TESDA CIRCULAR

Subject: Amended Implementing Guidelines on Competency Assessment and Certification of Workers (CACW)		Page **1** of **10** page/s Number 033, Series of 2022
Date Issued: **20 May 2022**	**Effectivity:** **Upon Issuance**	**Supersedes:** TESDA Circular No. 010, series of 2018

In support of the increasing acceptance of the TESDA National Certificate by the industry, industry workers, and companies and in parallel to the agency's effort to perform its mandate and to continuously upskill the competence of the Filipino workforce towards the new normal, amended guidelines in the implementation of the Competency Assessment and Certification for Workers (CACW) Program is hereby issued.

I. Background

TESDA has been implementing the Competency Assessment and Certification for Workers since 2016 to promote the TESDA National Certificate among industry workers, companies and the industry sectors, in general.

In view of recent developments, such as the pandemic which has greatly affected workers' opportunities for employment and livelihood, and resulted to the immediate adoption of alternative and new normal methods of assessment, as well as other imperatives to continuously upskill the Filipino workforce, amended guidelines in the implementation of the Competency Assessment and Certification for Workers (CACW) Program is hereby issued.

II. Definition of Terms

Employed – includes all those who, during the reference period are 15 years old and over as of their last birthday and are reported either:

a. at work – those who do any work even for one hour during the reference period for pay or work without pay on the farm or business enterprise operated by a member of the same or related by blood, marriage or adoption; or

b. with a job but not at work – those who have a job or business but are not at work be it temporary or temporary illness/injury, vacation or other reasons. Likewise, persons who expect to return or to start operation of a farm or business enterprise within two weeks from the date of the enumerator's visit, are considered employed. (PSA).

Portfolio – refers to an organized collection of materials providing evidence of the competencies that were acquired through experience instead of formal learning. The portfolio allows the applicant to contribute actively to the collection of evidence and contains a combination of tools, which strengthen the overall validity of the process. (Source: TESDA Circular No. 059 s. 2020).

III. Program Description

The Competency Assessment and Certification for Workers (CACW) Program is the provision of free assessment and certification services to industry workers in identified sectors and qualifications. The program applies the principle of "recognition of prior learning" wherein competencies gained from work experience shall be evaluated using the developed Competency Assessment Tools (CATs).

Beneficiaries of the program are workers currently employed or engaged in livelihood jobs. The CACW Program shall also include the Overseas Filipino Workers (OFWs), who are either applying for jobs, have employment contracts, or who have returned from overseas jobs.

IV. Objectives

1. To promote Assessment and Certification program to industry workers;

2. To expand clients' access to assessment and certification program;

3. To enhance the global competitiveness, employability and productivity of industry workers; and

4. To upgrade the qualification of existing workers, trainers and assessors to higher level or qualification.

V. Coverage

1. The assessment shall cover full qualifications with Training Regulations identified in the Training for Work Scholarship Programs (TWSP). *In cases when there are amended/newly promulgated TRs, only Assessment Centers that have migrated to the amended/newly promulgated TRs shall be provided with allocation in the Regional Qualification Map.*

2. All qualifications covered by specific government regulations as indicated in these guidelines are also included, such as:

   a. Driving NC II and Driving (Passenger Bus/Straight Truck) NC III under DOTC Department Order No. 2011-25 re: Inclusion of Driver Proficiency Standard as Additional Requirement in the Exercise of the Regulatory Powers of LTFRB to issue Certificates of Public Convenience (CPC);

   b. Automotive Servicing NC II, III and IV – Joint Administrative Order issued by DOTC, DENR and DTI – Requirement of TESDA-Certified Mechanics

and Technicians for Automotive Repair Shops and Public Emission Testing Centers (PETCs);

c. RAC Servicing (DomRAC) NC II and RAC Servicing (PACU/CRE) NC III – Joint Administrative Order by DTI and DENR requiring TESDA-Certified Mechanics for RAC Repair Shops;

d. DOLE Department Order No. 13 series of 1998, Guidelines Governing Occupational Safety and Health in the Construction Industry.

3. The target number to be assessed shall be based on the approved Annual Target composed of Workers/Industry Practitioners/Professional/Career shifters, Persons with Disabilities (PWDs), Public Utility vehicle (PUV) drivers, including Trainers of private and public technical vocational institutions (TVIs), outbound, returning or displaced Overseas Filipino Workers (OFWs) and OFWs currently working overseas.

4. The CACW Program will not be offered to graduating students/trainees of WTR-registered programs, except those who are applying for overseas employment, particularly the Domestic Workers.

5. The CACW program shall cover the Portfolio Assessment and Overseas Assessment Program, based on existing guidelines.

VI. General Guidelines

1. Free assessment and certification services under CACW Program can only be availed once. Re-assessment or assessment fees for more than one (1) qualification shall be paid by the candidate as prescribed.

2. The assessment cost to be subsidized by the TESDA Regional Office (RO) under the CACW Program shall be in accordance with the schedule of costs provided in the latest TWSP Schedule of Costs and/or TESDA issuance on assessment fees. Provided, however, that if the assessment fee has been amended, the updated rates issued through TESDA Circular shall prevail. Hence, the corresponding adjustment shall be made on the approved Regional Qualification Map (RQM). Likewise, the revised/adjusted RQM shall be submitted to the Central Office for the approval of the Secretary.

3. The Regional Offices and Certification Office shall identify its physical targets in accordance with their fund allocation. The total number of slots targeted shall be based on the planning guidelines, considering the priority sectors/qualifications for the year.

4. The regional targets shall be identified and submitted by the ROs every December of the year immediately preceding the year of implementation, for consideration and approval of the TESDA Central Office.

5. Use of unutilized funds from the previous year shall be based on the approval to extend the availability of the previous year appropriation. Likewise, a Continuing Regional Qualification Map for fund allocations which have not yet been downloaded to the regions shall be submitted to the TESDA Central Office for approval.

6. Assessment shall be conducted in accredited Assessment Centers, or as provided in specific issuances. For Domestic Work NC II, assessment shall be conducted in TESDA Technology Institutions (TTIs), except in the NCR, where Private Assessment Centers (ACs) that are fully compliant with all TESDA requirements and have no validated findings based on the audit/inspection conducted by ROPOs, NISP and IAS shall be authorized by the Regional Director.

7. The assessment shall be conducted by TESDA Competency Assessors (CAs), to the extent possible. Selected CAs, other than TESDA CAs, shall be tapped when and where there are no available TESDA Assessors.

VII. Specific Guidelines

1. Process of Application

   a. Face-to-Face Assessment:

      - An applicant may secure and download the Application Form and Self-Assessment Guide (SAG) at https://goo.gl/sluc7c and https://tesda.gov.ph/Self-Assessment_Guide. The TESDA Provincial Offices (POs) shall also provide said Forms to walk-in applicants and/or during TESDA advocacy activities.

   b. Portfolio Assessment

      - The CO/RO/PO shall orient the applicant thru telephone, email, or any form of social media on the mandatory and eligibility requirements as well as the documentary evidence.

- Qualification of candidates and conduct of the assessment shall comply with existing implementing guidelines and operating procedure on Portfolio Assessment.

c. For assessment in accredited assessment centers, the qualification requirements stated in the Training Regulations (TRs) and Competency Assessment Tools (CATs) shall be observed in accepting candidate-applicants.

d. The candidate-applicant for face-to-face assessment shall submit the duly accomplished application form, SAG, three (3) 2x2 passport size pictures, colored, white background with name written on the back, and all other requirements, to the nearest TESDA Provincial Office.

e. Current and existing guidelines on the issuance of E-Certificate shall supersede the above provision upon institutionalization of the system.

f. For Portfolio Assessment, candidate-applicant shall submit the mandatory and eligibility requirements and other documentary evidence through email address portfolio.assessment@tesda.gov.ph.

g. The TESDA Provincial/District Office shall process the application and inform the candidate-applicant of his/her assessment schedule and assessment center.

VIII. Schedule of Assessment

The CACW Program shall be implemented all throughout the year and shall commence as soon as the budget for the TWSP is available.

IX. Program Arrangements

1. Pre-Assessment Activities

a. The ROs shall select the qualification from among priority industries/sectors such as construction, automotive, general infrastructure, and new and emerging sectors, as well as those that are in demand overseas such as Caregiving NC II, Domestic Work NC II, Ship's Catering Services NC I and Ship's Catering Services NC III.

b. The ROs shall prepare the Regional Qualification Map based on consolidated Provincial QMs. The original copy of the approved and signed

Regional Qualification Map by the Regional Director (Annex B) shall be submitted to the Certification Office (CO).

c. The Certification Office shall process and review the Regional Qualification Map (RQM) submitted by the RO. If the RQM is found in order, the CO shall endorse it to the Regional Operations and Management Office (ROMO) for evaluation and endorsement to the Secretary for approval, through the ODDG TESDO.

d. The TESDA Provincial/District Offices shall prepare the final list of applicants per qualification, per Assessment Center, per schedule and the assigned Competency Assessors according to the timelines prescribed in the Operating Procedure on Competency Assessment.

e. The CO and the ROs shall promote/advocate the CACW Program through advertisements and announcements in national and/or regional newspapers, radio/TV stations. The ROs shall coordinate with LGUs (i.e. Sangguniang Panglalawigan) and other partners for information dissemination.

2. Conduct of Assessment

a. The CO and the ROs shall monitor the conduct of CACW through the T2MIS.

b. The CO shall download reports generated from the T2MIS every quarter for monitoring and analysis.

c. The Operating Procedure on Assessment and Certification shall be followed.

d. There shall be ten (10) candidates per batch. The number of batches may be increased (maximum of 2 batches/day) depending on the qualification, duration of the assessment, and the availability of assessment requirements (tools, equipment and space) provided that the integrity of the assessment and certification process is strictly preserved and not compromised.

e. To facilitate the assessment of industry workers, the conduct of assessment may be done in the workplace, provided that the Operating Procedure on Competency Assessment on the designation of assessment venues and existing guidelines on the Conduct of Onsite Assessment shall be followed. The TESDA Provincial Office, shall establish linkages with

relevant companies or enterprises in the conduct of workplace or on-site assessment. The POs shall encourage industry partners to apply for accreditation as an AC to expand its assessment and certification infrastructure.

3. Post-Assessment Activities

   a. The issuance of National Certificates and reporting of assessment results shall be in accordance with the Operating Procedure on Competency Assessment and/or current work instructions and guidelines.

   b. The TESDA Provincial and District Offices shall follow the existing system in place in the issuance of a National Certificate to the certified worker.

   c. Paper-based National Certificate shall be issued until such time that the E-Certificate system is fully established and operationalized.

X. Roles and Responsibilities

A. TESDA Central Office

1. Certification Office shall:

a. Develop implementing guidelines for the conduct of the CACW Program;

b. Collaborate with the Partnership and Linkages Office to initiate promotion and advocacy activities in cooperation with industry partners;

c. Monitor and endorse the CACW Regional Qualification Maps to the ROMO;

d. Monitor, download, and analyze regional accomplishment reports of the CACW through the T2MIS;

e. Provide timely release of blank certificates to ROs; and

f. Initiate nationwide promotion and advocacy of the CACW Program.

2. **Scholarships Management Office shall:**

   a. Monitor the fund allocation for CACW Regional Qualification Maps (RQMs) submitted by the ROs;

   b. Endorse the RQMs for the approval of the Secretary through the ODDG TESDO; and

   c. Facilitate the allocation of TWSP funds to subsidize the cost of assessment and certification in accordance with the schedule of costs.

3. **TESDA Regional Office shall:**

   a. Submit to the Certification Office the Regional Qualification Map (RQM) signed by the Regional Director. To facilitate implementation in succeeding years, the RO shall submit RQMs before the year of implementation;

   b. Provide administrative and technical assistance relative to the conduct of CACW to the TESDA Provincial / District Offices;

   c. Ensure proper announcement/promotion of the assessment activities/schedules, including the process of application and deadline for filing of applications through posters, tarpaulin, radio and TV plugs, among others;

   d. Identify deadlines in filing of applications in accordance with timelines prescribed in the T2MIS;

   e. Approve Accreditation of Assessment Centers according to the Operating Procedure and/or existing guidelines; and.

   f. Assume full accountability and monitoring in the compliance and adherence to the Operating Procedures on Assessment and Certification by the implementing bodies in the conduct of the CACW Program.

4. **TESDA Provincial/District Office shall:**

   a. Assist the RO in ensuring the wide dissemination announcement/promotion of the assessment activities/schedules, including processing of application and deadline for filing of application through posters, tarpaulin radio and TV plugs, among others;

b. Establish network/linkages with social partners, i.e. industry associations, business enterprises, public and private TVIs, among others, for technical assistance;

c. Accept and process applications for competency assessment and assign to participating Accredited Assessment Centers;

d. Schedule the conduct of competency assessment and assign Competency Assessor;

e. Facilitate identification and recommendation of Accredited Assessment Centers and Designated Assessment Venues;

f. Assign and appoint Competency Assessors and TESDA Representatives;

g. Reproduce the required Competency Assessment Tools (CATs) and other assessment-related forms; and

h. Issue the National Certificate at no cost to the successful candidates.

XI. Budget and Source of Funds

CACW Program shall be sourced from the TWSP RO allocation which shall be at least 2% of the annual TWSP budget.

For assessments conducted by the Certification Office under the CACW Program such as Portfolio Assessment and Overseas Assessment Program, the fund shall be sourced from the TWSP-CO allocation.

Printing of paper-based National Certificates, prior to the full implementation of the E-Certificates shall be charged to the TWSP.

XII. Effectivity

This Circular shall take effect as indicated.

SEC. ISIDRO S LAPEÑA, PhD, CSEE
Director General

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ANNEX A

Process Flow for the Approval of Regional Qualification Map

Responsibilities	Key Steps	Interfaces
Provincial Directors	Submits Provincial Qualification Map to Regional Office	Please refer to Regional Qualification Map Template (Annex B)
Regional CACW Focal	Consolidate Provincial Qualification Maps	
Regional Director	Reviews and endorses the Regional Qualifcation Map with Budgetary Allocation	
Certification Office Scholarship Management Office	Reviews and endorses Regional Qualification Map for Approval of the Secretary Endorses the approved Regional Qualification Map to SMD	
Scholarship Management Office	Monitor expenditures based on submitted Regional Qualification Map	

ANNEX B

Competency Assessment and Certification for Workers
(Year) REGIONAL QUALIFICATION MAP

Region: _____

Province/District	Assessment Center	Sector	Qualiifcation	No. of Candidates	Date of Assessment	Assigned Assessors	Assessment Centers/Venue	Assessment Fee	Budgetary Requirements (E x I)
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)

Prepared by: _____
Regional Focal

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