, Antique	TF (036) 540 8121 0917 305 0289 region6.antique@tesda.gov.ph
Provincial Office - CAPIZ	3rd Flr., Room 17-19, Capiz Government & Business Center Provincial Park, Roxas City, Capiz	TF (036) 620 0409 0919 994 1785 0917 815 2151 region6.capiz@tesda.gov.ph
Provincial Office - GUIMARAS	San Miguel Jordan, Guimaras	0917 509 0676 0998 573 7353 region6.guimaras@tesda.gov.ph



Provincial Office - ILOILO	TESDA Compound, Zamora Street, Iloilo City	T (033) 315 3076 TF (033) 337 9868 0917 496 1813 region6.iloilo@tesda.gov.ph
Provincial Office - NEGROS OCCIDENTAL	Felipe Lacson Street, Talisay City, Negros Occidental	TF (034) 712 7175 T (034) 495 6622 T (034) 495 6621 0917 301 5662 region6.negrosoccidental@tesda.g ov.ph
<b>Region 7</b>		
Provincial Office - BOHOL	B.Inting St., Cogon District, Tagbilaran City	T (038) 501 8761 T (308) 501 7093 0916 794 0434 region7.bohol@tesda.gov.ph
Provincial Office - CEBU	Salinas Drive, Lahug, Cebu City	TF (032) 415 1518 T (032) 412 7157 0917 703 2157 region7.cebup@tesda.gov.ph
Provincial Office - NEGROS ORIENTAL	Old Engineering Bldg. Capitol Site Dumaguete City	T (035) 225 1578 TF (035) 422 9481 region7.negrosoriental@tesda.gov. ph
Provincial Office - SIKUIJOR	Caipilan, Siquijor, Siquijor	0917 314 0185 0917 137 1629 region7.siquijor@tesda.gov.ph
<b>Region 8</b>		
Provincial Office - BILIRAN	2nd Floor Ricardo R. Kho Bldg., Bernardes Village II, Barangay Atipolo, Naval, Biliran	T (053) 507 9137 0997 461 4780 0909 072 2573 region8.biliran@tesda.gov.ph
Provincial Office - EASTERN SAMAR	JTR Annex, Songco, Borongan City, Eastern Samar	0917 824 1917 region8.easternsamar@tesda.gov. ph
Provincial Office - LEYTE	Trece Martirez St., Tacloban City	T (053) 888 1916 0947 168 2276 region8.leyte@tesda.gov.ph



Provincial Office - NORTHERN SAMAR	UEP Compound, Calarman, Northern Samar	0936 418 4906 0948 910 4619 region8.northernsamar@tesda.gov .ph
Provincial Office - SAMAR	Gov't Offices Bldg., Capitol Grounds, Catbalogan, Samar	T (055) 543 8976 0935 533 0372 0951 021 6389 region8.samar@tesda.gov.ph
Provincial Office - SOUTHERN LEYTE	Alcantra St., Brgy. Mantahan, Maasin City, Southern Leyte	T (053) 570 8816 0935 630 8986 0909 977 8961 region8.southernleyte@tesda.gov. ph
<b>Region 9</b>		
Provincial Office - ZAMBOANGA SIBUGAY	Door A5, Sanito Complex, Sanito, Ipil	TF (062) 957-4988 (0977) 819-5440 region9.zamboangasibugay@tesd a.gov.ph
Provincial Office - ZAMBOANGA DEL NORTE	DSF Compound Olingan. Dipolig City, Zamboanga del Norte	Telefax: (065) 212-5628 Tel. No.: (065) 917-5564 CP No.: 09998826494 region9.zamboangadelnorte@tesd a.gov.ph
Provincial Office - ZAMBOANGA DEL SUR	Zone 4, Tiguma, Pagadian City, Zamboanga del Sur	TF (062) 925-3047/(062) 214-1234 (0917) 653 1009 region9.zamboangadelsur@tesda. gov.ph
<b>Region 10</b>		
Provincial Office - BUKIDNON	Brgy. 4 Kapitan Juan Melendez St., Malaybalay City	T (088) 221 4739 TF (088) 813 3977 0917 319 4743 region10.bukidnon@tesda.gov.ph
Provincial Office - CAMIGUIN	P. Reyes ST., Poblacion, Mambajao, Camiguin	0917 115 2530 region10.camiguin@tesda.gov.ph
Provincial Office - LANA DEL NORTE	RTC Compound, Maria Cristina, Iligan City	T (063) 223 7560 TF (063) 221 5777 0906 224 3194



		region10.lanaodelnorte@tesda.gov .ph
Provincial Office - MISAMIS OCCIDENTAL	Centex Bldg., OAIS Compound, Purok 3, Barangay Villaflor	TF (088) 531 0628 0917 148 6403 region10.misamisoccidental@tesda.gov.ph
Provincial Office - MISAMIS ORIENTAL	Door 4 & 5 Trinidad Building, Yacapin, Corrales St., Cagayan de Oro City	TF (088) 881 2031 <b>0997 334 1072</b> <b>0928 360 1433</b> region10.misamisoriental@tesda.gov.ph
<b>Region 11</b>		
Provincial Office – DAVAO DE ORO	Purok 1A, Barangay Cabidanan, Nabunturan, Compostela Valley	0907 326 0079 0917 155 8924 region11.compostellavalley@tesda.gov.ph
Provincial Office - DAVAO DEL NORTE	Energy Park, Apokon, Tagum City Davao Oriental	T (084) 216 3930 TF (084) 216 9122 0939 907 1529 region11.davaodelnorte@tesda.gov.ph
Provincial Office - DAVAO DEL SUR	617 Int 2 Rimas St., Aquino Subd., J.P. Laurel Ave., Davao City	T (082) 300 0596 TF (082) 227 3834 0922 745 8765 region11.davaodelsur@tesda.gov.ph
Provincial Office - DAVAO OCCIDENTAL	2nd Flr. Public Market Bldg., Poblacion, Malita, Davao Occidental	0966 682 2307 0915 215 7972 region11.davaooccidental@tesda.gov.ph
Provincial Office - DAVAO ORIENTAL	Government Center Dahican, Mati, Davao Oriental	T (087) 388 3817 TF (087) 811 4399 0917 886 3941 region11.davaooriental@tesda.gov.ph
<b>Region 12</b>		
Provincial Office - NORTH COTABATO	Capitol Hi-way, Amas, Kidapawan City	TF (064) 278 7031 TF (064) 572 8031 0917 654 9855



		region12.northcotabato@tesda.gov .ph
Provincial Office - SARANGANI	Door 5-7, 2nd Floor One Roma Square Aparante Avenue, City Heights, General Santos City	TF (083) 553 2505 TF (083) 552 9181 0920 238 1128 region12.sarangani@tesda.gov.ph
Provincial Office - SOUTH COTABATO	809 G.H. Del Pilar St. Koronadal City	T (083) 228 2503 T (083) 520 0683 TF (083) 228 5031 0919 599 5677 0906 017 2420 region12.southcotabato@tesda.gov v.ph
Provincial Office - SULTAN KUDARAT	CYC Bldg., National Highway, Tacurong City, Sultan Kudarat	T (064) 200 4121 0947 890 3691 region12.sultankudarat@tesda.gov .ph
<b>CARAGA</b>		
Provincial Office - AGUSAN DEL NORTE	Capitol Compound, Capitol Road, Butuan City	TF (085) 300-3245 0998 852 9744 CARAGA.agusandelnorte@tesda. gov.ph
Provincial Office - AGUSAN DEL SUR	Government Center, Patin-ay Prosperidad, Agusan del Sur	TF (085) 839 5437 0930 0454336 CARAGA.agusandelsur@tesda.gov v.ph
Provincial Office - DINAGAT ISLANDS	Purok 2 Brgy. Mahayahay, San Jose, Dinagat Islands	0948 645 8230 CARAGA.dinagatisland@tesda.gov v.ph
Provincial Office - SURIGAO DEL NORTE	2nd Flr., LML Bldg., Gov. Jose C. Sering Rd., Surigao del Norte	TF (086) 826 0751 (086) 826 2591 0951 687 4972 CARAGA.surigaodelnorte@t esda.gov.ph
Provincial Office - SURIGAO DEL SUR	Ground Flr., Legislative Bldg., Capital Hills,	TF (086) 214 3957 BISLIG (086) 583 7358





	Telaje, Tandag City, Surigao del Sur	0933 853 1210 CARAGA.surigaodelsur@tesda.gov.ph
<b>BARMM</b>		
Provincial Office - BASILAN	Geras Road, Brgy. Sumagdang Isabela City, Basilan	TF (062) 200 3603 0998 889 9209
Provincial Office - LANA DEL SUR	3rd Flr. Line Agencies Building New Capitol Complex Buadi Sakayo Marawi City, Lanao del Sur	0905536 7838
Provincial Office - MAGUINDANAO	Unit 1, 2nd Flr. ACB Building Notre Dame Avenue, Cotabato City	TF (064) 552 1638 (0926) 703 1230
Provincial Office - TAWI TAWI	Antonieta Zacarias Building Tubig Boh St., Bongao, Tawi Tawi	TF (068) 268 1613 0906 608 7356
Provincial Office - SULU	2nd Flr MTD Bldg., Scott Road, Jolo Sulu	0935 733 5973 0916 743 7640

<b>TESDA Training Centers</b>		
<b>Office</b>	<b>Address</b>	<b>Contact Information</b>
<b>Central Office</b>		
Human Resource Development Institute (HRDI)	2 <sup>nd</sup> Floor PKTCC Bldg. Philippine-Korea Friendship Center, Bayani Rd. Fort Bonifacio, Taguig City	0918 217 8647 0915 967 6639 pkttc@tesda.gov.ph
National Language Skills Center (NLSC)	Bldg. 10 TESDA Complex, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City	8818 8062 lsi@tesda.gov.ph
TESDA Women Center (TWC)	TESDA Complex East Service Rd. South Luzon Expressway, Taguig, City	TF 8817 2650 TF 8817 2651 <a href="mailto:twc@tesda.gov.ph">twc@tesda.gov.ph</a>



National TVET Trainers Academy	2nd Flr. NTTA Bldg. MPC Compound, Meyer Chanyungco St. Sta. Elena, Marikina City	TF 570 1315 TF 570 9893 7728 8871 0915 664 0255 NCR.pamamarisan@tesda.gov.ph
<b>NCR</b>		
Quezon City Lingkod Bayan Skills Development Center	Barangay Hall Compound, Dahlia Avenue Fairview, Quezon City	TF 7799 9092 0917 544 5781 qclbsdc@tesda.gov.ph
Regional Training Center	TESDA Complex, Gate 2 East Service Rd. South Luzon Expressway, Taguig, City	rsbautista@tesda.gov.ph
<b>CAR</b>		
Regional Training Center – Baguio City	132 Magsaysay Drive, Loakan Proper, Baguio City	(074) 424 8723 (074) 424 8724 rtcbaguio@tesda.gov.ph
Provincial Training Center - Abra	Poblacion, Pidigan, Abra	0935 145 4621 ptcabra@tesda.gov.ph
Provincial Training Center-Ifugao	Rock Quarry St., Poblacion North, Lagawe, Ifugao	0917 153 3917 ptcifugao@tesda.gov.ph
Provincial Training Center-Kalinga	Bulanao, Tabuk City	0939 937 8144 ptckalinga@tesda.gov.ph
Provincial Training Center-Mountain Province	Tambingan, Sabangan, Mountain Province	0961 109 4228 ptcmtprovince@tesda.gov.ph
<b>Region 1</b>		
Regional Training Center -La Union	TESDA Regional Office Compound Catbangan, City of San Fernando, La Union	(072) 242 5584 rtcsanfernando@tesda.gov.ph
Provincial Training Center - Pangasinan	Capitol Compound, Lingayen, Pangasinan	(075) 542 4989 (075) 632 5307 ptcpangasinan@tesda.gov.ph
<b>Region 2</b>		



Regional Training Center - Tuguegarao	TESDA Complex, Carig Norte, Tuguegarao City	(078) 396 1631 rtctuguegarao@tesda.gov.ph
<b>Region 3</b>		
Provincial Training Center - Baler	Burgos Extension, Brgy. 5 Baler Aurora	0930-654-4289 ptcbaler@tesda.gov.ph
RTCCL Mariveles	Wiswis, Camaya BEPZ, Mariveles, Bataan	(047) 935-4751 0917-591-9818 rtcmariveles@tesda.gov.ph
Provincial Training Center- Orion	Wawa Pag-asa, Orion Bataan	(047) 244-7197 0917-877-8816 ptcorion@tesda.gov.ph
KORPHIL ITTC	RTCCL Guiguinto Compound, TabangGuiguinto, Bulacan	(044) 794-4767 0939-916-1271 kpittcbulacan@tesda.gov.ph
RTCCL Guiguinto	Mac Arthur Hi-Way TabangGuiguinto Bulacan	T (044) 794-0402 TF (044) 794-0024 rtcguiguinto@tesda.gov.ph
Provincial Training Center- Calumpit	BMLPC-PTC Poblacion, Calumpit Bulacan	T (044) 675-2278 0975-464-2580 ptccalumpit@tesda.gov.ph
Provincial Training Center- Palayan	Atate, SingalatPalayan City, Nueva Ecija	(044)940-1808 0918-940-0133 ptcpalayan@tesda.gov.ph
Provincial Training Center- Guagua	Brgy. San Rafael, Guagua, Pampanga	0920-924-9597 ptcguagua@tesda.gov.ph
Provincial Training Center- Tarlac	San Isidro Industrial Complex, San Isidro Tarlac City	0939-924-2524 0912-082-9090 ptctarlac@tesda.gov.ph
Provincial Training Center- Iba	Brgy. Palanginan Iba, Zambales	T (047) 811-1338 T (047) 811-2635 ptciba@tesda.gov.ph
<b>Region 4-A</b>		
Provincial Training Center- Rosario	Phase I CEPZ, Rosario Cavite	(046) 437 2370 0939 914 2290 0917 564 7709 ptcrosario@tesda.gov.ph
Provincial Training Center - Paliparan	Paliparan II, Dasmarinas Cavite	(046) 456 5429



		ptc_paliparan@tesda.gov.P HPtc_paliparan@yahoo.com
Provincial Training Center - Binangonan	Calumpang Binangonan, Rizal	(02) 656 3919 ptcbinangonan@tesda.gov.ph
Provincial Training Center - Cainta	Cainta, Municipal Compound, Cainta Rizal	(02) 556 9937 ptccainta@tesda.gov.ph
Regional Training Center Batangas	P Herrera Street, Batangas City	043 781 9379 rtcbatangas@tesda.gov.ph
<b>Region 4B</b>		
Rizal Occidental Mindoro TESDA Training and Accreditation Center (ROMTTAC)	Sto. Nino, Rizal, Occidental Mindoro	0951 929 8535 romttac@tesda.gov.ph
Oriental Mindoro Provincial Training Center – San Teodoro	Suha, Bigaan, San Teodoro	(043) 288 1117 0998 580 4633 ptcsanteodoro@tesda.gov.ph
Provincial Training Center - Boac	Brgy. Tabi, Boac, Marinduque	0995 784 7296 0949 716 8001 region4b.marinduque@tesda.gov.ph embunag@tesda.gov.ph
<b>Region 5</b>		
Regional Training Center - Pili	San Jose, Pili, Camarines Sur	0949 415 2703 rtcpili@tesda.gov.ph
Provincial Training Center – Guinobatan	Poblacion, Guinobatan, Albay	0936 938 9506 0908 628 1917 ptcguinobatan@tesda.gov.ph
Provincial Training Center - Malilipot	Basud, Malilipot, Albay	0939 573 8647 ptcmalilipot@tesda.gov.ph
Provincial Training Center - Labo	Iberica, Labo, Camarines Norte	0948 589 9802 ptccamarinesnorte@tesda.gov.ph
Provincial Training Center – Libmanan	Bahay, Libmanan, Camarines Sur	0907 789 2133 ptclibmanan@tesda.gov.ph



Provincial Training Center – Catanduanes	CSU Compound, Moonwalk, Calatagan Proper, Virac, Catanduanes	0909 223 4069 ptccatanduanes@tesda.gov.ph
Provincial Training Center – Masbate	PEO Compound, Capitol Road, Masbate City	0910 380 0328 ptcmasbate@tesda.gov.ph
Provincial Training Center – Sorsogon	City Hall Complex, Cabid-an, Sorsogon City	0919 004 2239 region5.sorsogon@tesda.gov.ph
<b>Region 6</b>		
Regional Training Center-Iloilo	TESDA Compound, Zamora Street, Iloilo City	(033) 320 5077 (033) 500 4312 0908 869 5781 rtciloilo@tesda.gov.ph
Regional Training Center-Talisay	Felipe Lacson Street, Zone 12, Talisay City, Negros Occidental	T(034) 474 2135 0947 892 1606 0917 702 1060 rtctalisay@tesda.gov.ph
Provincial Training Center-Aklan	PEO Compound, Laguinbanua East, Numancia, Aklan	(036) 268 1137 (036) 265 6782 0919 004 9176 ptcaklan@tesda.gov.ph
Provincial Training Center-Antique	Villavert- Jimenez, Hamtic, Antique	0917 305 1339 ptcantique@tesda.gov.ph
Provincial Training Center-Cadiz	Crossing FI, Brgy. Cabahug, Cadiz City, Negros Occidental	0917 100 9277; (034) 476-6042 (034) 702-0613 ptccadiz@tesda.gov.ph.
Provincial Training Center-Kabankalan	Sitio San Juan, Brgy. Camugao, SONEDCO, Kabankalan City, Negros Occidental	(034) 495 0494 0926 688 8279 0909 950 1239 ptckabankalan@tesda.gov.ph
<b>Region 7</b>		
Regional Training Center VII	Arch. Reyes Ave., Cebu City	(032) 416 8876
Provincial Training Center-Carmen, Cebu	Carmen, Cebu	(032) 429 9305 ptccarmen@tesda.gov.ph



Provincial Training Center – Daanbantayan, Cebu	Daan Bantayan, Cebu	(032) 437 3781 ptcdaangbantayan@tesda.gov.ph
Provincial Training Center – Minglanilla Cebu	Minglanilla, Cebu	(032) 272 0518 ptcminglanilla@tesda.gov.ph
Provincial Training Center – Samboan, Cebu	Samboan, Cebu	(032) 479-0069 ptcsamboan@tesda.gov.ph
Provincial Training Center – Toledo, Cebu	Toledo City, Cebu	(032) 467-9123 ptctoledo@tesda.gov.ph
Provincial Training Center – Bilar, Bohol	Poblacion Bilar, Bohol	(038) 535 9080
Provincial Training Center – Inabanga, Bohol	Cagayan, Inabanga, Bohol	(038) 512 9012 jbtumanda@yahoo.com
Provincial Training Center – Jagna, Bohol	Poblacion Jagna, Bohol	(038) 531 8409 tesda_ptc_jag@yahoo.com
Provincial Training Center – Pilar, Bohol	Purok 2, Poblacion Pilar, Bohol	(038) 510 8237 albertoceniza@yahoo.com
Provincial Training Center – Tubigon, Bohol	Potohan, Tubigon, Bohol	(038) 508 8216 ptc_tub@yahoo.com
<b>Region 8</b>		
Regional Training Center- Tacloban City	Brgy. Abucay, Tacloban City	(053) 321 8249 (053) 321 8532 (053) 321 8533 0999 994 7968 0999 994 7969 0995 860 8486 rtctacloban@tesda.gov.ph
Provincial Training Center - Cataraman, Northern Samar	UEP Compound, Cataraman, Northern Samar	09303605504 tesda8ptc@tesda.gov.ph
<b>Region 9</b>		
Zamboanga City-Isabela District Office	Talungon St., San Roque, Zamboanga City	(062) 955 2517 region9.zcfo@tesda.gov.ph
Regional Training Center- Zamboanga	Talungon St., San Roque, Zamboanga City	(062) 984 0342 rtczampen@tesda.gov.ph
Provincial Training Center – Pagadian City	Barangay Tiguma, Pagadian City	(062) 625 3047 ptc.pagadian@tesda.gov.ph



Provincial Training Center-Sindangan	Goleo Sindangan, Zamboanga del Norte	(065) 224 2227
<b>Region 10</b>		
Regional Training Center – Iligan City	Ma. Cristina , Iligan City, Lanao del Norte	TF (063) 223 6541 rtciligan@tesda.gov.ph
Regional Training Center – Tagoloan, Misamis Oriental	PHIVIDEC Industrial Estate, Tagaloan, Misamis Oriental	TF (088) 5670-337 rtctagaloan@tesda.gov.ph
Provincial Training Center – Valencia, Bukidnon	Hagkol, Valencia City, Bukidnon	(088) 828 0172 ptcvalencia@tesda.gov.ph
Provincial Training Center – Plaridel, Misamis Occidental	Panalsalan, Plaridel, Misamis Occidental	(088) 344 8505 ptcplaridel@tesda.gov.ph
<b>Region 11</b>		
Regional Training Center - Korea-Philippines Vocational Training Center	Buhisan, Tibungco, Davao City	(082) 287 3691 rtcdavaocity@tesda.gov.ph
Provincial Training Center - Davao	Poinsettia Street, Mintal, Tugbok District, Davao City	(082) 293 0285 ptcdavao@tesda.gov.ph
<b>Region 12</b>		
Regional Training Center – Alabel	Alabel, Sarangani	0943 367 8571
Provincial Training Center-Cotabato	BARMM Compound, RH 7 Cotabato City	(064) 552 2508 ptccotabato@tesda.gov.ph
Provincial Training Center-Sultan Kudarat	Lambayong, Sultan Kudarat	0939 368 7613
Provincial Training Center-General Santos City	General Santos City	0999 680 3751
Provincial Training Center-South Cotabato	Brgy. Centrala, Surallah, South Cotabato	0918 447 0508
Provincial Training Center-Pigcawayan	Pigcawayan, Cotabato	0905 709 7712
Provincial Training Center-Kidapawan	Kidapawan City	0907 544 1886
Provincial Training Center-Malapatan	Malapatan, Sarangani Province	0922 366 7226
<b>CARAGA</b>		



Provincial Training Center- Agusan del Norte	Government Center, Cabadbaran City	(085) 818 5239 ptc-adn@tesda.gov.ph
Provincial Training Center- Surigao del Norte	Provincial Manpower Training Center, Gov. Jose C. Sering Road, Surigao City	(086) 826 4002 ptc-sdn@tesda.gov.ph
<b>BARMM</b>		
Basilan Provincial Training Center	Geras Road, Brgy. Sumagdang Isabela City, Basilan	(062) 314 0394 ptc@tesda-armm.ph
Provincial/City Manpower Development Center	Gen. Mamarinta B. Lao Street, Brgy. Gadongan, Marawi City, Lanao del Sur	0948 609 1700 pcmdc@tesda-armm.ph
Regional Manpower Development Center	RMDC, Brgy. Rebukan, Sultan Kudarat, Maguindanao	(064) 429 0091 0918 397 9868 rmdc@tesda-armm.ph
Zamboanga City Liaison's Office	2 <sup>nd</sup> Floor LHB II Building, Veterans Avenue, Brgy Zone 3, Zamboanga City	(062) 990 2959 zamoffice@tesda-armm.ph

<b>TESDA Administered Schools (TAS)</b>		
<b>Office</b>	<b>Address</b>	<b>Contact Information</b>
<b>CAR</b>		
Baguio City School of Arts and Trades	#80 Military Cut Off, 2600 Baguio City	(074) 444 9161 (074) 444 8459 (074) 304 3991 (074) 304 3976 bcsat@tesda.gov.ph
Bangui Institute of Technology (BIT)	Brgy. Manayon, Bangui, Ilocos Norte	0918 941 0374 0908 860 0955 bit@tesda.gov.ph
<b>Region 1</b>		
Marcos Agro-Industrial School (MAIS)	Brgy. Lydia, Marcos, Ilocos Norte	0905 440 9625 0920 804 1175 mais@tesda.gov.ph
Luciano Millan Memorial School of Arts and Trades (LMMSAT)	Asingan, Pangasinan	(075) 523 5284 lmmsat@tesda.gov.ph





Pangasinan School of Arts and Trades (PSAT)	Alvear St. West, Poblacion, Lingayen, Pangasinan	(075) 662 2077 psat@tesda.gov.ph
Pangasinan Technological Institute (PTI)	San Isidro Norte, Binmaley, Pangasinan	0908 686 7548 pti@tesda.gov.ph
<b>Region 2</b>		
Aparri Polytechnic Institute (API)	Maura, Aparri, Cagayan	T (078) 888 2015 0917 147 1934 api@tesda.gov.ph
Lasam Institute of Technology (LIT)	Nabannagan, Lasam, Cagayan	0917 582 0258 lit@tesda.gov.ph
Isabela School of Arts & Trades (ISAT)	Calamagui 2nd, Ilagan, Isabela	TF (078) 624 0933 TF (078) 624 2470 isat@tesda.gov.ph
Southern Isabela College of Arts & Trades (SICAT)	Calaoacan, Santiago City	(078) 305 2577 sicat@tesda.gov.ph
Nueva Vizcaya Polytechnic Institute (NVPI) formerly KNAS	Pudi, Kasibu, Nueva Vizcaya	0906 304 1786 kanas@tesda.gov.ph
<b>Region 3</b>		
Gonzalo Puyat School of Arts and Trades (GPSAT)	San Sebastian, San Luis Pampanga	(045) 436-1471/0925-898-8499 gpsat@tesda.gov.ph
Concepcion Vocational School (CVS)	Productivity Center, Alfonso Concepcion Tarlac	(045) 800-7949/ 0929-856-5481 cvs@tesda.gov.ph
<b>Region 4A</b>		
Jacobo Z. Gonzales Memorial School of Arts and Trades (JZGMSAT)	Barangay San Antonio, Binan, Laguna	(049) 511 6133 (049) 411 0173 (049) 511 4909 jzgpsat@tesda.gov.ph
Quezon National Agricultural School (QNAS)	Malicboy, Pagbilao Quezon	(042) 716 0500 qnas@tesda.gov.ph
Bondoc Peninsula Technological Institute (BPTI)	San Narciso, Quezon	(042) 716 0083 0919 508 5449 bpti@tesda.gov.ph
<b>Region 4B</b>		



Buyabod School of Arts and Trades (BSAT)	Brgy. Buyabod, Sta. Cruz, Marinduque	0921 938 6233 bsat@tesda.gov.ph
Torrijos Poblacion School of Arts and Trades (TPSAT)	Poctoy, Torrijos, Marinduque	0999 933 7776 tpsats@tesda.gov.ph
Rizal Occidental Mindoro TESDA Training and Accreditation Center (ROMTTAC)	Sto. Nino, Rizal, Occidental Mindoro	0951 929 8535 romttac@tesda.gov.ph
Simeon Suan Vocational and Technical College (SSVTC)	Pag-asa, Bansud, Oriental Mindoro	(043) 298 7097 ssvtc@tesda.gov.ph
Romblon National Institute of Technology (RNIT)	Poblacion, Alcantara, Romblon	0998 573 1845 <a href="mailto:ants@tesda.gov.ph">ants@tesda.gov.ph</a>
Puerto Princesa School of Arts and Trades (PPSAT)	Bgy. Sta. Monica, Puerto Princesa City, Palawan	(048) 716 3032 0998 852 4981 ppsat@tesda.gov.ph
<b>Region 5</b>		
Bulusan National Vocational Technical School (BNVTS)	San Jose, Bulusan, Sorsogon	0930 693 2323 0917 846 0171 bnvts@tesda.gov.ph
Camarines Sur Institute of Fisheries and Marine Sciences (CASIFMAS)	Pasacao, Camarines Sur	(054) 513 9148 casifmas@tesda.gov.ph
Cabugao School of Handicraft and Cottage Industries (CSHCI)	Cabugao, Bato, Catanduanes	cs HCI@tesda.gov.ph
Masbate Institute of Fisheries and Technology (MIFT)	Cayabon, Milagros, Masbate	0928 331 5545 mift@tesda.gov.ph
San Francisco Institute of Science and Technology (SFIST)	San Francisco, Malilipot, Albay	TF (052) 824 4662 sfist@tesda.gov.ph
Sorsogon National Agricultural School (SNAS)	Mayon, Castilla, Sorsogon	0933 852 0835 snas@tesda.gov.ph
Ragay Polytechnic Skills Institute (RPSI)	Poblacion Ilaod, Ragay, Camarines Sur	0919 234 7650 rpsi@tesda.gov.ph
<b>Region 6</b>		



Dumalag Vocational Technical School	Poblacion, Dumalag, Capiz	(036) 658 0279 0917 312 0440 dvts@tesda.gov.ph
Leon Ganzon Polytechnic Collge	Brgy. Maya, Balasan , Iloilo	(033) 397 0915 (033) 797 1159 lgpc@tesda.gov.ph
New Lucena Polytechnic College	Dessa Street, Don Epifanio Sonza Sr. Avenue, New Lucena, Iloilo	(033) 330 0001 0939 918 2415 nlpc@tesda.gov.ph
Passi Trade School	Brgy. Sablogon , Passi City, Iloilo	(033) 311 5451 pts@tesda.gov.ph
<b>Region 7</b>		
Lazi Technical Institute	Tigbawan Lazi Siquijor	lti@tesda.gov.ph 0917 779 2429 (035) 483 0274 0917 564 1557
<b>Region 8</b>		
Calubian National Vocational School (CNVS)	Brgy. Cabalquinto, Calubian, Leyte	0917 116 6456 0929 611 6495 cnvs@tesda.gov.ph
Cabugcayan National School of Arts and Trades (CNSAT)	Libertad Cabugcayan, Biliran	0917 518 7797 cnsat@tesda.gov.ph
Arteche National Agricultural School (ANAS)	Sitio Sabang, Brgy. Garden, Arteche, Eastern Samar	0938 005 9597 anas@tesda.gov.ph
Balangiga National Agricultural School (BNAS)	Brgy. 1 San Lorenzo, Balangiga, Eastern Samar	0939 903 1864 bnas@tesda.gov.ph
Samar National School of Arts and Trades (SNSAT)	Cebreiros Street, Brgy. 05, Taft, Eastern Samar	0917 710 2537 snsat@tesda.gov.ph
Balicuatro College of Arts and Trades (BCAT)	Magallanes Street, Sabang 2, Allen, Northern Samar	0939 466 2628 0927 582 1039 bcat2016@tesda.gov.ph
Las Navas Agro-Industrial School (LNAIS)	Brgy. Ribong, Las Navas, Northern Samar	0956 064 6881 0977 804 3713 lnais@tesda.gov.ph
<b>Region 9</b>		



Zamboanga Sibugay Polytechnic Institute formerly Kabasalan Institute of Technology	Poblacion, Kabasalan, Zamboanga Sibugay	(062) 955 0238 Kitknvs@tesda.gov.ph
Dipolog School of Fisheries	Barangay Olingan, Dipolog City	(065) 212 7248 region9.dsf@tesda.gov.ph
<b>Region 10</b>		
Cagayan de Oro Bugo, School of Arts and Trades (COBSAT)	Villa Trinitas, Bugo, Cagayan de Oro City	(088) 8558720 cobsat@tesda.gov.ph
Camiguin School of Arts and Trades (CSAT)	Lumad, Mambajao, Camiguin	(088) 3870 303 csat@tesda.gov.ph
Kinoguitan National-Agro Industrial School (KNAS)	Buko, Kinoguitan, Misamis Oriental	(063) 227-6057 knas@tesda.gov.ph
Lanao del Norte National Agro Industrial School (LNNAIS)	<u>Main Campus</u> :Bualan, Tubod, Lanao del Norte <u>Satelite Campus</u> :Malingao, Tubod, Lanao del Norte <u>Extension Campus</u> : Baybay, Poblacion, Tubod, Lanao del Norte	(063) 227 6057 lnnais@tesda.gov.ph
Oroquieta Agro Industrial School (OAIS)	Purok, 3, Villaflor, Oroquieta City	(088) 5312111 oais@tesda.gov.ph
Salvador Trade School (STS)	Salvador, Lanao del Norte	0926 833 8791 sts@tesda.gov.ph
<b>Region 11</b>		
Carmelo C. De Los Cientos, Sr. National Trade School	National Highway, Southern Paligue, Padada, Davao del Sur	0930 559 4116 ccnts@tesda.gov.ph
Davao National Agricultural School	Purok 8 Poblacion Montevista, Davao de Oro	0948 677 1993 dnas@tesda.gov.ph
Davao Oriental Polytechnic Institute	Roxas-Panuncialman Streets., Poblacion, Lupon, Davao Oriental	(087) 808 5387/ 0909 014 2177 lsf@tesda.gov.ph
Wangan National Agricultural School	Puok 6, Wangan, Calinan, Davao City	0907 838 2905 wnas@tesda.gov.ph
<b>Region 12</b>		



Surallah National Agricultural School	Brgy. Dajay, Surallah, South Cotabato	T (082) 238 5143 sunas@tesda.gov.ph
General Santos National School of Arts & Trade	Tiongson St., Lagao, General Santos City, South Cotabato	T (083) 887 4973 TF (083) 553 2479 gsnsat@tesda.gov.ph
<b>CARAGA</b>		
Northern Mindanao School of Fisheries	Matabao, Buenavista, Agusan del Norte	(085) 808 0293 nmsf@tesda.gov.ph
Agusan del Sur School of Arts and Trades	GDOP Government Center, Prosperidad, Agusan del Sur	0907 856 3556 0906 122 0151 assat@tesda.gov.ph
Surigao del Norte College of Agriculture and Technology (SNCAT)	8407 Magpayang, Mainit, Surigao del Norte	(086) 826 3765 (086) 813 0012 sncat@tesda.gov.ph