TESDA CIRCULAR

Subject: Implementing Guidelines on the Adoption of the New National Deployment Framework for the Newly Promulgated Training Regulations (TRs) with its Competency Assessment Tools (CATs) and Assessment Fees (AFs)		Page 1 of 6 pages Number 101, series of 2021
Date Issued: 22 November 2021	**Effectivity:** As Indicated	**Supersedes:**

In the interest of the service and in support of the Agency's continuous efforts to provide quality-assured TVET programs such as the effective and efficient implementation of the program registration, assessment and certification, the following guidelines for the adoption of the enhanced national deployment framework for the newly promulgated TRs and developed CATs and AFs are issued:

I. BACKGROUND AND RATIONALE

The development of Training Regulations starts with the conduct of stakeholders' consultation to identify sectoral skills requirements and prioritize competency standardization. A functional analysis will follow which will serve as the basis in developing Training Regulations and its assessment packages. The draft Training Regulations needs to undergo validation and finalization before it can be presented to the TESDA Board for consideration and promulgation. As was done in previous years, the, promulgated TRs are deployed. However, despite these lengthy activities and a great amount of time spent before TRs are deployed, there are 106 (34% of 312) promulgated TRs of TRs promulgated remain unutilized or without program registration, consequently no enrolments and assessment activities.

The lack of training and assessment infrastructure (i.e., assessors, trainers, assessment centers, training centers) especially for newly developed or revised TRs was identified as the main contributory factor on the issue of unutilized TRs. The Capability Building Program (CBP) of Regional Lead Assessors (RLA) and Regional Lead Trainers (RLT) will initiate the establishment of training and assessment infrastructures. With this, the Qualifications and Standards Office (QSO) shall adopt an enhanced National Deployment Framework wherein only the newly promulgated TRs, CATs, and AFs with RLAs and RLTs will be deployed. This will ensure that the ROPO/DOs and Training Institutions can efficiently ~~facilitate~~ utilize the training and assessment infrastructures for implementation of the newly promulgated TRs with its CATs and AFs.

The deployment aims to orient the TESDA regional/provincial/district directors, Regional Operations Division (ROD) chiefs, focal persons for UPTRAS/CAC/EBT, and other stakeholders on the implementing guidelines, development process, and contents of the newly promulgated Training Regulations. The deployment will promote a clear and common understanding of TRs, CATs, and AF, which are the major components in implementing and sustaining the quality-assured TVET system.

The development and deployment of Training Regulations (CATs) and its corresponding Competency Assessment Tools (CATs) are governed by quality-assured procedures which are ISO 9001:2015 certified. The Qualifications and Standards Office (QSO) is the Office with Primary Responsible (OPR) for these processes as provided in TESDA-OP-QSO-01 Rev. No. 01, and the formulation of Assessment Fees (AFs) according to the provisions of Administrative Order No. 31 Series of 2012.

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II. OBJECTIVES

To ensure the effective and efficient application of the Training Regulations (TRs) and Competency Assessment Tools (CATs), relative to program registration and assessment and certification by TESDA TVET partners, regional/provincial implementer, and other stakeholders.

Specifically, it aims to:

1. Provide guidance, inputs, and directions in implementing the TRs, CATs, and AFs being deployed, relevant to the functions of Regional/Provincial/District Directors, ROD Chiefs, Focal Persons for UTPRAS/CAC/EBT, TESDA Technology Institutions/Technical Vocational Institutions/Industry Associations
2. Present the content and process of developing the TRs, CATs, and AFs;
3. Present the policies on the conduct of training and assessment;
4. Clarify issues and concerns related to setting up the training and assessment infrastructures; and,
5. Present the cost items, cost derivative, and principles considered in formulating assessment fees

III. SCOPE AND COVERAGE

All Regional Directors (RDs)/Provincial Directors (PDs), Regional Operations Division (ROD) Chiefs, UTPRAS/CAC, and EBT Focals, Technical Vocational Institutes (TVIs), public and private including TESDA Technology Institutions, Assessment Centers, TVI Associations and Industry Partners.

IV. DEFINITION OF TERMS

1. **Assessment -** the process of evaluating an individual's knowledge, skills, attitudes (competencies) based on the predefined standards. *(TESDA Website Glossary of Terms)*

2. **Assessment and Certification -** a program that aims at assessing and certifying the competencies of the middle-level skilled workers through the Philippine TVET Competency Assessment and Certification System (PTCACS). *(TESDA Quality Manual)*

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3. **Certification** - refers to a formal process of recognizing that an individual is qualified in terms of particular knowledge, skills, and attitudes based on industry standards. (*TESDA Circular No. 134, s. 2019)*

4. **Competency Assessment Tools (CATs) -** refers to materials containing both the instrument and the instructions for gathering and interpreting evidence. *(TESDA Circular No. 134, s. 2019)*

5. **Deployment –** the process by which the QSO introduces the newly promulgated TRs, developed CATs, and promulgated assessment fees to the TESDA Regional/Provincial/District officials, TESDA focal persons on training/assessment, TVET partners, and other stakeholders for utilization and implementation in their respective areas. Resource persons are from OSO and concerned Executive Offices in Central Office who will provide the relevant technical assistance to the ROPODOs and Training Institutions in setting up the training and assessment infrastructures for these newly promulgated TRs with CATs and AFs. Representatives of Technical Experts Panel of the deployed TRs/CATs/AFs are present to discuss the content of TR/CATs/AFs.

6. **Interested Parties –** refers to responsible persons/offices in the implementation of various TESDA core process.

7. **Program Registration -** refers to the process by which TVET programs are registered with TESDA. It is the first stage of the Unified TVET Program Registration and Accreditation System (UTPRAS). Applying for program registration indicates the intent of the institution to offer TVET programs. The registration process attests to the capacity of the Technical Vocational Education and Training Institution (TVI) to deliver its stated curricula to learners against the minimum standards prescribed in the Training Regulations (TR); or in the case of the NTR program, as determined by an expert panel in the absence of such. Registration begins with the program registration documentation submitted to TESDA by the applicant TVI. It also includes the conduct of periodic compliance audits to ensure continuing compliance with the requirements for programs granted Certificate of TVET Program Registration (CTPR). *(Operating Procedure for Program Registration) (TESDA Circular No. 7 s. 2016)*

8. **Regional Lead Assessor (RLA) -** is an individual who has practiced the trade for a number of years endorsed by their respective Regional Director (RD) and has undergone and successfully met the requirements of the Capability Building Program for Regional Lead Assessors, and shall undertake the task of assessing would-be trainers/assessors for the newly promulgated/amended TR in the Region *(TVET Glossary 2020)*

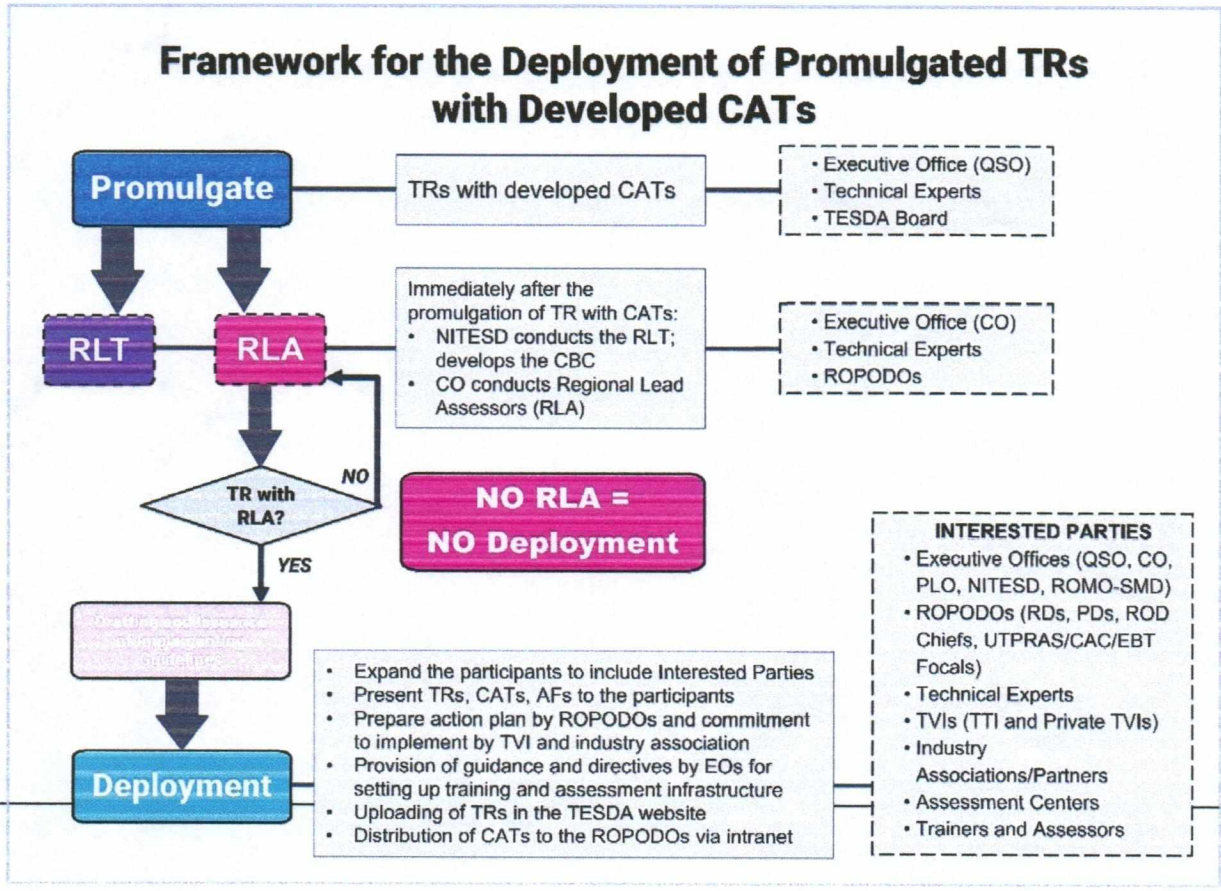
9. **Regional Lead Trainers (RLTs) -** Regional Lead Trainers (RLTs) are persons who possess the competencies of a new TR/CS and are responsible to plan, design and facilitate multiplier skills training on the TR/CS in their respective regions.

10. **Training Regulations (TR)-** refers to the package of qualifications, competency standards, training standards, assessment, and certification arrangements in a specific sector promulgated by the TESDA Board for nationwide application. They serve as the basis for developing the curricula, registration, and delivery of training programs. *(TESDA Circular No. 054 s. 2019)*

11. **Technical Vocational Institution (TVI)** refers to an institution offering TVET program(s), whether public or private. This shall include TESDA Technology Institutions, Public and Private Technical Vocational Institutes, and Higher Education Institutions (HEIs), State Universities and Colleges (SUCs), Local Colleges and Universities (LGUs), Training Centers, and enterprises offering TVET programs. *(TESDA Circular No. 7 s. 2016)*

V. GENERAL GUIDELINES

A. Process Flow of Deployment Framework



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The framework outlines the enhanced process of deploying the newly promulgated Training Regulations (TRs) with its Competency Assessment Tools (CATs) and Assessment Fees (AFs) to the intended interested parties/stakeholders. The following describes the deployment activities:

1. In collaboration with the Technical Experts Panel, the QSO facilitates the development of TRs and CATs for the promulgation of the TESDA Board;

2. Once the TESDA Board promulgates a TR, the National Institute for Technical Education and Skills Development (NITESD) shall develop the Competency-Based Curriculum, and the National TVET Trainers Academy (NTTA) shall conduct the Regional Lead Trainers (RLTs). In conjunction with the conduct of the RLT, the Certification Office shall conduct the Regional Lead Assessors (RLAs). The processes shall be done in coordination/collaboration with the technical experts and ROPODOs;

3. The Certification Office shall notify the QSO that the promulgated TR already has a corresponding RLA;

4. The QSO shall facilitate the issuance of the Implementing Guidelines (IG) of the Newly Promulgated **TRs/CATs with RLAs**;

5. The promulgated TRs with RLAs or an equivalent quality-assured mechanism adopted by the Certification Office will be deployed to the ROPODOs for implementation in their respective areas.

6. The deployment of TRs with developed CATs and AFs shall be a joint activity of the Qualifications and Standards Office (QSO, Certification Office (CO), National Institute for Technical Education and Skills Development (NITESD), Regional Operations Management Office (ROMO) – Scholarships Management Division (SMD) and Partnerships and Linkages Office (PLO). During the deployment, the various Executive Office shall provide their respective guidance, instructions, and directives to address relevant issues and concerns and ensure the proper and correct implementation of the deployed TRs, CATs and AFs.

7. The Deployment procedures shall include the following:

    a. Expand the participants to include Interested Parties
    b. Present TRs, CATs and AFs to the participants
    c. Prepare action plan by ROPODOs and commitment to implement by TVI and industry association.
    d. Provision of guidance and directives by EOs for setting up training and assessment infrastructure

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e. Uploading of TRs in the TESDA website
f. Distribution of CATs to the ROPODOs via intranet

VI. QUALITY ASSURANCE AND MONITORING

1. The **Regional/Provincial/District Offices** shall monitor quality assurance in program delivery and conduct of assessment and certification.

2. A **special "Technical Audit"** of training providers will be conducted by RO/PO/DO at least once a year in collaboration with TESDA Executive Offices (CO, NITESD, QSO) and industry experts. This special technical audit will evaluate the content and implementation of the program registration and delivery and the assessment and certification.

VII. CAPACITY BUILDING ARRANGEMENTS

1. NITESD and Certification Office shall develop programs to constantly capacitate trainers and assessors, respectively, to assure the quality-assured TVET in the implementation of program registration, program delivery, and assessment and certification.

2. The Partners and Linkages Office (PLO) shall assist the operating units (ROPODOs) in implementing the newly promulgated TRs with the industry and other stakeholders.

VIII. 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.

SEC. ISIDRO S LAPEÑA, PhD, CSEE
Director General