

# TESDA CIRCULAR

<b>Subject:</b> Amended Implementing Guidelines on the Institutionalization of the Issuance of E-Certificate (NC/CoC) in the National Capital Region and Certification Office		Page 1 of 8 page/s Number <u>039</u> , Series of 2022
<b>Date Issued:</b> 14 June 2022	<b>Effectivity:</b> Upon Issuance	<b>Supersedes:</b> TESDA Circular No. 082, series of 2021

In the interest of the service and to adopt new technology in strengthening and safeguarding the integrity of the Philippine Competency Assessment and Certification System, the following guidelines in the institutionalization of the implementation of issuance of E-Certificate is hereby issued:

## I. Background

The National Certificate which TESDA issues to competent individuals are recognized by local employers as well as the Philippine Overseas Employment Administration (POEA) for employment abroad. The increasing number of employment opportunities in various sectors locally and abroad, have likewise increased the demand for the TESDA-issued National Certificate. Despite this advantage, TESDA encounters several issues related to the issuance of National Certificates or Certificates of Competency (CoC) which may compromise the integrity of the Philippine Competency Assessment and Certification System.

The advancement in Information Technology through the emergence of various technologies could improve an organization's processes. One of the recommended solutions to address the issues that affect the PTCACS is the adoption of advanced technology that aims to reduce human interaction and improve efficiency through the issuance of E-Certificate.

The issuance of E-Certificate was incorporated in the TESDA Training Management Information System (T2MIS) which is a web-based system developed to facilitate the systematic collection, processing, analysis, and dissemination of TVET data.

The E-Certificate was initially implemented in selected Assessment Centers namely TESDA Women's Center and Pasay-Makati District Training and Assessment Center since August 1, 2021 up to present. This was pilot-tested only for the assessment in Domestic Work NC II wherein a total of 2,286 competent candidates were already issued with E-Certificate (NC/CoC).

As part of the institutionalization of the E-Certificate system, the implementation shall include all qualifications and assessment centers in the National Capital Region and in the Competency Assessment for Regional Lead Assessors, Overseas Assessment Program and Portfolio Assessment conducted by the Certification Office.

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## II. Scope and Coverage

1. These guidelines shall cover the institutionalization of the E-Certificate system, from the digital filing of the application for assessment to the issuance of E-Certificate (NC/CoC) to successful candidates, including the monitoring of Process Cycle Time (PCT) on the issuance of NC/CoC.
2. This shall also cover:
  - 2.1. **ALL** TESDA Accredited Assessment Centers for all qualifications in the National Capital Region.
  - 2.2. Issuance of E-Certificate shall be adopted by the Certification Office (CO) in the conduct of competency assessment in all qualifications under the following programs:
    - a. Portfolio Assessment
    - b. Capability Building Program for Regional Lead Assessors
    - c. Overseas Assessment Program

## III. Implementation Arrangements

1. The District Offices shall assign CAC Lead Operation Officers (LOOs) for E-Certificate. These LOOs shall:
  - 1.1. Attend the training and orientation to be conducted by the CO and ICTO;
  - 1.2. Conduct training of representatives from the Accredited Assessment Centers in their respective Districts; and
  - 1.3. Serve as the contact person of the Central Office and ACs in the District relative to the concerns on the E-Certificate.
2. **Conduct of Assessment in NCR**
  - 2.1. Filing of application for Competency Assessment shall be in accordance to the existing guidelines on Assessment and Certification.

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2.2. Conduct of Assessment and Certification activities shall adhere to provisions in the existing guidelines and arrangements for TVET under the New Normal.

2.3. The following steps shall be undertaken by the Assessment Center (AC) on the day of the conduct of the 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 e.g, spelling of name, birth date, registered e-mail address.

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

### **Step 2: Capture of Photo and Digital Signature**

The candidate shall proceed to the window/desk for capturing of the photo, digital signature, and confirmation or updating of e-mail 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). Wearing of 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. Candidates shall wear the required PPEs, as necessary, after the capture of photos.

### **Step 3: Competency Assessment**

For easy identification during the actual assessment, the candidate shall be provided with a number. The candidate shall proceed to the designated area/room for orientation.

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### 3. Conduct of Assessment by Certification Office

- 3.1. For CO assessment, the processing of applications shall follow the corresponding issued policies and guidelines.
- 3.2. The CO Processing Officer shall require the candidates to submit the following:
  - a. JPG file format of colored high-resolution passport size photo, white background, and wearing a shirt with a collar.
  - b. JPG file format in a high-resolution photo of three (3) specimen signature, using black ink, white background.
  - c. Scanned copy of two (2) Government Identification Cards with signature.
4. All competent candidates shall receive their E-Certificate individually through their respective registered e-mail address.
5. Competent candidates shall have the option to receive the paper-based certificates, in parallel with the issuance of the E-Certificates.
6. The issuance of E-Certificate shall be the basis of 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 workers is when the E-Certificates have been transmitted through email to and registered as received by the candidates.

### IV. Digital Photo and Signature Requirement

#### 1. For NCR

##### 1.1. Photo Capturing

- a. A designated area with a white backdrop shall be provided in the AC.
- b. A **full high definition 1080P web camera** is recommended to capture photos of candidates.

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Other types of cameras may be used as long as the photo is in high-resolution mode.

- c. The camera shall be attached or have a direct connection to a computer where the T2MIS shall be accessed.

## 1.2. Digital Signature

A **signature pad with pressure sensitivity, 4000 LPI Resolution, and 200RPS Report Rate** is recommended for capturing of digital signatures of candidates.

Other alternative devices that can capture digital signature may be used as long as these will deliver accurate result. The device shall be attached or have a direct connection to a computer where the T2MIS shall be accessed.

## 2. For Certification Office

2.1. The CO Processing Officer shall receive the following requirements:

- a. JPG file format of colored high-resolution passport size photo (35mm x 45mm) of the candidate – with white background, and wearing a shirt with a collar.
- b. JPG file format in a high-resolution photo of three (3) specimen signatures – with white background and black ink is used for signatures.

## V. Procedure Details

### 1. Pre-assessment

- 1.1. The District Office shall create the schedule in the T2MIS, assign Competency Assessor.
- 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.

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

1.5. For competency assessment that will be conducted by the CO, the Processing Officer shall:

- a. Register the candidates in the T2MIS to generate the Unique Learners Identification (ULI);
- b. Create an assessment schedule;
- c. Register the candidates in the created schedule;
- d. Ensure the quality of the submitted photo and specimen signature of the candidates;
- e. Validate the e-mail address of the candidates; and
- f. Convert the photo and specimen signature to PNG file format and upload in the T2MIS.

## 2. Assessment Day

2.1. The AC Processing Officer shall validate the application documents of candidates, individually capture photos and digital signatures, and confirm or update the email address of the candidates.

2.2. The AC Processing Officer shall ensure that the photo of the candidate 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 informs the competent candidates on the issuance of the E-Certificate and confirms 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 payments for the paper-

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based Certificates to the District Office. The Assessment Center shall inform the successful candidates on the schedule for claiming the paper-based certificates at the District Office.

- 3.3. The District Office shall encode the assessment results in the T2MIS; generate the certificate number; generate the E-Certificate of competent candidates; and send the E-Certificate to the registered email address of the competent candidate in a password protected Portable Document Format (PDF).
- 3.4. For the conduct of Virtual and Portfolio Assessments, the CO Processing Officer shall:
  - a. Inform the competent candidates on the issuance of the E-Certificate and confirm if they will avail of the paper-based certificate; and
  - b. Encode the assessment results in the T2MIS; generate the certificate number; generate the E-Certificate of competent candidate; and send the E-Certificate to the registered email address of the competent candidate in a password protected Portable Document Format (PDF).
- 3.5. The certified worker shall receive the E-Certificate and can print the E-Certificate in any A4 size, clean white paper.
- 3.6. The DO CAC Focal generates the report on the transmittal of E-Certificate which shall serve as the basis for the PCT on the preparation and issuance of E-Certificate. The PCT report shall be attached to the Registry of Workers Assessed and Certified (RWAC).
- 3.7. The Certification Office shall generate the PCT Report from the T2MIS on a monthly basis, or as often as necessary.

## VI. Schedule of Implementation

1. The Regional Office through its designated LOOs shall conduct training and orientation on the issuance of E-Certificate, in coordination with the Certification Office within **10 days** after date of issuance of these guidelines.

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2. All Assessment Centers shall be given a maximum of fifteen (15) working days to comply with the requirements.
3. The ICTO shall activate the added features in the T2MIS for the issuance of E-Certificate on 15 June 2022. Likewise, the implementation by **ALL** Assessment Centers shall be on the same day of activation.
4. The District Offices shall submit their respective evaluation of the system enhancement **on or before 30 June 2022**.

## VII. Activity Management

1. The Regional Director of the TESDA National Capital Region shall be the overall in charge in the institutionalization of the issuance of the E-Certificate within region.
2. The District Directors shall be responsible in the implementation within their respective Districts.
3. The LOOs shall serve as the contact person of the Central Office and ACs in the District relative to E-Certificate concerns.
4. The Executive Director of the Certification shall manage the implementation of all CO conducted competency assessments.
5. The Certification Office shall initiate the orientation for all concerned officers and monitor the implementation.
6. The ICTO shall provide technical assistance on the institutionalization of the E-Certificate system.

## VIII. Effectivity

This Circular shall take effect as indicated.

  
  
**SEC. ISIDRO S LAPEÑA, PhD, CSEE**  
Director General