TESDA CIRCULAR

SUBJECT: Guidelines for Accreditation of Learning and Development Institutions and Resource Persons for TESDA Corporate Staff Development Programs		Page 1 of 10 page/s Number 53 Series of 2018
Date Issued: August 13, 2018	**Effectivity:** Immediately	**Supersedes:**

A. PURPOSE

The continued growth, stability and productivity of TESDA depends upon the quality and competence of its human resources. A continuous personnel development for the corporate vision, mission and strategic objectives shall be institutionalized to enhance and reinforce the skills, knowledge, attitude and values system of the human asset of the agency, transforming them into a more efficient and effective intellectual capital and thereby improve organizational productivity.

To ensure the quality Staff Development Programs (SDP) delivered for TESDAns, the conduct of learning and development interventions and hiring of resource persons from non-accredited training institutions under meritorious cases shall be institutionalized, recognized and accredited by Technical Education and Skills Development Authority ("TESDA").

Pursuant thereto, the Authority approved the following guidelines on accreditation of institutional learning and development institutions and hiring of resource persons for the conduct and or implementation of learning and development programs which are need-based programs specifically structured for the organization and its personnel.

B. SPECIFIC OBJECTIVES

1. Identify competent and credible institutions and consultants worthy of being accredited to provide relevant learning and development interventions to TESDA for purposes of building competencies, capabilities and capacities of the agency; and

2. Build and maintain a pool of accredited institutions / individuals that may directly provide learning and development interventions to TESDA.

C. SCOPE / COVERAGE

1. These guidelines covers the accreditation of local private or non-government institutions / resource persons / professional organizations to provide learning and development interventions organized byTESDA; and

TESDA CIRCULAR

SUBJECT:		Page 1 of 10 page/s
Guidelines for Accreditation of Learning and Development Institutions and Resource Persons for TESDA Corporate Staff Development Programs		Number 53 Series of 2018
Date Issued:	**Effectivity:**	**Supersedes:**
August 13, 2018	Immediately	

A. PURPOSE

The continued growth, stability and productivity of TESDA depends upon the quality and competence of its human resources. A continuous personnel development for the corporate vision, mission and strategic objectives shall be institutionalized to enhance and reinforce the skills, knowledge, attitude and values system of the human asset of the agency, transforming them into a more efficient and effective intellectual capital and thereby improve organizational productivity.

To ensure the quality Staff Development Programs (SDP) delivered for TESDAns, the conduct of learning and development interventions and hiring of resource persons from non-accredited training institutions under meritorious cases shall be institutionalized, recognized and accredited by Technical Education and Skills Development Authority ("TESDA").

Pursuant thereto, the Authority approved the following guidelines on accreditation of institutional learning and development institutions and hiring of resource persons for the conduct and or implementation of learning and development programs which are need-based programs specifically structured for the organization and its personnel.

B. SPECIFIC OBJECTIVES

1. Identify competent and credible institutions and consultants worthy of being accredited to provide relevant learning and development interventions to TESDA for purposes of building competencies, capabilities and capacities of the agency; and

2. Build and maintain a pool of accredited institutions / individuals that may directly provide learning and development interventions to TESDA.

C. SCOPE / COVERAGE

1. These guidelines covers the accreditation of local private or non-government institutions / resource persons / professional organizations to provide learning and development interventions organized byTESDA; and

2. Existing government training providers are considered automatic members of pool of accredited learning and development training institution.

D. DEFINITION OF TERMS

- **National Human Resource Development Committee (NHRDC)** – responsible for the review/evaluation of programs, plan and budget within the committees coverage for approval of the Director General.
- **Training Institution / Professional Organization** –refers to a duly – registered organization or institution that provides education or training services for a fee. This term includes corporate and partnership training providers with proper registraition from SEC.
- **Resource Person** – refers to an individual who provides lectures, training seminars, symposia and other allied professional services to companies, for a fee.
- **Staff Development Program** - process of improving and increasing capabilities of staff through access to education and training opportunities in the workplace, through outside organizations, or through watching others perform the job.

E. MECHANICS OF ACCREDITATION

1. The National Human Resource Development Committee (NHRDC) shall act as the accreditation committee, who will accredit private, non-government organizations and/or resource person who will be engaged by TESDA to conduct learning and development programs;
2. The following criteria shall be followed:

	CRITERIA	DOCUMENTARY REQUIREMENTS	
		Corporate or Partnership Training Providers	**Resource Person/ Individual**
1.	Law abiding entity or individual, duly organized and existing under and by virtue of the laws of the Philippines	• PhilGeps Registration • Latest Tax Clearance • Company profile	• Tax Identification Number (TIN)

		indicating the ff.: i. Table of Organization and updated list of board members (in the case of a corporation) and officers ii. List of programs offered iii. Report on training service delivery iv. Permanent office address v. Contact details vi. List of previous clients	
2.	Capability to Support Operation	• Office has adequate space and facilities to accommodate 30 participants (wherein participants can work comfortably and allow for spacious feel to the venue) furnished with furniture and equipment to support operations (when applicable)	
3.	Reputation and Expertise	• Proof (ie. written contract or agreement) that the institution has engaged in the delivery and administration of	• Curriculum Vitae • Evidence of previous engagements • Any recognition such as accreditation, client

		learning and development interventions for at least three (3) years; • List of Subject Matter Experts with Resumes • Any recognition such as accreditation, client testimonies, awards, etc. • Certificate of NO Pending Criminal Case/ latest NBI Clearance/ Court Clearance • Affilliations with Professional Organization (If any)	testimonies, awards, etc. • Certificate of NO Pending Criminal Case/ latest NBI Clearance/ Court Clearance • Affilliations with Professional Organization (If any)
4.	Quality of programs, courses and services	• Previous evaluation results and/or certification from previous clients indicating satisfaction of participants and learning effectiveness	• Previous evaluation results and/or certification from previous clients indicating satisfaction of participants and learning effectiveness
5.	Adheres to generally accepted ethical business standards and professional practices	• Certificate of NO Pending Criminal Case/ latest NBI Clearance/ Court Clearance	• Certificate of NO Pending Criminal Case/ latest NBI Clearance/ Court Clearance

F. ACCREDITATION PROCESS

1. Invitation for accreditation of institutions / resource person / professional organizations shall be posted via TESDA website and PhilGeps.

2. Application

   a) Any interested institution / individual may apply/request for accreditation through a letter addressed to the Director IV, Administrative Service, Chief of Services for Administration including a training proposal using the prescribed template (Annex A : Template for Training Proposal);

   b) The requests for accreditation shall be supported by the documentary requirements provided under no. 2 of Section E;

   c) The letter of request shall be submitted to the TESDA Development Institute (TDI) for initial assessment/ pre-screening of the documents as to completeness and authenticity. Accreditation shall be initiated only by the NHRDC upon submission of the complete documentary requirements. Incomplete submissions shall be returned to the requesting institution without prejudice to submitting a new request;

   d) HRMD-TDI shall provide a timeline of fifteen (15) working days from receipt of a complete submission to process the evaluation of the application for accreditation. The attached checklist (Annex B : Checklists of Documentary Requirements) shall be used in the evaluation process.

3. Document Evaluation

   a) The NHRDC shall evaluate the submitted documentary requirements under no. 2 of Section E with respect to the following accreditation criteria:
      - Legitimacy and compliance to legal and regulatory requirements of the institution;
      - Reputation and Expertise; and
      - Ethical and professional practice.

   b) HRMD-TDI may request additional data, information or documents from any of the institution's management, subject matter expert and / or staff for purposes of clarifying, verifying and validating

data and information already contained in the submitted documents.

4. Ocular Inspection may be conducted, as deemed necessary, to validate the following:

   a) Existence of a permanent business address;
   b) Adequate space, facilities, furniture and equipment to support its operations;
   c) Adequate number of support and / or administrative staff to sustain its operations;
   d) Professional image projected through the orderliness, cleanliness and over-all condition of the space, facilities, furniture and equipment;

HRMD-TDI may request the TESDA Regional Office to conduct the ocular inspection in case the office of the institution is located outside Metro Manila.

5. Assessment of Sample Program, Course or Service

   a) The NHRDC shall assess the sample program, course and / or service based on the following criteria using the prescribed assessment form (Annex C : Assessment of Program/Courses/Services):
      - Clear and learner-centered learning objectives;
      - Content directly aligned to and sufficiently covers learning objectives;
      - Methodologies are appropriate to content and target participants;
      - Design is documented in a format and with sufficient detail that will ensure consistent delivery;
      - The content consists of a sound balance between theory and practice; and
      - Evaluation instruments for learning effectiveness are specified.

   b) Within a week after its meeting, the NHRDC shall submit a written report outlining their findings and indicating their recommendation, which may be any of the following:

- For endorsement;
- For endorsement subject to suggestions for improvements; and
- Not for endorsement

G. CONFERMENT OF ACCREDITATION

- The NHRDC shall prepare and duly sign a Resolution attesting to the approved accreditation of the institution/resource person indicating the areas of expertise to be endorsed to the Director IV, Administrative Service, Chief of Services for Administration;

- A Certificate of Accreditation shall be signed by the Director General and shall be conferred to the Accredited Institution through the issuance of a certificate of accreditation.

H. MAINTENANCE OF ACCREDITATION

1. Nature, Benefits and Responsibilities

   a) The certificate of accreditation shall be valid for three (3) years from the date of issuance unless TESDA suspends or revokes such accreditation for any of the reasonable causes as specified in item no. 3 of Section E;
   b) The accreditation shall be non-transferrable;
   c) For the duration of the validity of the accreditation, the Accredited Institution shall be entitled to the following benefits:
      i. Directly, or in partnership with the HRMD-TDI, offer and conduct its programs, courses and services within its areas or field of expertise as indicated in its Certification of Accreditation to TESDA from which government employees may earn training hours as required in the approved Civil Service Commission (CSC) Qualification Standards;
      ii. Inclusion of the Accredited Institution's name in the roster of TESDA Accredited Learning and Development Provider;
      iii. Authority to carry the phrase "TESDA Accredited Program or Institution".

I. RESPONSIBILITIES OF THE ACCREDITED TRAINING PROVIDER

1. Whenever a government official or employee attends as a participant in any of their interventions, the accredited institution shall submit to HRMD-TDI the names of said official and / or employee, the title of the intervention, the inclusive dates of conduct, the venue and the name of the facilitator within the succeeding month when the intervention was conducted;
2. The Accredited Institution shall use training venues with facilities that are Persons With Disability (PWD) friendly or conducive for PWDs;
3. The Accredited Institution shall allow TESDA to observe the conduct of its programs, courses and / or services at random or at any time the latter may deem it necessary;
4. The Accredited Institution shall submit a written documentation/report/evaluation covering the proceedings within fifteen (15) working days after the intervention was conducted;
5. The Accredited Institution shall allow TESDA to include a maximum additional of ten (10) sit-ins during to each in-house program;
6. The Accredited Institution shall provide the training/workshop materials to be used for each participants and the issuance of training/workshop certificates.

J. RESPONSIBILITIES OF THE RESOURCE PERSON

1. The Accredited Individual shall allow TDI to observe the conduct of the program, course and / or service at random or at any time the latter may deem it necessary;
2. The Accredited Individual shall provide the copy of materials to be used to the TDI at least two (2) weeks prior to the conduct of the program;
3. The Accredited Individual shall submit a written documentation/report/evaluation covering the proceedings within fifteen (15) working days after the intervention was conducted.

K. RENEWAL

1. TESDA may accommodate requests for renewal at least three (3) months before the expiration of the existing accreditation upon submission of the following requirements:

   i. Written request for renewal;
   ii. Updated profile consisting of the documentary requirements as specified in no. 2 of section E;
   iii. Evidence that the institution/individual maintained high participant satisfaction ratings based on TESDA evaluation result.

L. SUSPENSION AND REVOCATION

1. The Authority reserves the right to cancel or revoke the accreditation of training providers or resource person that is not complying with its training guidelines;
2. TESDA may at any time suspend the accreditation for any of the following causes:
   i. Significant decrease in satisfaction rating by the participants; and
   ii. Violation of the rules / guidelines on maintenance of accreditation
3. Suspension may be lifted after the cause for suspension has been rectified;
4. TESDA may at any time revoke the accreditation for any of the following causes:
   i. After two (2) counts of suspension resulting from provisions under item letter a of section L.
   ii. Unethical business or professional practices as reported by any individual or organization, provided that the institution was given due process and the unethical practice was proven by substantial evidence.
5. The accreditation is deemed automatically revoked when the institution ceases to operate.

TESDA CIRCULAR

SUBJECT: Guidelines for Accreditation of Learning and Development Institutions and Resource Persons for TESDA Corporate Staff Development Programs		Page 10 of 10 page/s Number 53 Series of 2018
Date Issued: August 13, 2018	**Effectivity:** Immediately	**Supersedes:**

M. TRANSITORY PROVISIONS

This circular shall take effect as indicated.

GUILING "GENE" A. MAMONDIONG
Director General / Secretary

Annex A : Template for Training Proposal

I. Cover

II. Cover Letter addressed to:
Dir. Pilar G. De Leon
Director IV, AS
Chief of Services for Administration

III. Training/Proposal Content
   a. Overview of Programs Offered
   b. Objectives for each program
   c. Training Design/Outline for each program
   d. Methodology/ies for each program
   e. Target Participants for each program
   f. Training Duration for each program
   g. Attached hard copy of training hand out/material for each program

IV. Profile of Training Institution/Resource Person

V. Terms and condition
   a. Training Package/Investment/Fee Inclusion
   b. Payment Terms

ANNEX B : CHECKLISTS OF DOCUMENTARY REQUIREMENTS

A. Checklist of Documentary Requirements for Corporate Training Providers:

I. Training Proposal (based on the required template)
II. PhilGEPS Registration
III. Latest Tax Clearance
IV. Company Profile
- Table of Organization and updated list of board members (in the case of a corporation
- List of programs offered
- Reports on Training Service delivery
- Permanent Office Address
- Contact Details
- List of Previous clients

V. Proof (ie. written contract or agreement) that the institution has engaged in the delivery and administration of learning and development interventions for at least three (3) years
VI. List of Subject Matter Experts with Resumes
VII. Any recognition such as accreditation, client testimonies, awards, etc.
VIII. Certificate of No Pending Criminal Case/ latest NBI Clearance/ Court Clearance
IX. Affiliations with Professional Organization (If any)
X. Previous evaluation results and/or certification from previous clients indicating satisfaction of participants and learning effectiveness

B. Checklist of Documentary Requirements for Individual/Resource Persons:

I. Training Proposal (based on the required template)
II. Tax Identification Number
III. Curriculum Vitae
IV. Evidence of Previous Engagements
V. Any recognition such as accreditation, client testimonies, awards, etc.
VI. Certificate of No Pending Criminal Case/ latest NBI Clearance/ Court Clearance
VII. Affiliations with Professional Organization (If any)
VIII. Previous evaluation results and/or certification from previous clients indicating satisfaction of participants and learning effectiveness

Training Program Title	:	
Name of Training Institution/ Resource Person	:	

This form provides information and assessment of strategies adopted for the programs offered by the training institution/resource person engaged by the TESDA to conduct learning and development intervention. Please indicate to what extent you agree or disagree with each statement using the scale below:

0	1	2	3
CRITERIA NOT MET	NEEDS IMPROVEMENT	SATISFACTORY	EXCELLENT

	Criteria Not Met	*Needs Improvement*	*Satisfactory*	*Excellent*	Comments
	0	1	2	3	
Objectives are clear, learner – centered and address the program to be conducted					
Contents are directly aligned to and sufficiently covers learning objectives					
The content consists of a sound balance between theory and practice					
Methodologies are appropriate to content and target participants					
Design is documented in a format and with sufficient detail that will ensure consistent delivery					

Rating : _____

Assessed by : _____
(Signature over printed name)

Date : _____

- **13 – 15 POINTS =** For endorsement;
- **9 – 12 POINTS =** For endorsement subject to suggestions for improvements; and
- **0 – 8 POINTS =** Not for endorsement

* When computed from the average of all assessment by NHRDC members