TESDA CIRCULAR

Subject: Amendment and Clarification on "Revised Process Cycle Time for Assessment and Certification"		Page 1 of 4 page/s Number 018-A, Series of 2019
Date Issued: 08 April 2019	**Effectivity:** 01 July 2019	**Supersedes:** Section D: Assessment and Certification in TESDA Circular No. 018, Series of 2019

In the interest of the service, Section D of TESDA Circular No. 018, Series of 2019 on the Revised Process Cycle Time (PCT) for Program Registration and Assessment and Certification is hereby amended to include the following clarification on the conduct of assessment, issuance of certificate, and addendum in the process flow.

A. Assessment and Certification

General Principle

1. The Process Cycle Time for Assessment and Certification beginning with the encoding of Profile of the Candidate in the T2MIS to the issuance of the Certificate (National Certificate or Certificate of Competency) to the successful Certified Workers shall be reduced from fourteen (14) working days to seven (7) working days.

2. The revised PCT is in accordance to TESDA's output indicator in the 2019 General Appropriations Act (GAA) of ***90% of skilled workers issued with certification within 7 days of their application*** that covers all processes and activities in the conduct of competency assessment and certification.

3. Timely assignment of certificate number to each successful candidate through the T2MIS must be strictly observed. Profiles of successful candidate can only be made available and verified in the TESDA Website upon assignment of certificate number.

4. The National Certificate or Certificate of Competency (NC or COC) must be issued on the same day the Competency Assessment Result Summary (CARS) is presented/submitted by the certified worker.

5. The revised Tracking Sheet for the Preparation and Issuance of Certificate (TESDA-OP-CO-05a) shall be submitted to the Certification Office every 5th day of the succeeding month for the monitoring of the PCT.

6. The revised PCT is shown in the following process flow:

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Key Players	Key Steps	No. of Working Days	Interfaces
Provincial Office	Receive, Review and Validate Assessment Related Documents ↓ Assign Certificate Numbers to Successful Candidates	2 days	Validate Assessment Reports • TESDA OP-CO-O5-F26 • TESDA OP-QSO-02-F07 • TESDA OP-QSO-02-F08 • TESDA OP-CO-05-F33
Provincial Office	Receive and Process CARS ↓ Print Certificate ↓ Issue National Certificate (NC)	1 day	Issue Certificate • TESDA OP-QSO-02-F08 • TESDA OP-CO-05-F39 (Blank NC/Blank CoC) • TESDA OP-CO-05-F42
TOTAL NO. OF WORKING DAYS: 7 WORKING DAYS			

2. Fundamental Activities and Responsibilities

To ensure compliance to the newly prescribed PCT for assessment and certification, the following responsibilities and requirements must be complied with by all Regional and Provincial Offices:

2.1 The Assessment and Certification Infrastructure is in place in the Province/Region i.e Accreditation of sufficient and adequate number of qualified Assessment Centers and Competency Assessors.

2.2 The Regional Director shall ensure that all assessment and certification activities strictly conform to operating procedures of assessment and certification.

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ASSESSMENT AND CERTIFICATION PROCESS FLOW

Key Players	Key Steps	No. of Working Days	Interfaces
Assessment Center/ Provincial Office	Encode Profile in the T2MIS ↓ Request for Assessment Schedule ↓	1 day	Application for Assessment • TESDA OP-CO-QSO-02-F07 • TESDA OP-CO-05-F26
Provincial Office	Approve Assessment Schedule and Assigned Assessor ↓ Prepare Required Document for the Conduct of Assessment ↓	2 days	Organize Competency Assessment • TESDA OP-CO-05-F36 • TESDA OP-CO-05-F28 • TESDA OP-CO-05-F29 • TESDA OP-CO-05-F30
Assessment Center	Conduct Competency Assessment ↓ Encode of Assessment Results ↓ Generate RWAC ↓	1 day	Conduct Competency Assessment • TESDA OP-CO-05-F31 • TESDA OP-CO-05-F09 • TESDA OP-QSO-02-F08 • TESDA OP-CO-04-F37 • TESDA OP-CO-05-F34 • TESDA OP-CO-05-F33

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2.3 The Provincial Director shall be responsible for the approval/disapproval of the assessment schedule requested by the Assessment Center Manager and shall monitor and ensure the rotation assignment of Competency Assessor.

2.4 The Provincial Director shall take full responsibility in maintaining the security of the assessment package and the National Certificates (NCs) and Certificates of Competency (COCs) and shall strictly follow the TESDA-OP-CO-05F39 and F40 of the TESDA-OP-CO-05 in the printing of certificates.

2.5 The Provincial Director assigns a TESDA representative and ensures that the TESDA Representative **oversees the conduct of assessment and monitors whether the assessment process is in accordance with the requirements as identified in the Competency Assessment Tools (CATs).**

2.6 The Provincial CAC Focal Person shall review and validate the accuracy of the assessment related documents and entries in the T2MIS. He shall assign the certificate number to each successful candidates through the T2MIS and ensure that the Certificate Numbering and Coding System is strictly followed (TESDA-OP-CO-05-F39 and F40.

2.7 The Provincial CAC Focal Person shall receive and process the CARS. The NC/COC must be printed, issued and released directly to the certified worker the same day the CARS was presented to the Provincial Office.

2.8 The Provincial Office submits to the Certification Office the copy of the Report of Issuance of Certificate Tracking Sheet every 5th day of the ensuing month for the monitoring of PCT.

This Circular shall take effect as indicated.

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

Tracking Sheet
Preparation and Issuance of Certificate

TESDA-OP-CO-05-F42

Rev. No. 00-03/08/17

Date

Name			NC Number	CLN-number	Qualification Tittle	Date of Application for Assessment	Date of Assessment	Date of Reciept of CARS by the PO	Date of reciept of NC/COC by the Candidate	Signature of Candidate
Last	First	M.I								

Prepared by: CAC Focal/Signature	Noted by: Provicial Director/Signature