# TESDA CIRCULAR

| | | |
|---|---|---|
| **SUBJECT:** Guidelines on TESDA Training Management Information System (T2MIS) Data Correction Request | | Page 1 of 7 page/s<br>Number 056 Series 2021 |
| **Date Issued**: June 24, 2021 | **Effectivity:** July 1, 2021 | **Supersedes:** |

In the interest of the service and to ensure that the integrity of data is preserved, the following guidelines on data correction request in the TESDA Training Management Information System (T2MIS) is hereby prescribed:

## I. BACKGROUND

The TESDA Training Management Information System (T2MIS) was developed and operationalized in 2017 in order to organize the collection, processing, and analysis of TVET data to ensure that this information is available, reliable, up-to-date and secure. However, frequent requests for corrections in T2MIS data have been received which affect the integrity and reliability of the T2MIS data and information generated from the system.

To date, a total of 7.3 million profile/records have been encoded in the system since it was operationalized in 2017. Validation of database is done on a periodic basis as part of cleaning the database.

## II. DEFINITION OF TERMS

1. **Data Correction** refers to the modification/changes to be performed to the data entries in the T2MIS database either as:
   a. **Simple Transaction** refers to the data correction request where the modification could immediately be addressed
   b. **Complex Transaction** refers to the data correction request which requires clarifications and authorization from the Process Owner before making the necessary data changes.

2. **Process Owner** refers to the concerned Office/Division which administers and monitors the related program/project being addressed and validates the data entries in the T2MIS database.

3. **Incomplete Document** refers to the data correction request with missing or lacking of required document/s as specified in Annex B of this guidelines.

4. **Policy Issues** refer to issues/concerns which are inconsistent or non-compliant to the related training and assessment guidelines/instructions and require clarifications/authorization from the Process Owner

5. **Resolved Issue** refers to the status of the data correction request where modification has been addressed.

6. **Unresolved Issue** refers to the status of the data correction request which cannot be immediately accomplished due to incomplete supporting documents or related to policy issues.

7. **Technical Vocational Institutions/TESDA Technology Institutions (TVIs/TTIs) or Assessment Centers (ACs) –** refer to the identified users of the Provincial/District Offices with access to the T2MIS in the Training and Assessment Modules.

## III. OBJECTIVES

These guidelines aim to:

1. Have a standard procedure in the request for data correction to effectively facilitate and resolve such requests within the prescribed process cycle time;
2. Establish the required details and proof of relevant documents upon submission of data correction request in the T2MIS;
3. Closely monitor erroneous data entry from the source to minimize the risk of capturing garbage data; and
4. Preserve the integrity of data in the T2MIS.

## IV. SCOPE AND COVERAGE

These guidelines shall cover the submission of Data Correction Request in the T2MIS, validation of submitted requests, processing of requests, and notification of source on the status of requests.

## V. GENERAL GUIDELINES

1. All requests for data correction created by TVIs/TTIs or ACs must include a scanned copy of Letter of Request signed by the TVI/TTI Administrator or AC Manager. The nature of correction, details and reasons must be complete and clearly stated in the letter of request ***(See Annex A)*** with the corresponding identified attachments ***(see Annex B)***. When the information that needs to be changed includes personal data of the trainee/candidate, the trainor or the

assessor, proof of their consent must likewise be attached. The request and all relevant attachments must be submitted to the Provincial/District Office concerned.

Requests from the trainee/candidate, trainor and assessor who does not have access to the T2MIS application maybe coursed through ROPO, TVI/TTI or AC in the form of a letter duly signed by the requesting person with supporting documents/proofs and contact details (preferably email address). ***(See Annex A-1 suggested letter format)***. The receiving entity shall facilitate and provide the requester on the status and the action taken on the request.

2. The Provincial/District Director or his/her authorized personnel must validate the authenticity and completeness of the required documents to be attached in the data correction request as reference for modification ***(See Annex B)***. The Provincial/District Director or his/her authorized personnel has the responsibility/authority to approve, endorse or dispose the modification request. In case of disapproval of request, reasons must be clearly stated ***(See Annex A)*** and the source of request must be properly notified.

3. The MITD Chief or the designated T2MIS Data Correction focal person will validate and review the completeness of the submitted data correction request based on the required details and supporting document/s as defined in **Annex A** and **Annex B.**

4. Data correction request with **complete details and required attachments** will be classified as **valid** and the MITD will determine the type of transaction and takes appropriate action. Data correction request with **incomplete details and required attachments** will be classified as **invalid**. The source of an invalid request is required **to resubmit the request with complete details and required attachments**. The MITD will notify the source on the status of their request through the system.

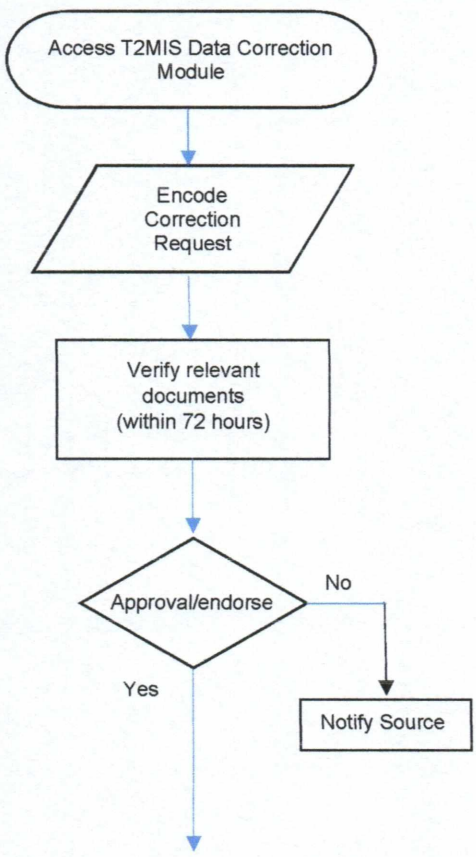
5. Valid data correction request **relating to existing policy issues** which requires clarification and authorization for modification will be classified as **unresolved** and will be forwarded to the **concerned Executive Office** (process owner) for clarification and appropriate action. The MITD will notify the source on the status of their request.

6. The Executive Office (process owner) shall inform the MITD, through a memorandum, on the appropriate action to be undertaken on the data correction request. MITD will notify the source on the status of their request.

7. All requests must be submitted only through the **T2MIS Data Correction Module**. Other forms of communications shall not be considered (e.g. social media, email, etc.), unless otherwise advised.

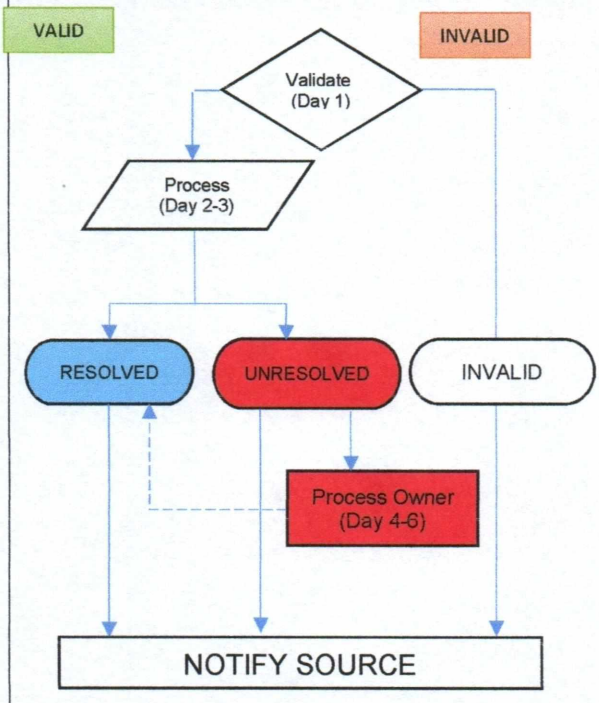
8. Processing of requests for correction will be carried out within the prescribed process cycle time upon receipt of valid requests.

## VI. PROCESS FLOW / PROCEDURE DETAILS

| FOCAL | KEY STEPS / NO. OF WORKING DAYS | PROCEDURE DETAILS |
|---|---|---|
| ROPO / TTI /AC / TVI |  | 1. ROPO / TTI / AC / TVI focal(s) access the T2MIS Data Correction Module to request (for data) modifications due to errors.<br>2. TTI / AC / TVI provides a detailed and accurate information of the request; attaches relevant documents as reference, together with the Letter of Request. A notification indicator in the system will be activated to alert the ROPO of the request.<br>3. ROPO validates request; verifies relevant documents; and endorses the data correction request. ROPO to take appropriate action within 72 hours and notifies the source on the request status. |

# TESDA CIRCULAR

| **SUBJECT:** Guidelines on TESDA Training Management Information System (T2MIS) Data Correction Request | | Page 5 of 7 page/s<br>Number 056 Series 2021 |
|---|---|---|
| **Date Issued**: June 24, 2021 | **Effectivity:** July 1, 2021 | **Supersedes:** |

| | | |
|---|---|---|
| MITD |  | **DAY 1 (Invalid)**<br>4. MITD reviews / validates / determines the completeness of the data correction request endorsed by the ROPO<br>5. **INVALID Request**. MITD will tag data correction request with incomplete information details and/or lacking the required supporting document/s as **INVALID** and will consider the request as *closed*.<br>Source of the request will be notified on the status of their request.<br>ROPO/TTIs/TVIs/ACs must re-submit a new request with **ALL** the required information details and the supporting document/s.<br>**DAY 2-3 (Simple Transaction)**<br>6. **VALID Request, Simple Transaction.** MITD will make the necessary changes relative to the data correction request with complete information details and the supporting document/s, of simple type of transaction, and will tag the request as **RESOLVED.**<br>Source of the request will be notified on the status of their request.<br>**(Complex Transaction)**<br>7. **VALID Request, Complex Transaction.** MITD will forward the data correction request which requires clarification and authorization to modify due to policy or procedural issue/s to the concerned Executive Office (process owner) for appropriate action and will be tagged the request as **UNRESOLVED** and will be marked for *clarification* status.<br>Source of the request will be notified on the status of their request. |

| | | |
|---|---|---|
| | | **DAY 4-6**<br>8. The concerned Executive Office (process owner) provides the appropriate action for the **UNRESOLVED** request and endorses action to be undertaken by MITD.<br>9. MITD makes the necessary changes and will tag the request as **RESOLVED** and/or *closed*.<br>10. Complete and detailed notes/status are logged in the system. A notification alert indicator is automatically be activated to notify the source on the status of request. |

## VII. FUNDAMENTAL ACTIVITIES AND REQUIREMENTS

To ensure compliance to the prescribed PCT in T2MIS Data Correction Requests, the following activities must be complied with by all Regional and Provincial Offices:

1. MITD will conduct a comprehensive orientation/calibration of ROPO / TVI / TTI / AC T2MIS focal persons on a quarterly basis or as the need arises i.e. a new module is developed and deployed/embedded in the T2MIS application. ROPOs must ensure that all T2MIS users are familiar with the features of the system and that all data being encoded in T2MIS are accurate. MITD will provide and make the User's manual available in the system for easy reference and will update the same as maybe required.

2. Immediate deployment of these guidelines is carried out to all T2MIS users to ensure that they are aware and have understood the mandatory requirements in submitting Data Correction Request.

3. ROPO / TVI / TTI / AC focal persons must ensure the completeness of the required supporting documents and pieces of evidence prior to the submission of Data Correction Request in the T2MIS Data Correction Request Module to prevent delay in processing of correction requests.

# TESDA CIRCULAR

| | | |
|---|---|---|
| **SUBJECT:** Guidelines on TESDA Training Management Information System (T2MIS) Data Correction Request | | Page 7 of 7 page/s<br>Number 056 Series 2021 |
| **Date Issued**: June 24, 2021 | **Effectivity:** July 1, 2021 | **Supersedes:** |

## VIII. MONITORING AND EVALUATION

The ROs, POs, TVIs/TTIs and ACs, in terms of erroneous entries, shall be closely monitored and may form part in the evaluation of their performance.

Management Information Technology Division (MITD)/ROMO shall produce a quarterly summary evaluation report of all T2MIS Data Correction Requests. Evaluated ROs/POs with increasing requests due to erroneous entries for two consecutive quarters shall explain the incidents and will be considered as first warning. Continuously increasing of erroneous entries for the next two quarters shall be endorsed to the disciplining authority subject for further review of the IIAS/ODG

## IX. EFFECTIVITY

This circular shall take effect as indicated.

**SEC. ISIDRO S. LAPEÑA, PhD., CSEE**
Director General

**ANNEX A**

Date

_____
**Provincial Director**
**TESDA _____**

**Dear Dir. _____:**

This is to request for the endorsement the correction/s of the following data in the T2MIS:

1. **Category**: _____
2. **Nature of Correction**: _____
3. **Required Information**: _____
   _____
   _____
4. **Required Documents/Evidence(s)**: _____
   _____
5. **Reason**: *Please state the reason for correction*

Hoping for your kind consideration on this matter.

Very truly yours,

_____
**TVI/TTI Administrator or AC Manager**

---

(to be filled-out by the Provincial Office)

☐ Approved. For endorsement to MITD.

☐ Disapproved. Return to Source. Reason/s: _____
_____

**(Signature over Printed Name)**
**Provincial Director**
TESDA _____
Date: _____

**ANNEX A-1**

Date

_____
**Name of Authorized Person**
**Office/Institution/Center:** _____

**Dear Sir/Maam:**

This is to request for correction of the following personal data/information:

1. **Data for Correction**: _____
2. **Correct Information**: _____
   _____
3. **Required Documents/Evidence(s)**: _____
   _____
4. **Contact Information (eMail Address):** _____
5. **Reason**: *Please state the reason for correction*

Hoping for your kind consideration on this matter.

Very truly yours,

_____
**Student/Candidate/ Assessor/Trainor**

---

(to be filled-out by the Authorized Person)

☐ Approved.

☐ Disapproved. Return to Source. Reason/s: _____
_____

**(Signature over Printed Name)**
**Name of Authorized Person**
Office/Insitution/Center _____
Date: _____

**ANNEX B**

# T2MIS Data Correction Request Categories

## 1. ASSESSMENT AND CERTIFICATION DATA

- The category is for corrections pertaining to assessment and certification related activities. This would include data such as: List of Candidates, Assessment Schedules, Assessment Results, Appointed Assessors, Accredited Qualification, Delisting of AC's Qualification, Reference Number, and Certificate Numbers

## 2. TRAINING DATA

- The category is for corrections pertaining to training related activities. This would include data such as: Training schedule, Assigned Trainor, Program Registration, Training Status and Scholarship Data

## 3. GLOBAL DATA

- The category is for corrections on data such as: Learner's Profile, Training Institution's Profile, Trainor's and Assessor's Profile, Assessment Center's Profile

## 4. USER ACCOUNT

- The category is for creation and deactivation of T2MIS users in ROPO, TTIs, TVIs and ACs.

## ASSESSMENT AND CERTIFICATION DATA

| Nature of Correction | Required Information | Required Documents / Evidence(s) | Type of Transaction | Source of Request |
|---|---|---|---|---|
| Correction of Assessment Center's Profile (Name, Contact Details, Focal Person, Type, Classification, Geo Details) | Name of AC<br>Incorrect Details<br>Correct Details<br>Screenshot of the incorrect entry in T2MIS | • Any of the following:<br>o SEC certificate *or*<br>o Certificate of Accreditation<br>• Scanned original copy of the Letter of Request signed by the AC Manager and endorsed by the Provincial / District Director | Simple/ Complex | • TVI/TTI/AC<br>• ROPO |
| Correction in Assessment Center's Qualification (Sector, Qualification Title, Accreditation Series, Date of Accreditation and Expiry) | Name of AC<br>Incorrect Details<br>Correct Accreditation Details<br>Correct Sector<br>Correct Qualification / Code<br>Screenshot of the incorrect entry in T2MIS | • Scanned copy of the Certificate of Accreditation<br>• Scanned original copy of the Letter of Request signed by the AC Manager and endorsed by the Provincial / District Director<br>• Signed letter of request from Assessor (as maybe required) | Simple/ Complex | • Assessor<br>• TVI/TTI/AC<br>• ROPO |
| Correction of Assessment Schedule (Correction in Assessor / Assessment Date / Request Date / Approved Date) | Name of AC<br>Qualification / Accreditation Number<br>Name of Assessor<br>Assessment schedule Incorrect Details<br>Correct Assessment Dates<br>Correct Assessor<br>Screenshot of the incorrect entry in T2MIS | • Scanned original copy of the signed attendance sheet<br>• Scanned original copy of the Letter of Request signed by the AC Manager and endorsed by the Provincial / District Director<br>• Signed letter of request from Assessor (as maybe required) | Simple/ Complex | • Assessor<br>• TVI/TTI/AC<br>• ROPO |
| Assessment Schedule Approved / Disapproved Request | Name of AC<br>Qualification / Accreditation Number<br>Name of Assessor<br>Assessment schedule Incorrect details<br>Correct Status: APPROVE or DISAPPROVE<br>Screenshot of the incorrect entry in T2MIS | • Scanned original copy of the Letter of Request signed by the T2MIS Provincial / District Focal and endorsed by the Provincial / District Director<br>• Signed letter of request from Assessor (as maybe required) | Simple | • Assessor<br>• TVI/TTI/AC<br>• ROPO |

## ASSESSMENT AND CERTIFICATION DATA

| Nature of Correction | Required Information | Required Documents / Evidence(s) | Type of Transaction | Source of Request |
|---|---|---|---|---|
| Remove of Duplicate Assessment Candidate (Due to Network issue) | Name of AC<br>Qualification / Accreditation Number<br>Name of Assessor<br>Assessment schedule<br>Duplicate ULI<br>Screenshot of incorrect entry in T2MIS | - | Simple | • TVI/TTI/AC<br>• ROPO |
| Remove of Incorrect Assessment Candidate | Name of AC<br>Qualification / Accreditation Number<br>Name of Assessor<br>Assessment schedule<br>ULI / Name to be removed<br>Screenshot of incorrect entry in T2MIS | • Scanned original copy of the signed attendance sheet<br>• Scanned original copy of the Letter of Request signed by the AC Manager and endorsed by the Provincial / District Director<br>• Signed letter of request from Assessor (as maybe required) | Simple | • Assessor<br>• TVI/TTI/AC<br>• ROPO |
| Correction of Assessment Reference number | Name of AC<br>Qualification / Accreditation Number<br>Name of Assessor<br>Assessment schedule<br>ULI<br>Correct Assessment Reference number<br>Screenshot of incorrect entry in T2MIS | • Scanned original copy of the attendance sheet<br>• Scanned original copy of the Letter of Request signed by the AC Manager and endorsed by the Provincial / District Director | Simple | • TVI/TTI/AC<br>• ROPO |
| Correction in candidate's Profile (Civil Status, Educational Attainment, Client Type, Modality, Assessment Application) | Name of AC<br>Qualification / Accreditation Number<br>Name of Assessor<br>Assessment schedule<br>ULI<br>Incorrect Assessment Details<br>Correct Assessment Details | • Scanned original copy of the accomplished and signed F-26 application form of the assessment candidate<br>• Scanned original copy of the signed RWAC<br>• Scanned original copy of the Letter of Request signed by the AC Manager and endorsed by the Provincial / District Director<br>• Proof of consent or signed letter of request from Student/Candidate/ Assessor (as maybe required) | Simple | • Student/ Candidate<br>• Assessor<br>• TVI/TTI/AC<br>• ROPO |

## ASSESSMENT AND CERTIFICATION DATA

| Nature of Correction | Required Information | Required Documents / Evidence(s) | Type of Transaction | Source of Request |
|---|---|---|---|---|
| Correction of Assessment Result | Name of AC<br>Qualification / Accreditation Number<br>Name of Assessor<br>Assessment Schedule<br>ULI<br>Incorrect Assessment Result<br>Correct Assessment Result<br>Screenshot of incorrect entry in T2MIS | • Scanned Original copy of the signed attendance sheet and<br>• Competency Assessment Result Summary (CARS)<br>• Scanned original copy of the Letter of Request signed by the AC Manager and endorsed by the Provincial / District Director<br>• Proof of consent or signed letter of request from Student/Candidate/ Assessor (as maybe required) | Simple/ Complex | • Student/ Candidate<br>• Assessor<br>• TVI/TTI/AC<br>• ROPO |
| Correction of Certification Number | Name of AC<br>Qualification / Accreditation Number<br>Name of Assessor<br>Assessment schedule<br>ULI<br>Incorrect Certificate<br>Correct Certificate<br>Screenshot of incorrect entry in T2MIS | • Scanned Original copy of the signed RWAC<br>• Scanned original copy of the Letter of Request signed by the T2MIS Provincial / District Focal and endorsed by the Provincial / District Director<br>• Signed letter of request from Assessor (as maybe required) | Simple | • Assessor<br>• TVI/TTI/AC<br>• ROPO |
| Correction in Assessor's Qualification Entry (Sector, Qualification / Code, Accreditation details) | Complete Name of Assessor<br>Sector<br>Qualification / code<br>Accreditation details<br>Incorrect details<br>Correct details | • Scanned copy of the Certificate of Accreditation<br>• Scanned original copy of the Letter of Request signed by the T2MIS Provincial / District Focal and endorsed by the Provincial / District Director<br>• Signed letter of request from Assessor (as maybe required) | Simple/ Complex | • Assessor<br>• TVI/TTI/AC<br>• ROPO |

## ASSESSMENT AND CERTIFICATION DATA

| Nature of Correction | Required Information | Required Documents / Evidence(s) | Type of Transaction | Source of Request |
|---|---|---|---|---|
| Cannot Select Assessor | Name of AC<br>Qualification / Accreditation #<br>Qualification Code<br>Name of Assessor<br>Accreditation #<br>Qualification Code | • Scanned original copy of the AC Accreditation<br>• Scanned copy of the Assessor's Accreditation<br>• Scanned original copy of the Letter of Request signed by the T2MIS Provincial / District Focal and endorsed by the Provincial / District Director<br>• Signed letter of request from Assessor (as maybe required) | Simple/ Complex | • Assessor<br>• TVI/TTI/AC<br>• ROPO |
| Renewal / Conversion Correction (Type of Certificate, Sector, Qualification, Series, Date, Category) | ULI<br>Qualification / Qualification Code<br>Sector<br>Certificate Number<br>Date of Certificate | • Scanned original copy of the expired NC / COC *or* Scanned original copy of COCs (Conversion)<br>• Scanned original copy of the signed RWAC<br>• Scanned original copy of the Letter of Request signed by the T2MIS Provincial / District Focal and endorsed by the Provincial / District Director | Simple/ Complex | • ROPO |
| Delisting of AC's Qualification | Name of AC<br>Qualification / Qualification Code<br>Accreditation Number | • Scanned letter from AC requesting for delisting<br>• Scanned original copy of the Letter of Request signed by the T2MIS Provincial / District Focal and endorsed by the Provincial / District Director | Simple | • TVI/TTI/AC<br>• ROPO |

## TRAINING DATA

| Nature of Correction | Required Information | Required Documents / Evidence(s) | Type of Transaction | Source of Request |
|---|---|---|---|---|
| Correction of Institution's Profile (Name, Contact Details, Focal Person, Type, Classification, Geo Details) | Name of Institution<br>Correct Details<br>Incorrect Details<br>Screenshot of the incorrect entry in T2MIS | • SEC certificate or CTPR<br>• Scanned original copy of the Letter of Request signed by the TVI/TTI Administrator / AC Manager and endorsed by the Provincial / District Director | Simple | • TVI/TTI/AC<br>• ROPO |
| Correction in Institution's Qualification (Actual duration, CTPR, Delivery Mode, Sector, Qualification Title, Program Registration, Emerging Project) | Name of Institution<br>Correct CTPR<br>Correct Actual Duration<br>Correct Delivery Mode<br>Correct Sector<br>Correct Qualification<br>Correct Program Registration / Project<br>Screenshot of the incorrect entry in T2MIS | • Scanned copy of the CTPR<br>• Scanned original copy of the Letter of Request signed by the TVI/TTI Administrator / AC Manager and endorsed by the Provincial / District Director | Simple/ Complex | • TVI/TTI/AC<br>• ROPO |
| Correction of Training Schedule (Correction in Trainor / Schedule) (Institution-based, Enterprise-based, Community-based (Mobile Training) | Name of Institution<br>Qualification / CTPR<br>Name of Trainor<br>Training schedule<br>Correct Trainor<br>Correct Training schedule (Date Start-Date Finish)<br>Screenshot of the incorrect entry in T2MIS | • Scanned original copy of the Letter of Request signed by the TVI/TTI Administrator / AC Manager and endorsed by the Provincial / District Director<br>• Signed letter of request from Trainor (as maybe required) | Simple/ Complex | • Trainor<br>• TVI/TTI/AC<br>• ROPO |
| Correction in Trainee's Profile (Civil Status, Educational Attainment, Client Type, Employment Type, PWD Status) | ULI<br>Candidate's Name<br>Name of Institution<br>Qualification / CTPR<br>Name of Trainor<br>Training Schedule<br>Incorrect Entry:<br>Correct Entry: | • Scanned original copy of the accomplished and signed MIS 03-01 application form of the candidate<br>• Scanned original copy of the Letter of Request signed by the TVI/TTI Administrator / AC Manager and endorsed by the Provincial / District Director<br>• Proof of consent or signed letter of request from Student/Candidate/ Trainor (as maybe required) | Simple | • Student/ Candidate<br>• Trainor<br>• TVI/TTI/AC<br>• ROPO |

## TRAINING DATA

| Nature of Correction | Required Information | Required Documents / Evidence(s) | Type of Transaction | Source of Request |
|---|---|---|---|---|
| Correction in Training Result | ULI<br>Candidate's Name<br>Name of Institution<br>Qualification / CTPR<br>Name of Trainor<br>Training Schedule<br>Incorrect Entry:<br>Correct Entry:<br>Screenshot of the incorrect entry in T2MIS | • Scanned original copy of the signed attendance sheet<br>• Scanned original copy of the Letter of Request signed by the TVI/TTI Administrator and endorsed by the Provincial / District Director<br>• Signed letter of request from Student/Candidate/ Trainor (as maybe required) | Simple/ Complex | • Student/ Candidate<br>• Trainor<br>• TVI/TTI/AC<br>• ROPO |
| Correction in Scholarship Type / SG Number | ULI<br>Candidate's Name<br>Name of Institution<br>Qualification / CTPR<br>Trainor<br>Training Schedule<br>Incorrect Entry:<br>Correct Entry: | • Scanned original copy of the voucher<br>• Scanned original copy of the Letter of Request signed by the TVI/TTI Administrator and endorsed by the Provincial / District Director<br>• Signed letter of request from Trainor (as maybe required) | Simple | • Trainor<br>• TVI/TTI/AC<br>• ROPO |
| NO Reference number appeared | ULI<br>Candidate's Name<br>Name of Institution<br>Qualification / CTPR<br>Trainor<br>Training Schedule | • Scanned original copy of the Competency Assessment Result Summary (CARS)<br>• Scanned original copy of the Letter of Request signed by the TVI/TTI Administrator and endorsed by the Provincial / District Director | Simple/ Complex | • TVI/TTI/AC<br>• ROPO |
| Removal of Training Candidate | Name of Institution<br>Qualification / CTPR<br>Trainor<br>Training Schedule<br>ULI and Complete Name of the trainee to be removed | • Scanned original copy of the signed attendance sheet<br>• Scanned original copy of the Letter of Request signed by the TVI/TTI Administrator and endorsed by the Provincial / District Director<br>• Signed letter of request from Trainor (as maybe required) | Simple/ Complex | • Trainor<br>• TVI/TTI/AC<br>• ROPO |

## TRAINING DATA

| Nature of Correction | Required Information | Required Documents / Evidence(s) | Type of Transaction | Source of Request |
|---|---|---|---|---|
| Correction in Trainer's Qualification Entry (Sector, Qualification / Code, NC details, TMC details, NTTC details) | Complete Name of Trainer<br>NC Details<br>TMC Details<br>NTTC Details | • Scanned original copy of the NC, NTTC and TMC<br>• Scanned original copy of the Letter of Request signed by the T2MIS Provincial / District Focal and endorsed by the Provincial / District Director<br>• Signed letter of request from Trainor (as maybe required) | Simple/ Complex | • Trainor<br>• TVI/TTI/AC<br>• ROPO |
| Cannot Select Trainer | Name of Institution<br>Qualification / CTPR<br>Qualification Code<br>Name of Trainor<br>Qualification Code | • Scanned original copy of the CTPR<br>Scanned copy of the NC, TMC and NTTC of the Trainer<br>• Scanned original copy of the Letter of Request signed by the T2MIS Provincial / District Focal and endorsed by the Provincial / District Director | Simple/ Complex | • TVI/TTI/AC<br>• ROPO |

## GLOBAL DATA

| Nature of Correction | Required Information | Required Documents / Evidence(s) | Type of Transaction | Source of Request |
|---|---|---|---|---|
| Correction in Name | ULI<br>Wrong Name<br>Correct Name<br>Screenshot of the incorrect entry in T2MIS | • Any of the following:<br>  ○ Scanned original copy of Birth Certificate *or*<br>  ○ Scanned original copy of any Government issued ID *or*<br>  ○ Any legitimate documents reflecting the complete correct name<br>• Scanned original copy of the Letter of Request signed by the TVI/TTI Administrator / AC Manager and endorsed by the Provincial / District Director<br>• Proof of consent or signed letter of request from Student/Candidate/ Assessor/Trainor (as maybe required) | Simple | • Student/ Candidate<br>• Trainor/ Assessor<br>• TVI/TTI/AC<br>• ROPO |
| Correction in Date of Birth | ULI<br>Wrong DOB<br>Correct DOB<br>Screenshot of the incorrect entry in T2MIS | • Any of the following:<br>  ○ Scanned original copy of Birth Certificate *or*<br>  ○ Any legitimate document reflecting the DOB<br>• Scanned original copy of the Letter of Request signed by the TVI/TTI Administrator / AC Manager and endorsed by the Provincial / District Director<br>• Proof of consent or signed letter of request from Student/Candidate/ Assessor/Trainor (as maybe required) | Simple | • Student/ Candidate<br>• Trainor/ Assessor<br>• TVI/TTI/AC<br>• ROPO |

## GLOBAL DATA

| Nature of Correction | Required Information | Required Documents / Evidence(s) | Type of Transaction | Source of Request |
|---|---|---|---|---|
| Correction in Place of Birth | ULI<br>Wrong Place of Birth<br>Correct Place of Birth<br>Screenshot of the incorrect entry in T2MIS | • Any of the following:<br>  ○ Scanned original copy of Birth Certificate *or*<br>  ○ Any legitimate documents reflecting the Birthplace<br>• Scanned original copy of the Letter of Request signed by the TVI/TTI administrator / AC Manager and endorsed by the Provincial / District Director<br>• Proof of consent or signed letter of request from Student/Candidate/ Assessor/Trainor (as maybe required) | Simple | • Student/ Candidate<br>• Trainor/ Assessor<br>• TVI/TTI/AC<br>• ROPO |
| Update of contact details<br>(Mobile Number / Email / Mailing address) | ULI | • Scanned original copy of the accomplished and signed MIS 03-01 application form of the candidate<br>• Proof of consent or signed letter of request from Student/Candidate/ Assessor/Trainor (as maybe required)<br>• Proof of consent or signed letter of request from Student/Candidate/ Assessor/Trainor (as maybe required) | Simple | • Student/ Candidate<br>• Trainor/ Assessor<br>• TVI/TTI/AC<br>• ROPO |
| Correction of Name due to change in Marital Status<br>(Single to Married) | ULI<br>Single Name<br>Married Name | • Scanned original copy of Marriage Certificate<br>• Scanned original copy of the Letter of Request signed by the TVI/TTI administrator / AC Manager and endorsed by the Provincial / District Director<br>• Proof of consent or signed letter of request from Student/Candidate/ Assessor/Trainor (as maybe required) | Simple | • Student/ Candidate<br>• Trainor/ Assessor<br>• TVI/TTI/AC<br>• ROPO |

## GLOBAL DATA

| Nature of Correction | Required Information | Required Documents / Evidence(s) | Type of Transaction | Source of Request |
|---|---|---|---|---|
| Cannot Register Learner (error ULI already exist) | First Name<br>Middle Name<br>Last Name<br>DOB<br>Place of Birth<br>Screenshot of the error page | • Scanned original copy of Birth Certificate<br>• Proof of consent or signed letter of request from Student/Candidate (as maybe required) | Simple | • Student/ Candidate<br>• TVI/TTI/AC<br>• ROPO |
| Correction in Trainer's Profile (Name, Contact Details, Date of Birth, Educational Attainment) | First Name<br>Middle Name<br>Last Name<br>DOB<br>Screenshot of the error page | • Any of the following:<br>o Scanned original copy of Birth Certificate *or*<br>o Scanned original copy of any Government issued ID *or*<br>o Diploma (for Educational attainment correction)<br>• Scanned original copy of the Letter of Request signed by the T2MIS Provincial / District Focal and endorsed by the Provincial / District Director<br>• Signed letter of request from Trainor (as maybe required) | Simple | • Trainor<br>• TVI/TTI/AC<br>• ROPO |
| Correction in Assessor's Profile (Name, Contact Details, Date of Birth, Educational Attainment) | First Name<br>Middle Name<br>Last Name<br>DOB<br>Screenshot of the error page | • Any of the following:<br>o Scanned original copy of Birth Certificate *or*<br>o Scanned original copy of any Government issued ID *or*<br>o Diploma (for Educational attainment correction)<br>• Scanned original copy of the Letter of Request signed by the T2MIS Provincial / District Focal and endorsed by the Provincial / District Director<br>• Signed letter of request from Assessor (as maybe required) | Simple | • Assessor<br>• TVI/TTI/AC<br>• ROPO |

## USER ACCOUNT

| Nature of Correction | Required Information | Required Documents / Evidence(s) | Type of Transaction | Source of Request |
|---|---|---|---|---|
| Account Creation for Assessment Center | Assessment Center Name<br>First Name<br>Middle Name<br>Last Name<br>Username: (ACTIVE Email) | • Certificate of Employment issued and signed by the Assessment Center Manager *or* Manpower Profile Form<br>• Scanned copy of the AC Certificate of Accreditation<br>• Scanned original copy of the Letter of Request signed by the AC Manager and endorsed by the Provincial / District Director | Simple | • ROPO |
| Account Creation for ROPO | Region<br>Province<br>First Name<br>Middle Name<br>Last Name<br>Username: (ACTIVE Email) | • Letter of Request from ROPO by Regional / Provincial Director | Simple | • ROPO |
| Account Creation for TVI / TTI | TVI / TTI Name<br>First Name<br>Middle Name<br>Last Name<br>Username: (ACTIVE Email) | • Certificate of Employment issued and signed by the Assessment Center Manager *or* Manpower Profile Form<br>• Scanned copy of the CTPR<br>• Scanned original copy of the Letter of Request signed by the TVI / TTI administrator and endorsed by the Provincial / District Director | Simple | • ROPO |
| Disabling User Account | First Name<br>Middle Name<br>Last Name<br>Username: (ACTIVE Email) | • Scanned original copy of the Letter of Request signed by the TVI administrator / AC Manager signed and endorsed by the Provincial / District Director<br>• Memo from Regional Office requesting for Deactivation | Simple | • ROPO |