TESDA CIRCULAR

SUBJECT: Implementing Guidelines on the Deployment of Training Regulations (TR) and Competency Assessment Tools (CATs) for Domestic Work NC II		Page 1 of 9 pages Number 060 series of 2022
Date Issued: 28 September 2022	**Effectivity:** Immediately	**Supersedes:**

In the interest of the service and to provide coherence and standards in the deployment of amended **Training Regulations for Domestic Work NC II,** the following Implementing Guidelines are hereby issued:

I. BACKGROUND/RATIONALE

- TESDA Board Resolution No. **2022-10** dated **10 May 2022** on "Approving and Promulgating the Amended Training Regulations for Domestic Work NC II was issued.
- The abovementioned Training Regulations (TR) was reviewed in partnership with the International Labour Organization (ILO), Fair Training Center and Coalition of Licensed Agencies for Domestic, Service and Skilled Workers (CLADS).
- The deployment of this TR is in accordance with the Operating Procedure on the Development and Deployment of Training Regulations under ISO 9001:2015.

II. OBJECTIVES

- To implement the TR aimed at better responding to the demands of the industry. This TR will promote competencies that are readily employable, environment-friendly and compliant with the industry requirements of the Social and Other Community Development Services Sector;
- To strengthen the industry-academe linkages addressing the "skills-jobs mismatch" in critical sectors; and
- To build the training and assessment infrastructures for the development of industry workers in the sector.

III. SCOPE / COVERAGE

New and existing training programs registered under "With Training Regulations" (WTR) or LGU/industry/other government programs relating to Domestic Work NC II shall be covered by this Circular.

IV. IMPLEMENTATION MECHANISM

A. Utilization of the Amended TR

To ensure utilization of this TR, all Regional/Provincial/District Directors shall immediately encourage and facilitate the registration and re-registration of abovementioned program. The Qualifications and Standards Office (QSO) shall conduct the deployment/orientation of the TR and CATs for all Regional/Provincial/District Offices in accordance with the Operating Procedure on Development and Deployment of TR and CATs.

B. Training Delivery Modality

1. Training providers shall be required to offer the program using training delivery mode options such as institution/school-based, enterprise-based, community-based or a combination of modalities. Likewise, training providers may adopt any of the following flexible learning delivery modes, depending on their institutional capacity, trainers' capability, and learners' access to learning resources and technology in accordance with the TESDA Circular No. 062, s. of 2020 or the Guidelines in implementing Flexible Learning in TVET:
   a. Face-to-Face Learning
   b. Online Learning
   c. Blended Learning
   d. Distance Learning
   e. Combination of Distance Learning and Face-to-Face

2. To standardize program offerings, the training providers shall be required to develop Competency-Based Curriculum (CBC) based on this TR;

3. To ensure the quality of the training delivery, the training providers shall adhere to the training arrangements as stipulated in this TR, including the trainer's qualifications, trainee entry requirements, training facilities, materials, tools and equipment.

C. Program Registration

1. Registration or re-registration/migration to new or amended Training Regulations within a period of one (1) year shall commence only after the following activities were undertaken:

   a) Conduct of Capability Building Program for Regional Lead Trainers and Assessors (CBP for RLTs and RLAs).

   The conduct of CBP for RLTs and RLAs shall facilitate the building of the training and assessment infrastructure and ensure uniform/standard implementation of competency assessment based

on existing Operating Procedures and Guidelines on Competency Assessment.

b) The issuance of the approved Implementing Guidelines on the Deployment of Training Regulations and Competency Assessment Tools applying the principle "no RLT and RLA, no Deployment."

2. Subject to the relevant provisions of Section XI of TESDA Circular No. 107, Series of 2021, on the Omnibus Guidelines on UTPRAS, all registered programs related to this qualification shall be re-registered within a period of one (1) year which shall commence only after the activities indicated in letters a and b of item No. 1 were completed.

3. The registration of the program related to Domestic Work NC II shall follow the existing Operating Procedure on Program Registration or existing guidelines. The Competency-Based Curriculum (CBC) may be customized to meet country-specific requirements provided that the minimum standards of the Training Regulations in Domestic Work NC II are complied with.

4. All Regional/Provincial/District Directors are hereby instructed to process the application for Program Registration within the allowable Process Cycle Time (PCT) indicated in the Operating Procedure on Program Registration or existing guidelines.

5. The National TVET Trainers Academy (NTTA) shall initiate the training for Regional Lead Trainers.

6. The following codes shall be applied for this TR:

Qualification Title	Qualification Code	Unit Code	Unit Title
		Basic Competencies	
Domestic Work NC II	SOCDOW222	400311210	Participate in workplace communication
		400311211	Work in a team environment
		400311212	Solve/address general workplace problems
		400311213	Develop career and life decisions
		400311214	Contribute to workplace innovation
		400311215	Present relevant information
		400311216	Practice occupational safety and health policies and procedures

		400311217	Exercise efficient and effective sustainable practices in the workplace
		400311218	Practice entrepreneurial skills in the workplace
		Common Competencies	
		SOC514201	Maintain an effective relationship with client/customer
		SOC514202	Manage own performance
		Core Competencies	
		SOC913301	Clean living room, dining room, bedrooms, bathroom and kitchen
		SOC913302	Wash and iron clothes, linen and fabric
		SOC913303	Prepare hot and cold meals/food
		SOC913304	Provide food and beverage service
		Elective Competencies	
		SOC913401	Assist in the care of animals
		SOC913402	Provide animal care hygiene routines
		AGR611376	Trim and prune landscape plants
		AGR611377	Perform weeding and cultivation
		AGR611379	Water/irrigate plants
		AGR611380	Control and prevent plant pest and diseases

D. Trainer's Qualifications

1. Holder of National TVET Trainer Certificate Level I (NTTC Level I) in Domestic Work NC II;
2. Must have good communication skills;
3. Must have at least two (2) years job/industry experience; and
4. Must be qualified with competency in Facilitate E-Learning Sessions (FELS)

E. Assessment and Certification

1. Assessment and certification shall follow the existing Operating Procedure for Competency Assessment and provisions of Section 4 –

Assessment and Certification Arrangements of the TRs or new assessment arrangements to adapt to the new normal.

2. A National Certificate (NC) is issued when a candidate has demonstrated competence through project-type assessment covering all required units of competencies for Domestic Work NC II.

   - Project 1 – Clean Living Room, Dining Room, Bedrooms, Bathroom and Kitchen
   - Project 2 – Wash and Iron Clothes, Linen and Fabric
   - Project 3 – Prepare and Serve Basic Hot and Cold Meals/Food/Beverages

3. Domestic Work NC II may also be attained through the accumulation of Certificates of Competency (COCs) in the following units of competencies:

   COC 1: Clean living room, dining room, bedrooms, bathroom, and kitchen
   COC 2: Wash and iron clothes, linen, and fabric
   COC 3: Prepare hot and cold meals/food
   COC 4: Provide food and beverage service

4. The National Certificate (NC) for Domestic Work NC II may also be achieved through an assessment which primarily includes accumulation and submission of all COCs acquired. It may include assessment methodologies identified in the evidence plan, specific to accumulation of COCs, of the competency assessment tool/s.

5. Depending on specific employer/workplace requirements, the candidate may choose one or more from the following groups of Elective Competencies. Each group will lead to the issuance of **Certificates of Competency (COC)** in the following clusters of related competencies:

   COC E-1: Provide care for animals
   - Assist in the care of animals
   - Provide animal care hygiene routines

   COC E-2: Maintain plants and gardens
   - Trim and prune landscape plants
   - Perform weeding and cultivation
   - Water/irrigate plants
   - Control and prevent plant pest and diseases

Holders of unexpired National Certificate or Certificate of Competency (COC) 2 on "Maintenance of Landscape" in Landscape Installation and Maintenance (Soft Scape) NC II, shall be exempted from the requirement of COC E-2 on "Maintain plants and gardens" of this Qualification.

The elective competencies on providing care and support for newborns, infants, toddlers, children, the elderly, and people with special needs were not included because these are highly specialized areas. Moreover, there are 4 types of Caregiving qualifications designed for specific clients (newborn to toddlers, children to adolescents, elderly, and clients with special needs). Hence, a person qualified to apply for assessment and certification in these qualifications may opt to take the National Assessment.

6. Candidates who have gained competencies through informal training, and previous work or life experiences may apply for recognition in a particular qualification through competency assessment or portfolio assessment, based on existing guidelines.

   The candidate must have gained competencies through education, informal training, previous work, or life experiences with at least five (5) years of experience in domestic work within the last ten (10) years if he/she will opt to apply for recognition in this Qualification through portfolio assessment. The conduct of Portfolio Assessment is subject to TESDA Circular No. 118 series of 2019, or as amended.

7. Any of the following are qualified to apply for **assessment and certification**:

   7.1 Graduates of WTR-, NTR-registered programs or formal/non-formal/informal including enterprise-based training programs related to domestic work;

   7.2 Experienced workers (wage employed or self-employed) who gained competencies in domestic work for at least 2 years within the last five (5) years.

8. Holders of National Certificate (NC) or Certificates of Competency (COCs) in Domestic Work NC II are required to undergo assessment under the amended Training Regulations (TRs), upon expiration of their Certificates.

V. CONDUCT OF COMPETENCY ASSESSMENT

The Certification Office (CO) in collaboration with QSO shall conduct Capability Building Programs (CBP) for Prospective **Regional Lead Assessors** as stated in Section 6 of the Operating Procedure for Development of Competency Assessment Tools (Document No. TESDA-OP-QSO-02, Rev. No. 01). After the conduct of CBP, the QSO shall conduct a national deployment/orientation on the newly promulgated Training Regulations and it's Competency Assessment Tools (CATs) to all Regional/Provincial/District Offices and other stakeholders. Concurrent with this, the QSO shall disseminate or distribute the CATs package to designated focal persons of RO/DO/PO.

A. Qualification of Competency Assessors

In accordance with TESDA Circular No. 64, Series of 2020, on the "Accreditation of Assessment Centers and Competency Assessors under the Philippine TVET Competency Assessment and Certification System (PTCACS)" amending TESDA Circular No. 15, Series of 2015, and Operating Procedures TESDA –OP-CO-03 and 04, the Accredited Competency Assessor must fulfill all of the following conditions:

1. Practitioner in the trade area of Domestic Work who has worked locally and/or abroad for at least three (3) years. Practitioners refer to technical experts engaged in teaching or training workers in Domestic Work or supervisors tasked to lead and/or managed domestic workers, and can perform the four (4) core competencies of Domestic Work NC II;

2. Holder of a National Certificate (NC) where the Assessor will be accredited;

3. Holder of NTTC I and/or COC 2 — Conduct Competency Assessment under TM I.

4. For the new Applicant for Competency Assessor, he/she must have conducted an actual assessment of at least ten (10) candidates under the supervision of a Regional/ Provincial Lead Assessor, as part of the capability building of Competency Assessors.

5. For Accredited Competency Assessors for amended Training Regulations, he/she shall only be required to conduct an actual assessment of at least two (2) candidates for related qualifications under the supervision of a Regional/Provincial Lead Assessor.

6. Erring Assessors shall be subjected to the provisions of TESDA Circular No. 134, Series of 2019, or other relevant issuances.

B. Competency Assessment Tools (CATs)

1. **The CATs shall be regarded with strict confidentiality.** The documents include the Assessor's Guide, Rating Sheet with prescribed Tasks/Activities, and time allocation for the conduct of the assessment.

2. The Assessor's Guide shall be strictly followed in the conduct of the assessment. The Rating Sheet shall be used to record the evaluation of candidates.

3. The Specific Instructions for the Candidate shall be provided to each candidate at the start of the assessment and returned to the assessor right after the assessment activity.

4. The CATs must be returned to the TESDA Representative/ District/ Provincial Officer within the same day of assessment or based on guidelines in the conduct of assessment in the new normal.

C. Assessment Centers

1. Conduct of assessment shall be done in Accredited Assessment Centers (AACs), which passed the requirements based on the Operating Procedure and existing guidelines and directives.

2. The CATs specification on the size requirement for the facilities and List of Supplies, Tools, and Equipment must be used in the Accreditation of Assessment Center or as provided in current TESDA Circulars related to conducting of assessment in the new normal, e.g. on health and safety protocols.

D. Assessment Fee

A separate TESDA Circular shall be issued upon promulgation of assessment fee for this qualification.

E. Integrity Fortification

Integrity fortification of assessment and certification shall be strictly adhered to through the implementation of the following measures:

1. Conduct of Capability Building Program for Regional Lead Assessors (RLAs) by the Certification Office;

2. Conduct of Capability Building Program for Provincial Lead Assessors (PLAs) and Competency Assessors by the Regional Office (RO) through the appointed RLAs;

3. Pre-scheduled assessment by the TESDA Regional or Provincial Office (ROPO);

4. Presence of a TESDA Representative during the entire conduct of assessment; and

5. Conduct of Calibration Workshop for Accredited Competency Assessors by the TESDA Regional/Provincial Offices through the RLA/PLAs or by the CO, as necessary.

F. Registry of Certified Workers

The list of certified individuals shall be available in the online Registry of Workers Certified (RWAC) of the T2MIS.

VI. MONITORING AND FEEDBACK SYSTEM

1. The Regional and Provincial/District Offices (ROPO/DO) shall closely monitor the implementation of the registered programs under this TR; and

2. The ROPO/DO shall require the education and training providers with registered programs under this TR to report the enrolled, graduates, and employed in the T2MIS as part of the regular monitoring and feedback system.

VII. EFFECTIVITY

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

DANILO P. CRUZ
Director General