TESDA CIRCULAR

SUBJECT: Amended Certificate of TVET Program Registration (CoPR)		Page 1 of 3 pages Number 19 series of 2016
Date Issued: May 16, 2016	Effectivity: Immediately	Supersedes:

In pursuit of continual improvement and in line with the approval of TESDA Circular No. 7 series of 2016 - Amended Omnibus Guidelines on Program Registration under the Unified TVET Program Registration and Accreditation System (UTPRAS), the existing Certificate of TVET Program Registration (CoPR) is hereby revised based on the following guidelines:

1. The title of the new certificate is Certificate of TVET Program Registration (CTPR).

2. The Regional and Provincial Codes shall be in accordance with the Unified Accounts Codes Structures (UACS) Manual - A Department of Budget and Management (BDM), Commission on Audit (CA) and Department of Finance (DoF) Joint Circular No. 2013-1.

3. In the absence of regional and provincial codes for some regions and provinces in the UACS Manual, the following codes shall be adopted as recommended and agreed during the Certification Office-Capability and Resource Enhancement Sessions (CO-CARES) for Program Registration 2016: Compendium, Reconciliation, Deployment of Amended Guidelines and Consultation on Procedures Manuals last February 29- March 1, 2016:

   a) NCR
      - CaMaNaVa - 01
      - Manila - 02
      - MunTiParLas - 03
      - PaMaMaRiSan - 04
      - Pasay/Makati - 05
      - Quezon City - 06

   b) RO-IX
      - Zamboanga City as part of Zamboanga del Sur, shall adopt the code of Zamboanga del Sur which is 73.
      - Isabela City as part of Basilan City, shall adopt the code of Basilan which is 07.

   c) ARMM
      - Shariff Kabunsuan which is located/part of the 1st District of Maguidanao, shall adopt the code of Maguindanao which is 38.

TESDA CIRCULAR

4. The numbering system shall be as follows:

Year (0000)	Region Code (00)	Province Code (00)	NC Level (0)	Sequence No. (000)

The NC level refers to the level of the program/course based on the promulgated Training Regulations.

The sequence number is the number of programs registered in a given year. Thus, 001 refers to the first program registered. On the onset of the new year, the series number will go back to 001.

a) Certificate of TVET Program Registration (CTPR) for registered WTR programs - WTR No. 201606302005

Year (0000)	Region Code (00)	Province Code (00)	NC Level (0)	Sequence No. (000)
2016	06	30	2	005

Explanation: In 2016, Iloilo Province of Region VI issued a Certificate of TVET Program Registration (CTPR) for its fifth (5th) registered WTR program with NC Level II classification.

b) Certificate of TVET Program Registration for registered Cluster of Competency (CoC) leading to a Full Qualification – WTR No. 20160630AGR642301006

Year (0000)	Region Code (00)	Province Code (00)	CoC Code (000000000)	Sequence No. (000)
2016	06	30	AGR642301	006

The same numbering system shall be adopted. The COC Code shall be based on Section 1 of the corresponding Training Regulations (TR).

Explanation: In 2016, Iloilo Province of Region VI issued a Certificate of TVET Program Registration (CTPR) for its sixth (6th) registered CoC Program on Apply Deckhand Skills Aboard a Fishing Vessel (CoC1) Leading to Fish Capture NC1.

TESDA CIRCULAR

SUBJECT: Amended Certificate of TVET Program Registration (CoPR)		Page 3 of 3 pages Number 19 series of 2016
Date issued: May 16, 2016	Effectivity: Immediately	Supersedes:

c) Certificate of TVET Program Registration (CTPR) for registered NTR Program - NTR No. 201606300005

Year (0000)	Region Code (00)	Province Code (00)	NC Level (0)	Sequence No. (000)
2016	06	30	0	005

Explanation: In 2016, Iloilo Province of Region VI issued a Certificate of TVET Program Registration (CTPR) for its fifth (5th) registered NTR program.

5. Annex C provides the procedures on accomplishing the CTPR.

All Regional Offices are instructed to strictly adhere to the issuance of the amended Certificate of TVET Program Registration.

This Circular shall take effect as indicated.

SEC. IRENE M. ISAAC
Director General

Attachments:
1. UACS Code (Annex A)
2. Sample of the New CTPR (Annex B)
3. Procedures on Accomplishing the CTPR (Annex C)

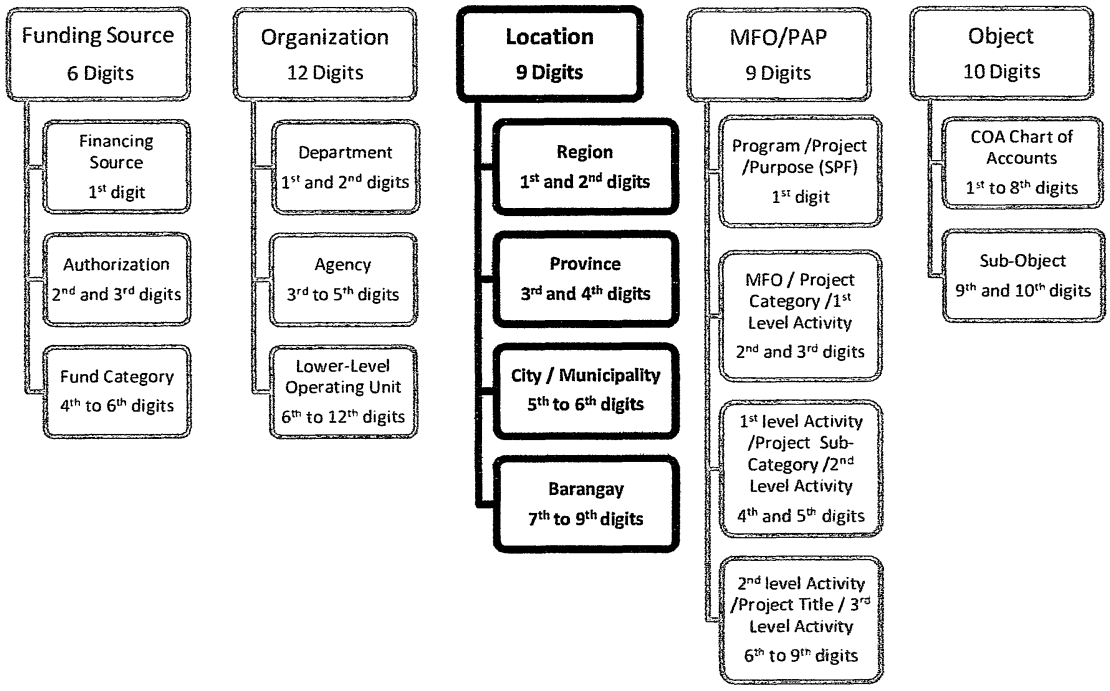
Annex A

Unified Accounts Code Structure (UACS) Manual

Unified Accounts Code Structure (UACS) Manual

Government of the Philippines

3.3 Location Coding



Location 9 Digits			
Region 1st and 2nd digits	Province 3rd and 4th digits	City/Municipality 5th and 6th digits	Barangay 7th to 9th digits

3.3.1 Business Rules - Location coding

1. For all transactions, the region code at the very least will be recorded.

2. For secondary schools, the region and province code, at the very least, will be recorded. A separate reference table will be included in the information system to show the region and division for each secondary school, which must be updated whenever a new secondary school is recorded in the system.

3.3.2 Region Code

REGION	UACS
Region I – Ilocos	01
Region II – Cagayan Valley	02
Region III – Central Luzon	03
Region IV-A – CALABARZON	04
Region IV-B – MIMAROPA	17
Region V – Bicol	05
Region VI – Western Visayas	06
Region VII – Central Visayas	07
Region VIII – Eastern Visayas	08
Region IX – Zamboanga Peninsula	09
Region X – Northern Mindanao	10
Region XI – Davao	11
Region XII – SOCCSKSARGEN	12
Region XIII – CARAGA	16
National Capital Region (NCR)	13
Cordillera Administrative Region (CAR)	14
Autonomous Region in Muslim Mindanao (ARMM)	15

3.3.3 Province Code

PROVINCE	UACS
CAR - Cordillera Administrative Region	
Abra	01
Apayao	81
Benguet	11
Ifugao	27
Kalinga	32
Mountain Province	44
Region I - Ilocos Region	
Ilocos Norte	28
Ilocos Sur	29
La Union	33
Pangasinan	55
Region II - Cagayan Valley	
Batanes	09
Cagayan	15
Isabela	31

PROVINCE	UACS
Quirino	57
Nueva Vizcaya	50
Region III - Central Luzon	
Aurora	77
Bataan	08
Bulacan	14
Nueva Ecija	49
Pampanga	54
Tarlac	69
Zambales	71
Region IV-A - CALABARZON	
Batangas	10
Cavite	21
Laguna	34
Quezon	56
Rizal	58
Region IV-B - MIMAROPA	
Marinduque	40
Occidental Mindoro	51
Oriental Mindoro	52
Palawan	53
Romblon	59
Region V - Bicol Region	
Albay	05
Camarines Norte	16
Camarines Sur	17
Catanduanes	20
Masbate	41
Sorsogon	62
Region VI - Western Visayas	
Aklan	04
Antique	06
Capiz	19
Guimaras	79
Iloilo	30
Negros Occidental	45

PROVINCE	UACS
Region VII - Central Visayas	
Bohol	12
Cebu	22
Negros Oriental	46
Siquijor	61
Region VIII - Eastern Visayas	
Biliran	78
Eastern Samar	26
Leyte	37
Northern Samar	48
Southern Leyte	64
Samar (Western Samar)	60
Region IX - Zamboanga Peninsula	
Zamboanga del Norte	72
Zamboanga del Sur	73
Zamboanga Sibugay	83
Region X - Northern Mindanao	
Bukidnon	13
Camiguin	18
Lanao del Norte	35
Misamis Occidental	42
Misamis Oriental	43
Region XI - Davao Region	
Davao del Norte	23
Davao Oriental	25
Davao del Sur	24
Compostela Valley	82
Region XII – SOCCSKSARGEN	
North Cotabato	47
Sarangani	80
South Cotabato	63
Sultan Kudarat	65
Region XIII – CARAGA	
Agusan del Norte	02
Agusan del Sur	03
Surigao del Sur	67
Surigao del Norte	68
Dinagat Islands	85

PROVINCE	UACS
ARMM - Autonomous Region in Muslim Mindanao	
Basilan	07
Lanao del Sur	36
Maguindanao	38
Sulu	66
Tawi-Tawi	70

Source: National Statistical Coordination Board

ANNEX B

CERTIFICATE OF TVET PROGRAM REGISTRATION (CTPR)

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Region ____

This

Certificate of TVET Program Registration

No.

is hereby granted to

to offer a program in

with a duration of

The program covers the following units of competency:

COMPETENCIES

Trainer/s of the Program:

By the Authority of the TESDA Director General:

_____
Regional Director

This Certificate of TVET Program Registration (CTPR) is hereby granted pursuant to Republic Act No. 7796 creating the Technical Education and Skills Development Authority (TESDA) and in accordance with TESDA Board Resolution No. 98-03 on the Establishment of the Unified TVET Program Registration and Accreditation System (UTPRAS) dated January 23, 1998, TESDA Board Resolution No. 2015-18 on Approving the Amendments to the Omnibus Guidelines on Program Registration under the Unified TVET Program Registration and Accreditation System (UTPRAS) and the TESDA Circular No. 45 series of 2007 as amended by TESDA Circular No. 7 Series of 2016.

Furthermore, the institution shall comply with the following:

1. The period of migration of the affected NTR program shall be in accordance with what is prescribed in the Implementing Guidelines of the relevant Training Regulations. Programs which are not migrated within the period as stated in the Implementing Guidelines of the TR shall be closed in accordance with the Section on Procedures on Closure of Programs and Revocation of CTPR contained in the Procedures Manual on Compliance Audit.

2. Learners of NTR programs shall be subjected to institutional competency assessment based on the assessment tools submitted to and approved by the TESDA Provincial Office.

3. NTR Programs with employment rate lower than the national TESDA average employment rate of TESDA graduates based on Impact Evaluation study (IES) results, for three (3) consecutive batches shall be subject to closure proceedings in accordance with the Procedures in the Closure of Programs and Revocation of CTPR of the Procedures Manual on Compliance Audit.

4. Trainer of NTR program must possess a training certificate on Trainers Methodology (TM) Level I or other training methodology certificates in addition to the certificate gained from other certifying bodies.

This Certificate of TVET Program Registration shall be subject to revocation should the institution fail to faithfully comply with the rules and regulations governing the offering of TVET programs prescribed by the Authority.

This Certificate shall not extend to any other program or any other branch of the Institution.

Given in this day of

By the Authority of the TESDA Director General:

Regional Director

Conforme:

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Region ____

This

Certificate of TVET Program Registration

No.

is hereby granted to

to offer a program in

with a duration of

The program covers the following units of competency:

COMPETENCIES

Trainer/s of the Program:

By the Authority of the TESDA Director General:

_____
Regional Director

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Furthermore, the institution shall comply with the following:

1. The period of migration of the affected WTR program shall be in accordance with what is prescribed in the Implementing Guidelines of the relevant Training Regulations. Programs which are not migrated within the period as stated in the Implementing Guidelines of the TR shall be closed in accordance with the Section on Procedures on Closure of Programs and Revocation of CTPR contained in the Procedures Manual on Compliance Audit.

2. Assessment of Learners completing a WTR program is mandatory. Such assessment shall be conducted before graduation.

3. WTR Programs with certification rate lower than the national sectoral average rate for three (3) consecutive batches shall be subject to closure proceedings in accordance with the Section on Procedures in the Closure of Programs and Revocation of CTPR contained in the Procedures Manual on Compliance Audit.

4. All registered programs shall be subject to regular compliance audit by TESDA or a recognized auditing body to ensure continuing compliance with the minimum requirements.

This Certificate of TVET Program Registration shall be subject to revocation should the institution fail to faithfully comply with the rules and regulations governing the offering of TVET programs prescribed by the Authority.

This Certificate shall not extend to any other program or any other branch of the Institution.

Given in this day of

By the Authority of the TESDA Director General:

Regional Director

Conforme:

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Region ____

This

Certificate of TVET Program Registration

No.

is hereby granted to

to offer a program in

with a duration of

The program covers the following units of competency:

COMPETENCIES

Programs registered as full qualification may be offered as cluster of units of competency contained therein, unless otherwise provided in the corresponding Training Regulations (TRs)

Trainer/s of the Program:

By the Authority of the TESDA Director General:

_____
Regional Director

SN WTR -
p.1 of 2 pages

This Certificate of TVET Program Registration is hereby granted pursuant to Republic Act No. 7796 creating the Technical Education and Skills Development Authority (TESDA) and in accordance with TESDA Board Resolutions No 98-03 on the Establishment of the Unified TVET Program Registration and Accreditation System (UTPRAS) dated January 23, 1998, TESDA Board Resolution No. 2015-18 on Approving the Amendments to the Omnibus Guidelines on Program Registration under the Unified TVET Program Registration and Accreditation System (UTPRAS) and the TESDA Circular No. 45 series of 2007 as amended by TESDA Circular No. 7 Series of 2016.

Furthermore, the institution shall comply with the following:

1. The period of migration of the affected WTR program shall be in accordance with what is prescribed in the Implementing Guidelines of the relevant Training Regulations. Programs which are not migrated within the period as stated in the Implementing Guidelines of the TR shall be closed in accordance with the Section on Procedures on Closure of Programs and Revocation of CTPR contained in the Procedures Manual on Compliance Audit.

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4. All registered programs shall be subject to regular compliance audit by TESDA or a recognized auditing body to ensure continuing compliance with the minimum requirements.

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This Certificate shall not extend to any other program or any other branch of the Institution.

Given in this day of

Authority of the TESDA Director General:

Regional Director

Conforme:

ANNEX C

PROCEDURES IN ACCOMPLISHING THE NEW CTPR FOR WTR AND NTR PROGRAMS

Procedures in Accomplishing the New CTPR for WTR and NTR Programs

1. Use Berlin Sans FB Demi font style on all texts.
2. Refer to the table below and the scanned Certificate of TVET Program Registrations (CTPRs) for WTR and NTR Programs

NO.	DEFINITION	FONT SIZE	ALIGN MENT	FORMAT	EXAMPLE
1	Region	12		<Region>	**VI**
2	CoPR No. (Program Registration No.)	14			**Please refer to the New Numbering System for Certificate of TVET Program Registration**
3	Name of Institution	16 (All Caps)	Center	<Name of Institution>	**ABC TRAINING SCHOOL**
4	Address of Institution	14 (Caps and lower case)	Center	<Address of Institution>	**Balingasag, Bago City, Negros Occidental**
5	Registered Program	16 (Caps and lower case	Center	<Registered Program> <PTQF Level>	**Beauty Care NC II If registered program is a full qualification, please include cluster or units of competency, if any.**
6	Program Duration	12	Center	<Duration> Hours	**1098 Hours**
7	Competencies	9 (Caps and lower case)		<Competency > Indicate all Competencies – Basic, Common and Core	**Participate in workplace communication** **Work in team environment** **Practice career professionalism** **Practice occupational health and safety procedures** **Maintain an effective relationship with clients/customers** **Manage own performance** **Apply quality standards** **Maintain a safe, clean and efficient environment** **Perform pre and post beauty care services** **Perform manicure and pedicure** **Perform hand spa** **Perform body massage** **Perform body scrub** **Perform facial treatment** **Perform foot spa** **Apply facial make-up** **(use back of page 1 if necessary)**

NO.	DEFINITION	FONT SIZE	ALIGN MENT	FORMAT	EXAMPLE
8	Name of Qualified Trainer of the Program and	12 (Caps and lower case)	Center	<Name of Qualified Trainer> <NTTC No. or TM1 No.>	***For WTR:*** **Ma. Adelfa M. Francisco** **NTTC No. 123456**
	NTTC No. (for WTR) and TM1 No. (for NTR)				***For NTR:*** **Ma. Cecilia T. Lim** **TM Level 1 No. 122311**
9	Name of Director General	12 (All Caps)	Center	<Name of Director General>	**SEC. EMMANUEL JOEL J. VILLANUEVA**
10	Name of Regional Director	12	Center	<Name of Regional Director>	**TONI JUNE TAMAYO** **Regional Director**
11	Location of Regional Office	11 (Caps and lower case)		<Location of Regional Office>	**Iloilo City**
12	Day of the Month	11		<Day of the Month (in Ordinal)>	**20th**
13	Month and Year	11 (Caps and lower case)		<Month>, <Year>	**September, 2016**
14	Name of Regional Director	12 (All Caps)	Center	<Name of Regional Director>	**TONI JUNE TAMAYO** **Regional Director**
15	Name of the Head of Institution	12 (All Caps)		<Name of the Head of Institution>	**CAMILLE L. MORALES**
16	Designation of the Head of Institution	10 (Caps and lower case)		<Designation of the Head of Institution>	**Chief Executive Officer**