TESDA CIRCULAR

Subject: Implementing Guidelines on the Pilot Implementation of the Issuance of E-Certificate (NCs/CoCs)		Page **1** of **5** page/s Number 063, Series of 2021
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In the interest of the service and in line with the government's initiative to adapt to the "new normal" due to the global pandemic of COVID-19 and to ensure efficiency in the delivery of TESDA assessment and certification program, the following guidelines on the pilot implementation on the issuance of E-Certificate (NC/CoC) are hereby issued.

I. Background

Assessment and Certification is one of the major mandates of TESDA that benefits workers, TVET graduates, industries and all interested individuals to gain the certification that will confirm their competence and skills for a qualification.

The certification which TESDA issues to the successful individuals is considered as one of the requirements for employment or career advancement.

Currently, the TESDA procedure on the issuance of certificates requires the certified worker to visit the TESDA Provincial/District Office to claim the National Certificate (NC) or Certificate of Competency (CoC). However, the pandemic which requires strict health protocols has posed challenges in the issuance of certificates to candidates. The Process Cycle Time for the issuance of assessment and certification is also affected.

With the use of technology, processes can be made more efficient and can address problems related to the issuance of the National Certificates and Certificates of Competency.

II. Objectives

The issuance of E-Certificates aims to:

1. Strengthen the integrity of the assessment and certification system thru "reduced human interaction".

2. Enhance efficiency and adapt to the "Now Normal" by adopting IT-based solution in issuing NC/CoC to certified workers.

3. Provide easy access to the NC/CoC of certified workers anywhere and anytime from any web browser.

4. Attain "zero error" in the printing of the NC/CoC.

5. Reduce Process Cycle Time (PCT) in the issuance of NC/CoC.

6. Mitigate proliferation of fake National Certificates.

III. Scope and Coverage

1. These guidelines shall serve as basis for the pilot implementation of the issuance of E-Certificates, from the digital filing of application for assessment to the issuance of E-Certificates to successful individuals including the monitoring of Process Cycle Time (PCT) on the issuance of NC/CoC.

2. The Muntiparlastapat District Training and Assessment Center, Pasay-Makati District Training and Assessment Center, and TESDA Women's Center (TWC) shall serve as the pilot Assessment Centers on the issuance of E-Certificates.

3. All qualifications with accreditation in the above-mentioned Assessment Centers shall be covered for the pilot implementation.

4. The pilot implementation shall be subjected to review and evaluation after a period of one (1) month from the issuance of this Circular.

IV. Implementation Arrangements

1. The Assessment Center (AC) shall adopt the following steps on the day of the conduct of assessment:

Step 1: Validation of Application Documents

The AC Processing Officer shall validate the application documents of the candidates forwarded by the District Office and request the candidates to accomplish the TESDA Consent Agreement Form (TESDA-DPA Form 2). The AC Processing Officer shall ensure that all information in the application form are complete and correct.

The sequence of candidates shall be according to the sequence of names in the assessment schedule.

Step 2: Capture of Photo and Digital Signature

The candidate shall proceed to the window/desk for capturing of photo, digital signature and confirmation or updating of email address.

Candidates shall be in bare face (with no eyeglasses, colored contact lens, or any accessories that may cover the facial features, showing the left and right ears, with neutral face expression, and both eyes open). Head scarf/veil for religious or health reasons shall be allowed.

Prior to the day of the assessment, candidates shall be informed to wear a shirt / top garment with collar.

Step 3: Proceed to Competency Assessment

The candidate shall be provided with a number which will serve as his/her identification during the assessment. The candidate shall proceed to the area for orientation by the Competency Assessor.

2. All competent candidates shall receive their E-Certificate individually through their respective registered email address.

3. For the pilot run, competent candidates shall have the option to still receive the paper-based certificates, in parallel with the issuance of the E-Certificates.

4. The issuance of E-Certificates shall be the basis in the report on the GAA Indicator on the Process Cycle Time on the Preparation and Issuance of Certificate. The PCT that will be recorded as received by the certified worker is when the E-Certificates have been transmitted by email to and registered as received by the candidates.

V. Digital Photo and Signature Requirements

1. Photo Capturing

   1.1 A station with white backdrop shall be provided in the AC.

   1.2 A **full high definition 1080P web camera** shall be used to capture photos of candidates. The camera should be placed at 5 feet distance from the backdrop.

   1.3 The camera shall be attached to a computer where the T2MIS shall be accessed.

2. Digital Signature

   2.1 A **signature pad with pressure sensitivity, 4000 LPI Resolution and 200RPS Report Rate** shall be used to capture digital signatures of candidates.

VI. Procedure Details

1. Pre-assessment

   1.1 The District Office shall create schedule in the T2MIS, assign the Competency Assessor and inform the candidates on the details of the assessment.

   1.2 The District Office shall submit the list of candidates together with the application documents to the Assessment Center.

   1.3 The AC Processing Officer shall register the candidates in the schedule created by the District Office.

   1.4 The AC Processing Officer shall inform the candidates on the clothing requirements (shirt / top garment with collar).

2. Conduct of Assessment

   2.1 The AC Processing Officer shall validate the application documents of candidates and individually capture the photo, digital signature and confirmation or updating of the email address.

   2.2 Cropping of photo for uploading shall be from shoulder level up with the head and face occupying at least 80% of the picture.

   2.3 The AC Processing Officer shall upload the photo and digital signature of each candidate in the T2MIS.

3. Post-assessment

   3.1 The AC Manager, upon issuance of CARS shall inform the competent candidates on the issuance of E-Certificate and confirm if they will avail the paper-based certificate.

   3.2 For competent candidates who still prefer to receive the paper-based certificate, the payment of P50.00 shall be collected by the

Assessment Center, for which an Official Receipt shall be issued. The Assessment Center shall remit the collection for the paper-based Certificates to the District Office. The Assessment Center shall inform the successful candidates on the schedule for claiming of the paper-based Certificates at the District Office.

3.3 The District Office shall encode the assessment result in the T2MIS, generate certificate number, generate the E-Certificate, and send the E-Certificate to the certified worker in a password protected Portable Document Format (PDF).

3.4 The certified worker shall receive the E-Certificate and can print the E-Certificate in an A4-size, clean white paper.

3.5 The DO CAC Focal shall generate the report on the transmittal of E-Certificate which shall serve as the basis for the PCT on the preparation and issuance of E-Certificates.

VII. Monitoring

The Certification Office, in coordination with the Management Information Technology Division (MITD), shall prepare an evaluation report after the pilot implementation period of the program.

The MITD ROMO shall provide the Certification Office with the report on the transmittal of E-Certificates for the purpose of monitoring the PCT.

VIII. Effectivity

This Circular shall take effect as indicated.

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