TESDA CIRCULAR

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In the interest of the service and pursuant to the Authority's efforts to enhance and improve the system on the delivery of TVET programs and services, the following Work Instructions are hereby issued.

These Work Instructions aim to:

1. Address and prevent occurrence and recurrence of findings from conduct of audit and inspection by the IAS Auditors, NISP and IIAS Inspectors and re- certification audit by TUV SUD, and issues and recommendations during the calibration sessions;

2. Provide clarification and guidance for TESDA Implementing units, TVET Institutions and Accredited Assessment Centers and Competency Assessors in carrying out TESDA programs and services according to guidelines and operating procedures; and

3. Promote continuous enhancement and quality-assurance of the delivery of TVET programs and services.

These Work Instructions consist of reiteration of existing guidelines and amended or new instructions.

A. On Program Registration

1. Availability of Administrative and Corporate Requirements during the conduct of Audit

1.1 To ensure availability of documents during audit and /or inspection, Provincial Offices and institutions shall maintain digitized copies of all Program Registration and Accreditation documents. TESDA Circular No. 07 s. 2016 Section XV- Management and Security in Program Registration, specifically Item No. 2 states that "Provincial Offices (POs) shall maintain a hard copy and digitized/ scanned copy of the registration documents and store them in safe locations".

1.2 The digitized documents shall be made available to inspection and audit teams. This is provided in TESDA Circular No. 071 s. 2020 on the Work Instructions on the use of Virtual Audit and Blended Audit Methods in the Conduct of Compliance Audits for Program Registration and Assessment and Certification Section V.

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2. On Unsigned Technical Inspection Report

2.1 Technical Inspection Reports shall be signed by members of the UTPRAS Inspection Team. Operating Procedures on Program Registration, Item No. 6.4.2- Responsibilities/Functions of the UTPRAS Inspection Team states that: The Team is required to prepare and sign the Inspection Report immediately after the conduct of inspection on the same day.

2.2 TESDA Circular No. 72 s. 2018 with subject Additional Work Instructions on Program Registration under Item No. 1.1 provides that signature in the required documents must be original to ensure integrity of all program registration documents. However, in the New Normal, e-signatures may be adopted, as provided in the TESDA Circular No. 81 s. 2020 - Guidelines on the Online Processing of Program Registration Application under UTPRAS, Letter C, Item No. 8 which provides that:

- Both parties should concur/agree on the results of the technical inspection and shall affix their **e-signature** on the Inspection Report and on the other accomplished program registration forms (TESDA-OP-00-01-F13 to TESDA-OP-00-01-F21) used during the technical inspection. An e-copy of the signed Inspection Report shall be provided to the applicant TVI/s/company/ies through email by the TESDA Regional/ Provincial Offices.

3. On the Document to be referred to for Information of the Institution – The Profile Sheet is submitted during Program Registration. This is the document that should be referred to by the Auditors/Inspectors as evidence during Audit/Inspection, and not the General Information Sheet (GIS).

3.1 TESDA Circular No. 72 s. 2018 on Additional Work Instructions on Program Registration, Section III-Item No. 1 requires all TVIs applying for the registration of their programs to indicate in their program registration application letter and the corresponding documents the specific address of their training site/venue. The Profile Sheet shall be accomplished and attached to the application letter.

3.2 The Profile Sheet to be accomplished by the prospective applicant - TVI/s includes the following information:

a. Institution Company Name;

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b. Address of Training Site/Venue;
c. TVET Institution/Company Information (Profile); and
d. Contact Person

4. On the Consistency of the Name of TVI in the CTPR and the SEC Certificate of Registration

4.1 TESDA Circular No. 72 s. 2018 Section III – on Institution Address, requires that the address to be indicated in the Letter of Application and the corresponding program registration documents should be the specific actual training site.

4.2 The address of the training site/venue shall be reflected in the Certificate of TVET Program Registration (CTPR) and in all program registration documents. The training site/venue address shall include the following details:

a) Street number;
b) Street name;
c) Barangay;
d) City or Municipality;
e) Area Code;
f) Name of the Building;
g) Number of the Building; and
h) Name or number of the room/unit occupied.

5. On the inconsistency of the address indicated in the CTPR of registered MTP and the address of the registered Institution-based program

5.1 TESDA Circular No. 73 s. 2018 - Revised Implementing Guidelines in the Registration and Implementation of Mobile Training Programs (MTPs) and TESDA Circular No. 014 s. 2019 -Addendum and Clarificatory Guidelines on the Revised Implementing Guidelines in the Registration and Implementation of Mobile Training Programs (MTPs) (TESDA Circular No. 73. s. 2018) provides that for MTP programs with institution-based program registered in another region, the address of the physical office established within the region where it is operating/will operate shall be used.

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6. On Signage in Institutions with TESDA – Registered Programs

6.1 TESDA Circular No. 07 s. 2016 on the Amended Omnibus Guidelines on Program Registration under UTPRAS, Section XV-Item no. 2 provides the following requirements in putting up signages by all TVIs with TESDA registered programs:

a) TVIs with registered programs shall put up a signage of their registered programs in conformance with the following: The word(s) "Registered Programs" shall be used and not the word "Accreditation" which entails different processes; and

b) Title and duration of the registered program shall conform with Section VIII-4 and Section VIII-5 of the TESDA Circular N0. 07 s. 2016, to wit:

b.1) Section VIII- 4 - Programs which conform in full with the TR shall strictly follow the title of the qualification and the appropriate NC level in the TR.

Example: Electronic Products Assembly and Servicing NC II with a duration of _____hours

b.2) Section VIII-5 - The title of programs covering a cluster of units of competency shall be indicated in the CTPR per TESDA Circular on Clustering of Competencies with the phrase "Leading to" preceding the title of the qualification which is being addressed:

Example: Servicing Consumer Electronic Products and Systems Leading to Electronic Products Assembly and Servicing NC II with duration of _____hours

7. On Ownership of Building/Lot of the Institution

7.1 The Checklist of Program Registration Requirements in the Operating Procedure on Program Registration requires only 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 is required.

7.2 Hence, auditors and inspectors should look for the proof of building ownership or contract of lease, and NOT the owner's membership in the Institution's Board of Incorporators.

8. On Tools and Equipment

8.1 TESDA Circular No. 07 s. 2016, Section VIII-Item No. 3 - Programs Covered by a Training Regulations states that: The Training Regulations (TRs) prescribe the minimum standards that shall be used in registering a WTR program, whether full qualification or cluster of units of competency. The UTPRAS Focals should ensure that all requirements submitted by the TVI are as specified in the Checklist of Program Registration Requirements and those indicated in the Training Regulations are complete, correct and compliant.

8.2 The Auditors and Inspectors should refer to the approved program registration documents and the TR, if WTR, during audit and inspection of tools and equipment.

8.3 Tools and equipment should be complete, correct, compliant, serviceable for all institutions, in all branches of the institutions.

8.4 The Qualification and Standards Office (QSO) is instructed to review the list of tools and equipment to ensure that the specifications are clearly stated, and not the brand.

8.5 It is further reiterated that the tools and equipment in the Training Regulations are minimum standards. If the tools and equipment used by the TVET Institutions are of higher standard and are more efficient and advance, these shall be considered by inspectors and auditors.

9. On Program on Accelerating Farm School Establishment (PAFSE)

9.1 Requirements for registration under PAFSE (WTR) vis – a - vis requirements under Regular Program Registration

The PAFSE programs to be registered shall follow the requirements stipulated in TESDA Circular No. 56 Series 2016 (Implementing Guidelines on Provisions of Special Technical Assistance for Program on Accelerating Farm School Establishment (PAFSE) as indicated in Section V – Implementation Mechanics, Item

B.1.2, which states that the medium - to large - sized farm schools interested to avail of the TWSP funds shall register their programs with the nearest TESDA Regional/Provincial Offices (ROP0s) in accordance with the Omnibus Guidelines on UTPRAS (TESDA Circular No. 07, series of 2016).

9.2 TTIs to secure ATI accreditation as Farm Field Schools (FFS)

TTIs are also required to secure the Department of Agriculture - Agriculture Training Institute (DA-ATI) accreditation to become FFS. TESDA shall write the DA Secretary to request for the ATI accreditation subject to the capability of the TTI to deliver the program. This shall be facilitated by the Regional Operations Management Office (ROMO).

9.3. Requirements for TTI Registration of the Production of High Bred/In-Bred Rice Quality Seed Certification

For TTIs applying for specific qualification under PAFSE and RCEF, an application through a Memorandum shall be submitted to the ROMO. The ROMO will facilitate the submission of the application for the approval of the DA.

9.4 On the Securities and Exchange Commission (SEC) Certificate of Registration as a Requirement for the Registration of PAFSE Programs

If the Institution is a private TVI and ATI accredited FFS, program registration shall follow the PAFSE and RCEF guidelines. However, if the TVI is a medium to large enterprise, the registration shall follow the requirements indicated in Section V – Implementation Mechanics, Letter B.1.2 which states that the medium to large sized farm schools interested to avail of the TWSP funds shall register their programs with the nearest TESDA Regional/Provincial Offices (ROP0s) in accordance with the Omnibus Guidelines on UTPRAS (TESDA Circular No. 07, series of 2016).

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B. On the Conduct of Compliance Audit

1. On the Fire Safety Certificate

   1.1. In the absence of the renewed Fire Safety Certificate (FSC), the auditors and inspectors shall consider the official receipt of payment made for the renewal of FSC of the TVI.

   1.2. The IAS shall issue an updated checklist of requirements for the conduct of audit that will allow/accept the official receipt of payment made for the renewal of the FSC.

2. On the Official Receipt (OR) of payment of registration fees

   2.1. The OR is not part of the registration checklist of requirements.

   2.2. The IAS shall inform all auditors that without the OR, the auditors shall not call this out as findings. However, they may request for the copy of the receipt as evidence of the steps followed in program registration.

3. On consistency of the Forms/Templates Used

   3.1. Forms and templates change with the revision of the Operating Procedures, for continuous improvement. It is important to note when the programs were registered (date indicated in the CTPR) vis the date of effectivity of Operating Procedures and date of the promulgation of the Training Regulations.

   3.2. The IAS shall be responsible in re-calibrating and reorienting auditors to prevent errors in calling out of findings on the forms and templates used.

4. On other requirements in the Compliance Audit which are not in the Program Registration Checklist of Requirements.

   4.1. The conduct of audit is based on standards in the Training Regulations and Operating Procedures. The Compliance Audit Checklist of Requirements should be consistent with these two (2) documents and other guidelines and work instructions issued relating to Program Registration and Assessment and Certification.

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5. On Signages for Accredited Assessment Centers

5.1. TESDA-OP-CO-03 Operating Procedure on Accreditation of Competency Assessment Centers, Item 6.6.7 provides the following requirements for the template of signage to be used by the accredited Assessment Center:

a) Name of the Accredited Assessment Center (Consistent with the Certificate of Accreditation);
b) Exact Address;
c) Accreditation Number; and
d) Title of Qualification/s where accredited.

5.2. The Auditors should audit based on the above-mentioned requirements and not on the requirements for a TVI with registered program/s. Recommendations from the Auditors in terms of size and location shall be considered as OFIs, and not as findings.

6. On integration of 21st Century Skills in the Curriculum

6.1. TESDA Circular No. 097 series of 2019 on Implementing Guidelines on the Newly Promulgated Competency Standards for Basic Competencies Integrated with the 21st Century Skills was issued in September 13, 2019. The programs registered prior to the issuance of these guidelines have complied with the Training Regulations which have not integrated the 21st Century Skills.

6.2. The QSO shall disseminate the list of TRs with the 21st Century Skills integrated.

C. Other Standards and Requirements

a) On Distance Requirement for Off - Campus Facility

a.1. There is no specific standard distance for off-campus facility, however, the ROPO shall ensure that it is accessible to learners.

a.2. The off-campus facility should be compliant to TESDA requirements based on technical inspection.

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b) On Change of Trainers and Additional Trainer/s

b.1. As indicated in TESDA Circular no. 044 s. 2019 on the Enhanced Operating Procedure on Program Registration re Change of Designated Trainer/s, the same requirements shall be applied for the additional trainer and shall be submitted by the institution/s to the TESDA Provincial Office:

a) Letter informing TESDA on the change of / additional the trainer/s;
b) Copy of the National TVET Trainer's Certificate (NTTC) Level I or II of the new trainer/s for WTR programs;
c) For NTR programs, copy of the Training Certificate on Trainer's Methodology (TM) I or other training methodology certificates and evidence of specialization of the trainer of the program;
d) Certificate/s of Training relevant to registered program/s; and
e) Certified true copy of notarized contract of employment.

b.2. The TESDA Regional Office shall issue a Letter of Approval to the TVI approving the change of or additional designated trainer/s for the registered programs of the institution.

b.3. The Letter of Approval for the change of / additional designated trainers shall be posted beside the CTPR of the concerned registered program/s of the TVIs. Likewise, the Provincial Office shall ensure that a copy of the Letter of Approval is filed in the program registration documents of the concerned TVI/s.

c) NISP's Exit Briefing

c.1. TESDA Circular No. 105 series 2019 dated August 19, 2019 states that the NISP shall not conduct exit conference with RO/PO on the results of verification with scholars. This is for the safety/protection of the scholars interviewed. This is also in compliance with the Data Privacy and Confidentiality requirements.

c.2. For TVI inspection, the exit conference is conducted with the TVI inspected. The Preliminary Report of TVI Inspection shall be signed by the NISP inspectors and TVI representative/s and shall be forwarded to the concerned PO or RO for their information, within five (5) days from date of inspection.

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D. General Instructions

1. The IAS/NISP shall conduct regular calibration of its auditors/inspectors together with the Certification Office and Qualification and Standards Office to ensure consistency of inspection and audit requirements with existing standards, guidelines and operating procedures.

2. The Provincial Directors shall conduct regular orientation and monitoring of TVIs and Assessment Centers to ensure that they are updated with the standards, guidelines, operating procedures and work instructions.

3. The Regional Directors shall be responsible for continuing adherence of all concerned to the policies and guidelines to ensure delivery of quality assured TVET programs and standard conduct of compliance audit and inspection.

4. All other issuances, rules and regulations or parts thereof which are inconsistent with this Circular are hereby repealed and modified accordingly.

This Circular shall take effect as indicated and shall remain in force until superseded by new Guidelines and Operating Procedures.

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