

# TESDA CIRCULAR

<b>Subject: Implementing Guidelines on the Space Utilization of Vertically and Horizontally Related Qualifications</b>		Page_ 1_of _7_ pages Number <u>061</u> , series of 2022
<b>Date Issued:</b> 18 October 2022	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

In the interest of the service and in support of the Agency's continuous efforts to provide quality-assured TVET programs, the following guidelines on space utilization are at this moment issued:

## I. BACKGROUND

- a. On TESDA Board Resolution (TBR) no 2014-04, **Approving the Amendments on TR Framework**, under Section 3.5 Training Facilities of the TR template requiring to stipulate the details of prescribed training facilities, including the corresponding measure of space requirements in a square meter.
- b. TESDA Circular 107 series of 2021, known as Omnibus Guidelines on TVET Program Registration, details the guidelines on bundling qualifications.
- c. One of the directives of the Director General pertains to drafting guidance to ROPOTIs relative to migration of TRs that requires additional rooms/ and/or room size/space due to other core competencies.
- d. A Focus Group Discussion (FGD) was held with the participation of administrators from TESDA Regional Training Centers (RTCs), Provincial Training Centers (PTCs), TESDA Administered Schools (TAS) and Private TVIs from Luzon, Visayas, and Mindanao. The main objective of the FGD is to address the issues over the utilization and implementation of shared or common space for the delivery of training programs.

## II. RATIONALE

- a. Due to the development of technological advances, the industry requires a wide variety of skills. This affects the Training Regulations and creates inconsistencies in the requirements and utilization of training areas for additional area competencies, notably in the registration procedures for new training programs using the same site.
- b. TESDA stakeholders have raised concerns, in particular, those associated with the registration of training programs and compliance audit, over the utilization and sharing of space of qualifications in the conduct of training.

## III. OBJECTIVES:

The objectives of the implementing guidelines are to:

1. Provide appropriate guidance to COROPOTI regarding the utilization of space in the conduct of training for horizontally and vertically related qualifications to avoid ambiguity and differing interpretations and perspectives on such.

# TESDA CIRCULAR

<b>Subject: Implementing Guidelines on the Space Utilization of Vertically and Horizontally Related Qualifications</b>		Page_2_of_7_ pages Number <u>061</u> , series of 2022
<b>Date Issued:</b> 18 October 2022	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

2. Establish guidelines on inspection and registration of shared space requirements for training institutions.

#### IV. SCOPE/COVERAGE

The guidelines shall cover the following:

1. All registered training programs by Technical Vocational Institutions (TVIs).
2. All registered training programs have No Training Regulations (NTR) or With Training Regulations (WTR).
3. All registered training programs with or without scholarships.

#### V. DEFINITIONS OF TERMS

1. **Horizontally Related Qualifications** - are those qualifications, either belonging to a similar sector or another sector, which are complementary and interrelated with similar national certification levels (e.g., Automotive Servicing NCII, Driving NCII)
2. **No Training Regulation (NTR)** - refers to the programs registered under UTPRAS not covered by any Training Regulations. (*TESDA Circular No. 99 s. 2019*)
3. **Shared Space** – A room or space that is used interchangeably and shared for either instruction of classes (lecture area) and that is not tied to a specific subject and/or used for formally or regularly scheduled instruction (including practical work area and laboratories) that require special purpose equipment or a particular configuration of space for student participation, experimentation, observation, or practice in an academic or technology discipline.
4. **Training** - refers to activities that provide the particular skills, knowledge, and attitudes required for employment in a particular qualification or occupation, group of related qualifications or occupations, or for exercising a function in any field of economic activity. (*TESDA Circular No. 054 s. 2019*)
5. **Technical Vocational Institution (TVI)** - refers to an institution, public or private, offering TVET program(s). This shall include TESDA Technology Institutions, Public and Private Technical Vocational Institutes, Higher Education Institutions (HEIs), State Universities and Colleges (SUCs), Local Colleges and Universities (LGUs), Training Centers, and enterprises offering TVET programs. (*TESDA Circular No. 7 s. 2016*).
6. **Technical Expert** - An individual holder of a National Certificate (NC) on the qualification where he/she is designated as an expert and/or involved in the Development of Training Regulations (TRs) and Competency Assessment Tools (CATs), and with at least two (2) years of industry experience relative to the qualification or program to be inspected.



## TESDA CIRCULAR

<b>Subject: Implementing Guidelines on the Space Utilization of Vertically and Horizontally Related Qualifications</b>		Page_ 3_of _7_ pages Number <u>061</u> , series of 2022
<b>Date Issued:</b> 18 October 2022	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

7. **Facilities Utilization Plan** – a plan that includes a list of qualifications and the dates and times at which each shall materialize or be accomplished in a particular area or shared space.  
(please see Annex A: Facilities Plan Template)
8. **With Training Regulation (WTR)** - refers to the programs registered under the UTPRAS with corresponding Training Regulations as a basis for their registration. (TESDA Circular No. 99 s. 2019)
9. **Vertically Related Qualifications** - those with hierarchical progressions bearing similar qualifications with advancing national certification levels (e.g., Agricultural Crops Production NCI, Agricultural Crops Production NCII, and Agricultural Crops Production NCIII).

### VI. GENERAL GUIDELINES

#### A. Vertically and Horizontally Related Qualifications

1. In the Amended Omnibus Guidelines on Program Registration under the Unified TVET Program Registration and Accreditation System (UTPRAS), bundling refers to the grouping or clustering of qualifications that result in the multi-qualification program and, consequently, in multi-skilled graduates. Bundling can be done either through vertical articulation (under the same qualifications with different national certification levels) or horizontal or lateral progression (under different qualifications within the same sector and national certification levels).
2. Vertically related training regulations are those qualifications with hierarchical progressions, bearing similar capabilities with advancing national certification levels (e.g., Agricultural Crops Production NCI, Agricultural Crops Production NCII, and Agricultural Crops Production NCIII).
3. Horizontally related training regulations are those qualifications, either belonging to a similar sector or another sector, which are complementary and interrelated with similar national certification levels (e.g., Automotive Servicing NCII, Driving NCII)

#### B. Clarifications and Guidance on space utilization

1. TVIs with vertically and horizontally related training regulations/qualifications can utilize similar lecture areas in delivering training programs for up to **four (4)** Qualifications. In addition, the consolidated and harmonized schedules of sessions reflected in the Facilities Utilization Plan of programs must be submitted.
2. On Workshop/ Laboratory/ Practical Work Area, for TVIs with detailed Facilities Utilization Plan submitted on the succession of activity per batch of

# TESDA CIRCULAR

<b>Subject: Implementing Guidelines on the Space Utilization of Vertically and Horizontally Related Qualifications</b>		Page_ 4_of _7_ pages
<b>Date Issued:</b> 18 October 2022		Number <u>061</u> , series of 2022
<b>Effectivity:</b> Immediately	<b>Supersedes:</b>	

trainees on the workshop area based on the number or set of tools, equipment, and materials, the space required to settle or position the equipment and workstations from other shared qualifications must be added to the requirements of space.

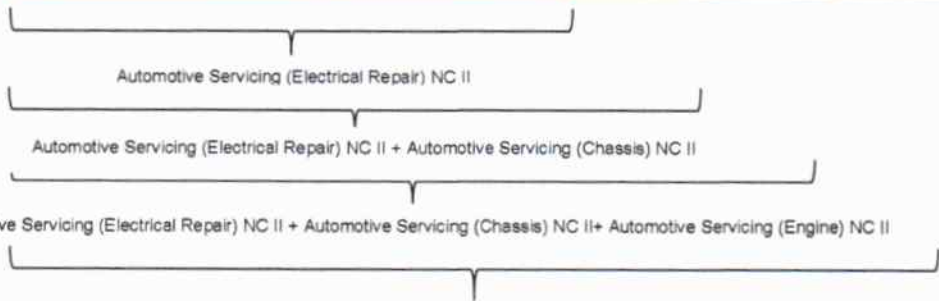
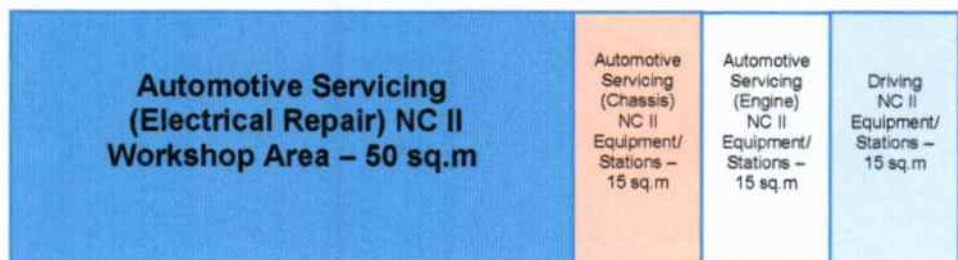
### HORIZONTALLY RELATED

Automotive Servicing (Electrical Repair) NC II, with a Workshop Area of 50 sq. meters, will share its workshop area with Automotive Servicing (Chassis) NC II and Automotive Servicing (Engine) NC II. Based on the measurement of proper positioning of equipment/workstations, for sample computations only, *not an actual size*:

*Automotive Servicing (Chassis) NC II* – requires 15 sq. meters for its equipment/workstations

*Automotive Servicing (Engine) NC II* – requires 15 sq. meters for its equipment/workstations

TVIs must have a total of 95 sq. meters (50 + 15 +15+ 15) of the area to be able to register the three (3) Automotive Servicing NC II and Driving NC II Qualifications utilizing the same space. In addition, a curriculum with a Facilities Utilization Plan must be submitted.



Automotive Servicing (Electrical Repair) NC II + Automotive Servicing (Chassis) NC II+ Automotive Servicing (Engine) NC II +Driving NC II



# TESDA CIRCULAR

<b>Subject: Implementing Guidelines on the Space Utilization of Vertically and Horizontally Related Qualifications</b>		Page_ 5_of _7_ pages
<b>Date Issued:</b> 18 October 2022		Number <u>061</u> , series of 2022
<b>Effectivity:</b> Immediately	<b>Supersedes:</b>	

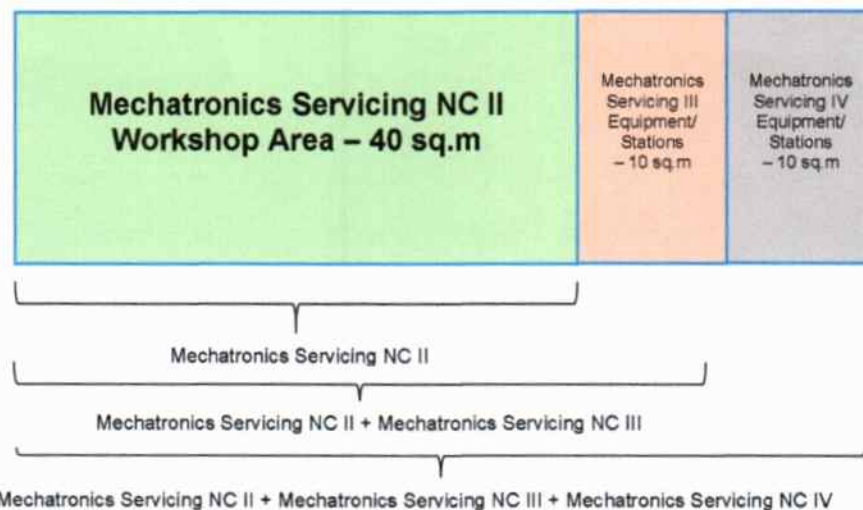
## VERTICALLY RELATED

Mechatronics Servicing NC II, with a 40 sq. mete workshop area, will share its laboratory area with Mechatronics Servicing NC III and Mechatronics Servicing NC IV. Based on the measurement of proper positioning of equipment/workstations, for sample computations only, *not an actual size*:

*Mechatronics Servicing NC III* – requires ten sq. meters for its equipment/workstations

*Mechatronics Servicing NC IV* – requires ten sq. meters for its equipment/workstations

TVIs must have a total of 60 sq. meters (40 + 10 +10) of the area to register the three (3) Mechatronics Servicing Qualifications utilizing the same space. In addition, a curriculum with a Facilities Utilization Plan must be submitted.

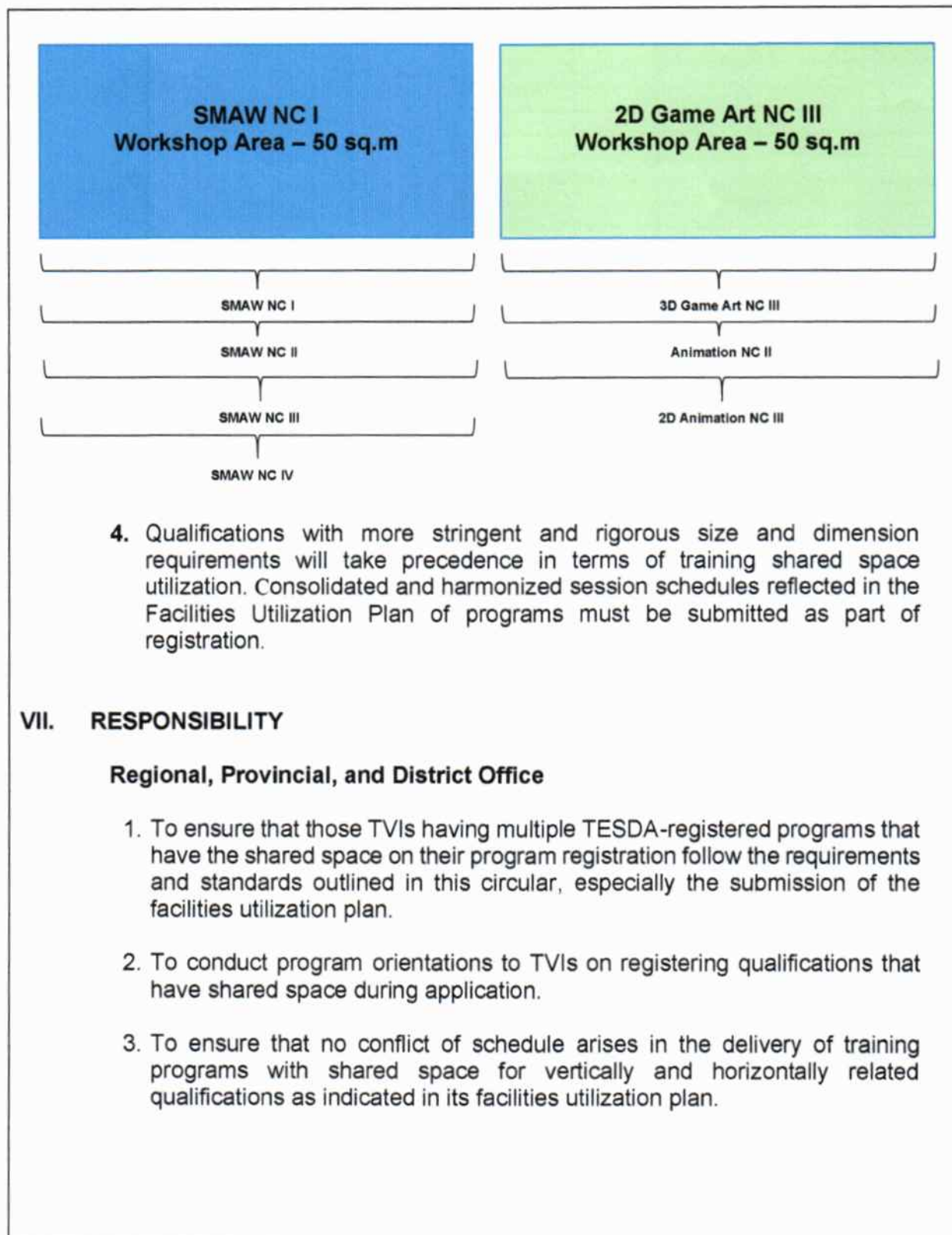


During program registration and/or accreditation, the assigned Technical Expert and the UTPRAS Focal will identify the "actual" measurement of proper positioning of equipment/workstations of each related qualification. The registration report must include photo documentation of the actual positions of equipment/workstations.

3. For qualifications utilizing the **same set of equipment** and/or workstations in training and assessment, there is no need to add the space requirements of equipment/workstations to the shared space.

# TESDA CIRCULAR

<b>Subject: Implementing Guidelines on the Space Utilization of Vertically and Horizontally Related Qualifications</b>		Page_ 6_of _7_ pages Number <u>061</u> , series of 2022
<b>Date Issued:</b> 18 October 2022	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>



4. Qualifications with more stringent and rigorous size and dimension requirements will take precedence in terms of training shared space utilization. Consolidated and harmonized session schedules reflected in the Facilities Utilization Plan of programs must be submitted as part of registration.

## VII. RESPONSIBILITY

### Regional, Provincial, and District Office

1. To ensure that those TVIs having multiple TESDA-registered programs that have the shared space on their program registration follow the requirements and standards outlined in this circular, especially the submission of the facilities utilization plan.
2. To conduct program orientations to TVIs on registering qualifications that have shared space during application.
3. To ensure that no conflict of schedule arises in the delivery of training programs with shared space for vertically and horizontally related qualifications as indicated in its facilities utilization plan.

## TESDA CIRCULAR

<b>Subject: Implementing Guidelines on the Space Utilization of Vertically and Horizontally Related Qualifications</b>		Page_ 7_of _7_ pages Number <u>061</u> , series of 2022
<b>Date Issued:</b> 18 October 2022	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

### VIII. MONITORING AND EVALUATION

The following will be applied in monitoring and evaluating qualifications with shared space unless the particular section is addressed and distinguished in these guidelines. TVIs are expected to adhere to the recent and updated Omnibus Guidelines on Technical Vocational Education and Training (TVET) Program Registration, requirements that have been identified in the Training Regulations (TR) and its corresponding Implementing Guidelines (IG), along with relevant TESDA memorandums and circulars regarding monitoring, auditing, reporting, and evaluation of training institution's space utilization.

### IX. EFFECTIVITY

This Circular shall take effect as indicated.



A handwritten signature in black ink, appearing to read 'Danilo P. Cruz'.

**DANILO P. CRUZ**  
Director General

**ANNEX A: Facilities Utilization Plan Template**

**FACILITIES UTILIZATION PLAN**

<b>Qualification Title:</b>
<b>Name of TVI:</b>

Qualifications	Training Duration		Area or Space of Instruction	Name of TVI Trainer
	Start	End		

<b>Name and Signature of TVI Administrator/ Manager</b>	<b>Date:</b>
---	--------------