

TESDA CIRCULAR

SUBJECT: Implementing Guidelines on the Deployment of Competency Standards (CS) for Data Encoding and Management Level II		Page <u>1</u> of <u>2</u> pages ^{3 May 6, 2022}
Date Issued: 02 May 2022	Effectivity: Immediately	Number <u>028</u> series of 2022
Supersedes:		

In the interest of the service and to provide quality and uniform program delivery, the following Guidelines in the deployment of the Competency Standards (CS) for **Data Encoding and Management Level II** are hereby issued:

I. BACKGROUND/LEGAL BASIS

1. The TESDA Act of 1994 (Republic Act No. 7796) defined TESDA as the authority in the "establishment and administration of National Trade Skills Standards (NTSS)." The NTSS eventually evolved into the present-day training regulations (TRs) following the reforms instituted by the agency for the country's TVET, particularly along competency-based, education and training. As such, TESDA is mandated by law to develop and update the competence of the country's industry workers to enhance their employability and ensure long-term economic development.
2. **TESDA CY 2018 Planning Guidelines** under B.1.3 "Adapt and adopt" policy shall be pursued in the development of competency standards/TRs, particularly for high-end technologies, higher level qualifications using the available off-the-shelf competency standards developed by industries, multi-bilateral agencies and international development partners.
3. In line with TESDA's efforts to continue perform its mandate and serve the people amidst the ongoing COVID-19 pandemic, the **OPLAN TESDA Abot Lahat: TVET Towards a New Normal** was formulated. The QSO shall prioritize developing and updating the TRs and CS in the priority sectors in providing skills to Filipinos and a job and livelihood after.
4. The abovementioned Competency Standards (CS) was developed through consultation meetings and workshops with the technical experts from the Information Technology and Communications Office (ICTO), Certification Office and Regional Offices of TESDA and was benchmarked with existing international standards and competencies.

II. OBJECTIVES

1. To immediately respond to industry skills requirement for data encoding/processing officer (for TESDA) with the goal to produce competent individuals equipped with 21st Century Skills and compliant to the existing industry standards and practices.
2. To ensure that the education and training providers shall deliver the programs in accordance with the above-mentioned CS as required by the Information and Communications and Technology Sector.

TESDA CIRCULAR

SUBJECT: Implementing Guidelines on the Deployment of Competency Standards (CS) for Data Encoding and Management Level II		Page 2 of 4 pages ^{3 May 6, 2022} may
Date Issued: 02 May 2022	Effectivity: Immediately	Number 028 series of 2022 Supersedes:

III. SCOPE/COVERAGE

This CS shall be the basis for the development of the Competency-based Curriculum (CBC) which shall be submitted by the education and training providers registering the program at the TESDA Provincial/District Offices.

IV. IMPLEMENTATION MECHANICS

A. Utilization of the Developed CS

1. To ensure the utilization of this CS, all Regional/Provincial/District Directors shall immediately advocate/encourage the registration of abovementioned program; and
2. Copy of the CS will be made available and can be downloaded from the TESDA website.

B. Program Registration

1. All Regional/Provincial Directors are hereby instructed to process applications for program registration as "No Training Regulations" (NTR) following the Omnibus Guidelines on Technical Vocational Education and Training (TVET) Program Registration (TESDA Circular No. 107 series of 2021) and within the allowable process cycle time (PCT) of three (3) working days indicated in the existing guidelines (TESDA Circular No. 073 s. 2019). Further, the education and training providers shall develop and submit the competency-based curriculum with number of training hours and appropriate lists of tools, materials, equipment and facilities for training and assessment.
2. To standardize the program implementation and ensure that they are in accordance with the CS, National Institute for Technical Education and Skills Development (NITESD) and Regional Offices/Provincial Offices (RO/POs) shall assist in the development of the Competency-Based Curriculum (CBC).

V. Institutional Assessment of Graduates

1. The education and training providers shall ensure the conduct of institutional assessment after the completion of the training program; and
2. The education and training providers (including the enterprises where trainings are conducted) shall issue the Training Certificate after completion of the training and passing the institutional assessment of graduates.

TESDA CIRCULAR

SUBJECT: Implementing Guidelines on the Deployment of Competency Standards (CS) for Data Encoding and Management Level II		Page <u>3</u> of <u>4</u> pages <i>mg</i> Number <u>028</u> series of 2022
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VI. Scholarship Provision

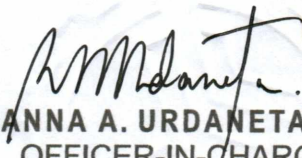
1. A scholarship training subsidy shall be allocated/provided to enrollees of the registered training program under the existing guidelines; and
2. Training cost shall be computed based on the submitted curriculum where the training hours and list of tools, materials and equipment are indicated.

VII. MONITORING AND FEEDBACK SYSTEM

1. The Regional and Provincial Offices (ROPO) shall closely monitor the implementation of the registered programs under this CS; and
2. The ROPO shall require the education and training providers with registered program under this CS to report the enrolled, graduates and employed in the T2MIS as part of the regular monitoring and feedback system.

VIII. EFFECTIVITY

This Circular shall take effect as indicated. Wide dissemination of this Circular by all concerned is hereby enjoined.


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OFFICER-IN-CHARGE 