

# TESDA CIRCULAR

<b>SUBJECT: Addendum to Implementing Guidelines on the Deployment of Competency Standards (CS) for Data Encoding and Management Level II</b>		<b>Page 1 of 1 page</b> <b>Number 028-A series of 2022</b>
<b>Date Issued:</b> 16 May 2022	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

In the interest of the service and to provide quality and uniform program delivery, an addendum to TESDA Circular No. 028 series of 2022 Implementing Guidelines on the Deployment of Competency Standards (CS) for Data Encoding and Management Level II is hereby issued

## IV. IMPLEMENTATION MECHANICS

### C. Trainee Entry Requirements

The trainees who wish to enter the course should possess the following requirements:

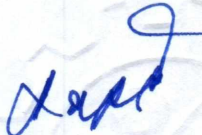
- Must have completed at least 10 yrs. basic education or its equivalent as per existing DepEd policies and regulations
- Must have the capacity to communicate in both oral and written forms.
- Physically able to operate/manipulate a computer or any input device

This list does not include specific institutional requirements such as educational attainment, appropriate work experience, specific clearances and others that may be required from the trainees by the school or training center delivering the TVET program.

### D. Trainer's Qualification

- Must be a holder of Trainer's Methodology Certificate (TMC) **OR** must have training of trainer's certificate **OR** must be a practicing trainer for two (2) years within the last five (5) years;
- Must have at least 2-years relevant industry experience as data encoder or related computer /IT support job for the past 5-years;

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

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



*San Juan*