TESDA CIRCULAR

SUBJECT: Implementing Guidelines in the Distribution of Competency Assessment Tools (CATs) and Utilization of Item Bank		Page 1 of 4 pages Number 118 series of 2020
Date Issued: 12 October 2020	Effectivity: Immediately	Supersedes:

In the interest of the service and to establish a new system in the distribution and Competency Assessment Tools (CATs) and utilization of Item Bank, these Implementing Guidelines are hereby issued.

I. BACKGROUND/RATIONALE

- As stated in TESDA-OP-QSO-02 on the Operating Procedure on the Development and Deployment of Competency Assessment Tools (CATs), the CATs/Item Bank shall be disseminated to the Regional/Provincial/District Offices and Certification Office.

- The Department of Budget and Management (DBM) Circular No. 580, Series of 2020, on the "Adoption of Economy Measures in the Government Due to the Emergency Health Situation" provides that the government offices must ensure that the public funds are disbursed wisely.

- The online distribution of CATs/Item Bank is one solution/intervention to help reduce the risk of exposure to and transmission of COVID-19 virus since face to face interaction is discouraged.

- To maximize the opportunity that the technologies provide, the TESDA personnel should learn to adopt to the new normal and technological advancement without compromising work efficiency.

II. OBJECTIVES

- To provide instructions on the use of the TESDA Intranet which will replace the traditional use of the storage device (e. g. CD and DVD) in distributing CATs/Item Bank;

- To define the roles and accountabilities of the Assessment Focals (from the QSO, Certification Office, Regional and Provincial/District Offices) in ensuring the security and integrity of the distributed CATs/Item Bank

- To continue performing the task of distributing CATs while ensuring the health and safety of TESDA personnel.

III. SCOPE / COVERAGE

This Circular shall cover the new CATs/Item Bank to be distributed in the Regional, Provincial/District Offices (ROPO/DO) and Certification Office.

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IV. DEFINITION OF TERMS

Competency Assessment Tools	Refers to a document package which contains both the instructions and the instrument, i.e., Rating Sheet for gathering and interpreting evidence developed from the selected assessment method(s) to be used for assessment. *(Reference: Sec. 4.0 Definition of Terms, TESDA-OP-QSO-02)*
Item Bank	Refers to multiple sets of written tests and/or projects for the demonstration of competencies/skills in a particular qualification.

V. IMPLEMENTATION MECHANISM ONLINE DISTRIBUTION OF CATs

To facilitate the online distribution of CATs, the following workflow shall be implemented:

WORKFLOW FOR CATs ONLINE DISTRIBUTION

Key Player/s	Activity	PCT	Interface/s
QSO CATs Qualification Focal	Convert CATs package to PDF with password ↓ Zip/Compress CATs package with password ↓	1 day	1. Competency Assessment Tools
QSO CATs Distribution Focal	Upload zipped CATS package to TESDA Intranet *Simultaneous uploading of respective Training Regulations (TRs) and Implementing Guidelines (IGs) c/o MITD-ROMO and Records Section* ↓ Set download expiry date of CATs package and permission to designated focals ↓	1 day	2. Competency Assessment Tools 3. TESDA Intranet

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Designated ROPO/DO CAC Focal and Certification Office CATs Custodian	Download CATs from TESDA Intranet	5 days	4. Competency Assessment Tools 5. TESDA Intranet
Regional / Provincial Director, ROPO/DO CAC Focal, Certification Office CATs Custodian and MITD focals	Safekeeping of CATs	Not included in the PCT	6. Competency Assessment Tools

VI. Procedure Details

1. A Memorandum signed by the QSO Executive Director shall be officially issued informing the RO/PO/DO among others of the availability of the CATs package.

2. Only **verified TESDA corporate email accounts** of the designated CAC Focal shall be granted access to download the file. Those who have been given permission shall have access to the CATs for a period of five **(5) working days** only.

3. In the event that the RO/PO/DO CAC Focal is not able to secure a copy of the CATs within the given period, the Regional and Provincial/District Directors concerned must make an official request to the QSO Executive Director for access of the CATs. A written justification for not being able to download the CATs packages within the given period should be provided.

4. The utilization and safekeeping of the CATs shall be the primary responsibility of the Regional and Provincial/District Directors, RO/PO/DO CAC focals, the Certification Office CATs Custodian and the MITD Focals. They must ensure that all distributed CATs are utilized exclusively for official purpose. Access to any distributed CATs shall be limited to the personnel identified in this Circular. Any unauthorized access to the distributed CATs shall be dealt with accordingly.

VII. MECHANICS OF ITEM BANK IMPLEMENTATION

An Item Bank is comprised of multiple sets of written tests and/or projects for the demonstration of competencies/skills in a particular qualification.

To efficiently utilize the Item Bank, the different sets must be used on an alternating basis per assessment schedule. The Regional and Provincial/District Directors shall oversee the utilization of deployed Item Bank. Example:

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Assessment for Automotive Servicing NC II

Assessment Center	Assessment Schedule	Item Bank
AC 01	05 October 2020	Set A
	12 October 2020	Set B
	19 October 2020	Set C
	26 October 2020	Set A
	04 November 2020	Set B
AC 02	05 October 2020	Set A
	06 October 2020	Set B
	07 October 2020	Set C
	08 October 2020	Set A

VIII. MONITORING AND FEEDBACK SYSTEM OF ITEM BANK

1. The Regional and Provincial/District Offices shall create a monitoring system that will keep track of the utilization of Item Bank vis-a-vis assessment schedule. The monitoring system will be included in the compliance audit.

2. The Regional and Provincial/District Offices shall ensure that the utilization of the CATs/Item Bank is strictly in accordance with this Circular.

IX. EFFECTIVITY

This Circular shall take effect as indicated and shall supersede all other issuances inconsistent hereof. Wide distribution of this Circular by all concerned is hereby enjoined.

SEC. ISIDRO S LAPEÑA, PhD, CSEE
Director General