TESDA CIRCULAR

SUBJECT: **New signatory in Assessment and Certification related-Certificates**		No. 27 Series of 2015 Page 1 of 1 Page
DATE ISSUED: **October 15, 2015**	EFFECTIVITY: **As Indicated**	**SUPERSEDES:**

In view of the resignation of Sec. Joel J. Villanueva as the Director General of TESDA, the following Certificates shall bear the signature of the undersigned as the Officer-in-Charge of the Technical Education and Skills Development Authority effective 14 October 2015 (electronic specimen signature provided):

1. National Certificate (NC)
2. Certificate of Competency (COC)
3. Trainers Methodology Certificate (TMC)
4. Certificates of Competency under TMC
5. National TVET Trainers Certificate (NTTC)

The Procedures Manual on the *Preparation, Issuance, Renewal/Revalidation and Replacement of NC/COC* (TESDA-SOP-CO-08, Rev. 03) shall be followed in the preparation of NC/COC, while TESDA Circular No. 20, series 2014 shall be followed in the preparation of TMC and NTTC. The font style and size of the Name of the Director General in the NTTC shall be ARIAL and 20 respectively.

We would like to reiterate that the initial of the PD is ORIGINAL (not facsimile) as provided in the Procedures Manual (TESDA-SOP-CO-08, Item 6.1.3.) to safeguard the integrity of the certificate.

This Circular shall take effect as indicated.

IRENE M. ISAAC
Officer-in-Charge