TESDA CIRCULAR

SUBJECT: Approved TESDA Board Resolutions No. 2018-01 to 2018-04 and 2018-06 to 2018-09		Page 1 of 2 pages Number 12 series of 2018
Date Issued: March 1, 2018	**Effectivity:** As indicated	**Supersedes:**

In line with the agency's continuing effort to improve certain policies and procedures, we are providing you with the resolutions approved by the TESDA Board during the 101st TESDA Board Meeting held on 27 February 2018:

1. **BR No. 2018-01** **"Authorizing the TESDA Director General to enter into Agreement with the Laguna Lake Development Authority (LLDA) for the Establishment of the TESDA-LLDA Training Center and the Construction of the TESDA-Laguna Provincial Office and Dormitory"**

2. **BR No. 2018-02** **"Adopting and Implementing the Increase in Honoraria of Private Sector Representatives of the Regional and Provincial Technical Education and Skills Development Committee (TESDC), TESDA Expert Panel (TEP) and Technical Advisory Panel (TAP)"**

3. **BR No. 2018-03** **"Approving the Amendments of the Training Regulations for Automotive Servicing NC I"**

4. **BR No. 2018-04** **"Approving the Amendments of the Training Regulations for Animation NC II, 2D Animation NC III, 3D Animation NC III & Visual Graphic Design NC III"**

5. **BR No. 2018-06** **"Approving and Promulgating the Training Regulations for Trainers Methodology Level I (In-Company Trainer)"**

6. **BR No. 2018-07** **"Approving the Assessment Fees for Transmission Line Installation and Maintenance NC II, NC III & NC IV"**

TESDA CIRCULAR

SUBJECT: Approved TESDA Board Resolutions No. 2018-01 to 2018-04 and 2018-06 to 2018-09		Page 2 of 2 pages Number 12 series of 2018
Date Issued: March 1, 2018	**Effectivity:** As indicated	**Supersedes:**

7. **BR No. 2018-08** **"Approving the Assessment Fees for Events Management Services NC III"**

8. **BR No. 2018-09** **"Approving the Reconstitution of the Committee on Institutional Capacity Building (ICB) of the TESDA Board"**

The foregoing resolutions supersede all other issuances inconsistent therewith.

GUILING "GENE" A. MAMONDIONG
Director General/Secretary

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Superhighway, Taguig City

101st TESDA BOARD MEETING
27 February 2018, Tuesday, 1:00 p.m.
7th Floor TESDA Board Room, Office of the Chair
Taguig City, Metro Manila

Resolution No. 2018-01
(Page 1 of 3 pages)

AUTHORIZING THE TESDA DIRECTOR GENERAL TO ENTER INTO AGREEMENT WITH THE LAGUNA LAKE DEVELOPMENT AUTHORITY (LLDA) FOR THE ESTABLISHMENT OF THE TESDA-LLDA TRAINING CENTER AND THE CONSTRUCTION OF THE TESDA-LAGUNA PROVINCIAL OFFICE AND DORMITORY

WHEREAS, Section 8 of Republic Act No. 7796, otherwise known as the "Technical Education and Skills Development Act of 1994", grants the Technical Education and Skills Development Authority (TESDA) Board the power to enter into, make, execute, perform and carry out domestic and foreign contracts subject to existing laws, rules and regulations;

WHEREAS, in the exercise of this power, the TESDA Board may pass upon or approve contracts entered into by TESDA especially those involving large procurements concerning priority projects, huge disbursement of public funds, usage, conveyance and disposal of assets, priority dealings on properties and other agreements affecting major policy issues of the agency;

WHEREAS, there is an existing appropriation in the amount of Fifty Million Pesos (Php50,000,000.00) for the Establishment of the TESDA-LLDA Training Center together with the Construction of the TESDA-Laguna Provincial Office and Dormitory in Calauan, Laguna under the Regular Agency Fund, FY 2018 General Appropriations Act hereto attached as **Annex "A"**;

WHEREAS, Republic Act No. 4850 created the Laguna Lake Development Authority, a government-owned and controlled corporation which declares as national policy to promote and accelerate the development and balance growth of the Laguna lake area and the surrounding provinces, cities and towns within the context of national and regional plans and policies for social and economic development;

WHEREAS, the TESDA was established through Republic Act No. 7796 to encourage full participation of and to mobilize the industry, labor, local government units and technical-vocational institutions in the technical education and skills development of the country's human resources;

WHEREAS, the LLDA offers TESDA to lease Two (2) Hectares of its property situated at Kilometer 70, Barangay Bangyas, Calauan, Laguna, as the site for the TESDA-LLDA Training Center, TESDA-Laguna Provincial Office and Dormitory;

WHEREAS, the property is covered by TCT Nos. 101149, 101150, and 101152, with an aggregate area of Thirty-Two (32) Hectares, more or less, all registered in the name of Laguna Lake Development Authority;

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WHEREAS, said two-hectare parcel of land is more particularly described as follows:

TECHNICAL DESCRIPTIONS
LOT 153-A-2-A, (LRC) Psd-142195
LAGUNA LAKE DEVELOPMENT AUTHORITY

A PARCEL OF LAND (Lot 153-A-2-A of the subdivision plan) being a portion of Lot 153-A-2 (LRC) Psd-142195, situated in Brgy. Dayap, Municipality of Calauan, Province of Laguna, Island of Luzon.

Bounded on the W., points 1 to 3 by property of Margarita Roxas Vda. De Soriano (Lot 154, Psu-20079); and on the N., S., E., by points 3 – 4 – 5 – 1 by Lot 153-A-2-B of the subdivision plan.

Beginning at a point marked "1" on plan, being N. 82 deg. 04'W., 3,247.27 m. from BLLM 1, Cad. 454-D, Cavinti Cadastre, thence

N. 05 deg. 51'W.,	94.25 m. to point 2;
N. 05 deg. 51'W.,	84.67 m. to point 3;
N. 83 deg. 42'W.,	109.11 m. to point 4;
S. 06 deg. 23'E.,	181.91 m. to point 5;
S. 83 deg. 42'W.,	110.78 m. to point of

Beginning, containing an area of TWENTY THOUSAND (20,000) SQUARE METERS more or less. All points referred to are indicated on plan and marked on the ground by P.S. cyl. conc. mons 15x60 cm. date of survey 05 October 2017.

WHEREAS, TESDA accepts the offer of lease of land from LLDA and in relation thereto, it shall construct new infrastructure for the establishment of TESDA-LLDA Training Center, TESDA-Laguna Provincial Office and Dormitory, under the concept of lease;

WHEREAS, during the 100th Finance Committee Consultation Meeting held on 23 January 2018, the Committee recommended to the TESDA Board for the approval of the authority of the TESDA Director General to enter into a Contract of

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AUTHORIZING THE TESDA DIRECTOR GENERAL TO ENTER INTO AGREEMENT WITH THE LAGUNA LAKE DEVELOPMENT AUTHORITY (LLDA) FOR THE ESTABLISHMENT OF THE TESDA-LLDA TRAINING CENTER AND THE CONSTRUCTION OF THE TESDA-LAGUNA PROVINCIAL OFFICE AND DORMITORY

Lease with LLDA for a period of Twenty-Five (25) years as contained in the Contract of Lease attached hereto as **Annex "B"** which shall form part and integrated into this Resolution;

WHEREAS, during the 104th Executive Committee held on 15 February 2018, said Committee endorsed the approval of this Resolution to the TESDA Board, after its questions have been proficiently answered by the proponents;

NOW THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 27 February 2018 at 1:00 p.m. authorizes the TESDA Director General to enter into agreement with the LLDA for a period of Twenty-Five (25) years, for and in behalf of the TESDA Board.

FURTHER RESOLVE, to authorize the Director General to perform all necessary powers and functions to carry out the purpose of this Resolution.

BE IT RESOLVED FINALLY, that copy of this Resolution shall be disseminated to all concerned.

Approved this 27th day of February, 2018.

ATTY. MAMARICO L. SANSARONA, JR.
Board Secretary VI

Attested by:

USEC. DOMINADOR R. SAY
Presiding Chairperson, TESDA Board
Undersecretary, Department of Labor and Employment

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Resolution No. 2018-02

(Page 1 of 3 pages)

ADOPTING AND IMPLEMENTING THE INCREASE IN HONORARIA OF PRIVATE SECTOR REPRESENTATIVES OF THE REGIONAL AND PROVINCIAL TECHNICAL EDUCATION AND SKILLS DEVELOPMENT COMMITTEE (TESDC), TESDA EXPERT PANEL (TEP) AND TECHNICAL ADVISORY PANEL (TAP)

WHEREAS, Section 19 of Republic Act No. 7796, otherwise known as the TESDA Act of 1994, provides the establishment of Technical Education and Skills Development Committees at the regional and local levels to coordinate and monitor the delivery of all skills development activities by the public and private sectors;

WHEREAS, TESDA Board Resolution No. 97-03 in pursuance to the goal of attaining a unified direction and sustained leadership in technical education and skills development that is market driven, user-led and technology-based, recommended the creation of the TESDA Advisory Panels (TAP) and TESDA Expert Panels (TEP);

WHEREAS, the TAP and the TEP are vital partners of TESDA in advancing technical education and skills development in the country;

WHEREAS, TESDA Board Resolution No. 2000-01, *"Adopting and Implementing the Increase in Honoraria for the TESDA Board, TESDCs and TAPs/TEPs Members"* is the policy followed by the agency for the honoraria of the TESDCs and TAPs/TEPs Member, which remained unchanged for the past seventeen (17) years;

WHEREAS, National Budget Circular No. 2007-510 entitled *"Guidelines on the Grant of Honoraria to the Governing Boards of Collegial Bodies"*, issued 8 May 2007, prescribes the guidelines in the grant of honoraria to the governing boards of commissions, boards, councils and other similar entities who are compensated in the form of honoraria as provided by laws.

WHEREAS, the change in the economy due to inflation, which affects the cost of living of an individual in the country shall be considered in the grant of honoraria of consultants and experts from the private sector;

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Resolution No. 2018-02

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ADOPTING AND IMPLEMENTING THE INCREASE IN HONORARIA OF PRIVATE SECTOR REPRESENTATIVES OF THE REGIONAL AND PROVINCIAL TECHNICAL EDUCATION AND SKILLS DEVELOPMENT COMMITTEE (TESDC), TESDA EXPERT PANEL (TEP) AND TECHNICAL ADVISORY PANEL (TAP)

WHEREAS, the increase in honoraria takes into consideration the recognition of their significant role in ensuring relevant and quality-assured technical education and skills development;

WHEREAS, upon consultation with the TESDA regional offices, they concurred with the intention to increase the honoraria of the R/PTESDC, with considerations to the capacity of regional offices to pay the increase;

NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the TESDA Board approves the increase in the grant of honoraria of the private sector representatives of the R/PTESDC, TEP and TAP effective upon adoption of this Resolution subject to existing accounting and auditing rules and regulations as follows:

	FROM	TO
Regional TESDC Member (RTESDC)	Php 1,000.00	Php 2,000.00
Provincial TESDC Member (PTESDC)	Php 800.00	Php 1,600.00
TESDA Expert Panel	Php 1,000.00	Php 2,000.00
TESDA Advisory Panel	Php 1,000.00	Php 2,000.00

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Resolution No. 2018-02

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ADOPTING AND IMPLEMENTING THE INCREASE IN HONORARIA OF PRIVATE SECTOR REPRESENTATIVES OF THE REGIONAL AND PROVINCIAL TECHNICAL EDUCATION AND SKILLS DEVELOPMENT COMMITTEE (TESDC), TESDA EXPERT PANEL (TEP) AND TECHNICAL ADVISORY PANEL (TAP)

BE IT RESOLVED FINALLY, that copies of this Resolution be disseminated to all concerned offices for their information and guidance.

Adopted this 27th day of February 2018.

ATTY. MAMARICO L. SANSARONA, JR.
Board Secretary VI

Attested by:

USEC. DOMINADOR R. SAY
Presiding Chairperson, TESDA Board
Undersecretary, Department of Labor and Employment

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Resolution No. 2018-03
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APPROVING THE AMENDMENTS OF THE TRAINING REGULATIONS FOR AUTOMOTIVE SERVICING NC I

WHEREAS, TESDA Board Resolution Nos. 2006-09 and 2008 - 28 was issued approving and promulgating of the Training Regulations for Automotive Servicing NC I, last 20 April 2006 during the 49th TESDA Board Meeting;

WHEREAS, TESDA Board Resolution No. 2013-11 was issued approving and promulgating the amended Training Regulations for Automotive Servicing NC I last 17 December 2013 during the 87th TESDA Board Meeting;

WHEREAS, it is the policy of TESDA to review after three (3) years any Training Regulations (TRs) promulgated by the TESDA Board;

WHEREAS, the Chamber of Automotive Manufacturers of the Philippines, Inc. (CAMPI), has signed a Memorandum of Agreement (MOA) with TESDA in its desire to review and upgrade the existing TRs and Competency Assessment Tools in relation to the Automotive Servicing qualifications. As such, CAMPI needs successive training and certification programs to have a pool of trained, competent, certified and ready manpower from which the corporation may recruit to replace outgoing automotive servicing personnel;

WHEREAS, the CAMPI Expert Panels, with the assistance of the Qualifications and Standards Office (QSO) of TESDA, have recommended the amendment of the existing Training Regulations for Automotive Servicing qualifications following current industry labor demand and practices;

WHEREAS, during the 98th Standards-Setting and Systems Development (SSSD) - Consultation Meeting held on 24 January 2018, the Committee favorably endorsed the amendments of the above-mentioned Training Regulation for Automotive Servicing NC I qualification as follows:

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Existing Promulgated Training Regulations (Board Resolution No. 2013-11)	**Amendments**
Qualification Title	
Automotive Servicing NC I	Automotive Servicing NC I
Job Title	
• Automotive Mechanic Assistant • Automotive Junior Mechanic	• Pre-delivery inspector / Check lister • Periodic maintenance personnel/staff • Periodic maintenance associate • Junior technician • Maintenance technician • Auto – service personnel
Section 1 - Definition of the Qualification	
The AUTOMOTIVE SERVICING NC I Qualification consist of competencies that a person must achieve to perform basic engine servicing, removal and installation of vehicle components for both diesel and gasoline-engine powered vehicles	The AUTOMOTIVE SERVICING NC I Qualification consist of competencies that a person must achieve to perform pre-delivery inspection and periodic maintenance of automotive parts and components.
Section 1- Units of Competency	
Basic Competencies 1. Received and respond to workplace communication 2. Work with others 3. Demonstrate work values 4. Practice basic housekeeping procedures	Basic Competencies 1. Received and respond to workplace communication 2. Work with others 3. Demonstrate work values 4. Practice basic housekeeping procedures
5. Common Competencies 6. Apply appropriate sealant/adhesive 7. Move and position vehicle 8. Perform mensuration and calculation 9. Read, interpret and apply specifications and manuals 10. Use and apply lubricants/coolants 11. Perform shop maintenance 12. Perform job estimates	Common Competencies 1. Validate vehicle specification 2. Move and position vehicle 3. Utilize automotive tools 4. Perform mensuration and calculation 5. Utilize workshop facilities and equipment 6. Prepare servicing parts and

13. Interpret/ draw technical drawing 14. Practice health, safety and environment procedures 15. Inspect technical quality of work 16. Maintain quality systems 17. Provide work skill instructions 18. Identify and select original automotive parts and products	consumables 7. Prepare vehicle for servicing and releasing
Core Competencies 1. Perform diesel engine tune up 2. Perform gas engine tune up 3. Remove and replace electrical/electronic units/ assemblies 4. Remove and tag engine system components 5. Remove and tag automotive steering, suspension and brake system components 6. Remove and tag transmission system components	Core Competencies 1. Perform pre-delivery inspection 2. Perform periodic maintenance of automotive engine 3. Perform periodic maintenance of drive train 4. Perform periodic maintenance of brake system 5. Perform periodic maintenance of suspension system 6. Perform periodic maintenance of steering system

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APPROVING THE AMENDMENTS OF THE TRAINING REGULATIONS FOR AUTOMOTIVE SERVICING NC I

Existing Promulgated Training Regulations (Board Resolution No. 2013-11)	**Amendments**
Section 2 - Competency Standards Updates/Changes were made consistent with the proposed amendments on Basic, Common and Core Competencies.	
Section 3 - Training Arrangements These standards are set to provide technical and vocational education and training (TVET) providers with information and other important requirements to consider when designing training programs for Automotive Servicing NC I	
3.1 Curriculum Design	
Nominal Training Duration	
28 hrs – Basic Competencies 40 hrs – Common Competencies 88 hrs – Core Competencies **156 hrs - Total**	28 hrs – Basic Competencies 162 hrs – Common Competencies 279 hrs – Core Competencies **469 hrs - Total**
3.2 Training Delivery	
The delivery of training should adhere to the design of the curriculum. Delivery should be guided by the 10 basic principles of the competency-based TVET. • The training is based on curriculum developed from the competency standards; • Learning is modular in its structure; • Training delivery is individualized and self-paced; • Training is based on work that must be performed; • Training materials are directly related to the competency standards and the curriculum modules;	1. The delivery of training shall adhere to the design of the curriculum. Delivery shall be guided by the principles of competency-based TVET. • Course design is based on competency standards set by the industry or recognized industry sector; (Learning system is driven by competencies written to industry standards) • Training delivery is learner-centered and should accommodate individualized and self-paced learning strategies; • Training can be done on an actual workplace setting, simulation of a workplace and/or through adoption of modern technology.

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APPROVING THE AMENDMENTS OF THE TRAINING REGULATIONS FOR AUTOMOTIVE SERVICING NC I

Existing Promulgated Training Regulations (Board Resolution No. 2008-35)	**Amendments**
• Assessment is based in the collection of evidence of the performance of work to the industry required standard; • Training is based both on and off-the-job components; • Allows for recognition of prior learning (RPL) or current competencies; • Training allows for multiple entry and exit; and • Approved training programs are nationally accredited. The competency-based TVET system recognizes various types of delivery modes, both on and off-the-job as long as the learning is driven by the competency standards specified by the industry. The following training modalities may be adopted when designing training programs: • The dualized mode of training delivery is preferred and recommended. Thus programs would contain both in-school and in-industry training or fieldwork components. Details can be referred to the Dual Training System (DTS) Implementing Rules and Regulations. • Modular/self-paced learning is a competency-based training modality wherein the trainee is allowed to progress at his own pace. The trainer only facilitates the training delivery. • Peer teaching/mentoring is a training modality wherein fast learners are given the opportunity to assist the slow learners. • Supervised industry training or on-the-job training is an approach in training designed to enhance the knowledge and skills of the trainee through actual experience in the	• Assessment is based in the collection of evidence of the performance of work to the industry required standards; • Assessment of competency takes the trainee's knowledge and attitude into account but requires evidence of actual performance of the competency as the primary source of evidence. • Training program allows for recognition of prior learning (RPL) or current competencies; and • Training completion is based on satisfactory performance of all specified competencies. 2. The competency-based TVET system recognizes various types of delivery modes, both on-and off-the-job as long as the learning is driven by the competency standards specified by the industry. The following training modalities and their variations/ components may be adopted singly or in combination with other modalities when designing and delivering training programs: 2.1. Institution- Based: • Dual Training System (DTS)/Dualized Training Program (DTP) which contain both in-school and in-industry training or fieldwork components. Details can be referred to the Implementing Rules and Regulations of the DTS Law and the TESDA Guidelines on the DTP; • The traditional classroom-based or in-center instruction may be enhanced through use of learner-centered methods

APPROVING THE AMENDMENTS OF THE TRAINING REGULATIONS FOR AUTOMOTIVE SERVICING NC I

Existing Promulgated Training Regulations (Board Resolution No. 2008-35)	**Amendments**
workplace to acquire a specific competency prescribed in the training regulations. • Distance learning is a formal education process in which majority of the instruction occurs when the students and instructors are not in the same place. Distance learning may employ correspondence study, or audio, video or computer technologies.	as well as laboratory or field-work components. 2.2. Enterprise-Based: Enterprise-based Training- where training is implemented within the company in accordance with the requirements of the specific company. Specific guidelines on this mode shall be issued by the TESDA Secretariat. 2.3 Community-Based –refers to a short program conducted or coordinated by NGOs, LGUs, training centers and other TVET providers which are intended to address the specific needs of a community. Such programs are usually conducted in informal settings such as barangay hall, basketball courts and other available venues in a community
3.3 Trainee Entry Requirements	
Trainees or students should possess the following requirements: • can communicate both oral and written; and • can perform basic mathematical computation. This list does not include specific institutional requirements such as educational attainment, appropriate work experience, and others that may be required of the trainees by the school or training center delivering the TVET program.	Trainees or students should possess the following requirements: • can communicate both oral and written; and • can perform basic mathematical computation. This list does not include specific institutional requirements such as educational attainment, appropriate work experience, and others that may be required of the trainees by the school or training center delivering the TVET program.

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Existing Promulgated Training Regulations (Board Resolution No. 2013 -11)	**Amendments**
1.4 List of Tools, Equipment and Materials Recommended list of tools, equipment and materials for the training of 20 trainees for Automotive Servicing – NC I:	**1.4 List of Tools, Equipment and Materials** Recommended list of tools, equipment and materials for the training of 25 trainees for Automotive Servicing – NC I:

TOOLS

QTY.	DECRIPTION
2 sets	Box wrench of 28 pcs, 4mm-32mm
2 sets	Open end wrench of 28 pcs, 4mm-32mm
2 sets	Socket wrench
2 pcs	Pliers
6 pcs	Screw driver, one of each kind
4 sets	Wire strippers
4 pcs	Mechanic's hammer
25 pcs.	Apron
2 pcs	Impact wrench
4 units	Soldering gun/iron
2 sets	Carburetor tool set, 8 pcs
2 units	Oil pressure tester
I unit	Injection nozzle tester
4 sets	Torque wrench
4 sets	Feeler gauge
4 units	Cell tester
4 sets	Hydrometer
2 units	Dial gauge
2 sets	Bore gauge
4 sets	Caliper, 25mm to 100mm

TOOLS

QTY.	DESCRIPTION
1 pc	Tire pressure gauge
1 set	Fender cover
1 pc	Seat cover
1 pc	Shift knob cover
1 pc	Floor mat cover
2 pcs	Pliers
2 sets	Screwdriver
3	Belt tension gauge
3	Spark plug wrench
3	Oil filter wrench
3	Spark plug gauge
3	Spark plug cleaner
5 sets	Standard set of hand tools
3 pcs	Caddy
1 pc	Oil bucket
1 pc	Drain bucket
2 sets	Box wrench
2 sets	Open end wrench
2 sets	Socket wrench
4 Sets	Tire Wrench
2 sets	Torque wrench
	Torque wrench 10-50 N-m (100-500 kgf-cm, 1-5 kgf-cm, 7-36 ft-lb.) range
	Torque wrench 50-200 N-m (500-2000 kgf-cm, 5-20 kgf-m, 36-147 ft-lb.) range
	Torque wrench 10-50 N-m (100-500 kgf-cm, 1-5 kgf-cm, 7-36 ft-lb.) range

APPROVING THE AMENDMENTS OF THE TRAINING REGULATIONS FOR AUTOMOTIVE SERVICING NC I

			Torque wrench 50-200 N-m (500-2000 kgf-cm, 5-20 kgf-m, 36-147 ft-lb.) range	

Existing Promulgated Training Regulations (Board Resolution No. 2013-11)		Amendments	
EQUIPMENT		**EQUIPMENT**	
QTY.	**ITEM**	**QTY.**	**QTY.**
2 units	Motor Vehicle	1 unit	Vehicle lifter (Can be of the following: Scissor or two post type lifter)
2 units	Engine	1 unit	Air Compressor
2 units	Hydraulic jack/lift	1unit	Training Vehicle, M1 or M2 Type Vehicle
2 units	Ignition timing light for diesel engine	2	Engine simulator
2 units	Ignition timing light for gasoline engine	2 pcs	Air hose reel
4 units	Tachometer	1	Engine oil drain bucket
4 units	Differential and front axle	1 unit	Gear oil pump
4 units	Multimeter	2 set	Jack (Can be of the following: Crocodile jack, telescopic, mechanical jack) 2 ton capacity
4 units	Diesel fuel injector assembly	2 pcs	Wedge (stopper)
		2 pcs	Trouble light
		1 set	Service creeper
		1 unit	Computer
		1 unit	Projector

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Existing Promulgated Training Regulations
(Board Resolution No. 2013-11)

MATERIALS

QTY.	ITEM
20 ltrs.	Engine oil
10 kg	Grease
10 tube	Sealant /adhesive
20 ltrs.	Hydraulic oils/gear oil
20 ltrs.	Automatic transmission fluid
10 pcs.	Wheel wedges
10 pcs.	Test lamp
2 sets	Overhauling gasket (per engine model)
25 pcs.	Goggles
25 pcs.	Gloves

Amendments

MATERIALS

QTY.	ITEM
15 ltr	Engine oil
5 liters	Automatic Transmission oil
10 L	AT Fluid
2 L	Manual transmission fluid (MTF)
2 L	CVT Fluid
5 liters	Brake fluid
5 liters	Coolant
2	Oil pan
3	Oil filter
3	Fuel filter
2 boxes	Torque marker
12	Spark plug
3	Drive belt
1 L	Molycoat grease
2 cans	Brake Cleaner
15 pcs	Service Data Sheet
5 pcs	Repair Manual
	PPES
15 pcs	Bump cap
5 pcs.	Safety Cap
20 pcs	Rags
25 pairs	Gloves
25 pairs	Cotton arm sleeves
25 pcs	Apron
25 pairs	Safety shoes
25 pcs.	Safety goggles

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Superhighway, Taguig City

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27 February 2018, Tuesday, 1:00p.m.
7/F TESDA Board Room, Office of the Chair
TESDA Complex, South Superhighway, Taguig City

Resolution No. 2018-03
(Page **10** of **14** pages)

APPROVING THE AMENDMENTS OF THE TRAINING REGULATIONS FOR AUTOMOTIVE SERVICING NC I

<table>
<tr><th>Existing Promulgated Training Regulations
(Board Resolution No. 2013-11)</th><th>Amendments</th></tr>
<tr><td colspan="2">3.5 Training Facilities</td></tr>
<tr><td>Recommended space requirements for the various teaching/learning areas are as follows:
<table>
<tr><th>SPACE REQUIREMENT</th><th>SIZE IN METERS</th><th>AREA IN SQ. METERS</th><th>TOTAL AREA IN SQ. METERS</th></tr>
<tr><td>Workshop/ Laboratory area</td><td></td><td>6 per student</td><td>150</td></tr>
<tr><td>Lecture Room</td><td></td><td>28.00</td><td>28.00</td></tr>
<tr><td>Learning Resource Center</td><td></td><td>20.00</td><td>20.00</td></tr>
<tr><td>Wash/Comfort room</td><td></td><td>10</td><td>10</td></tr>
<tr><td>Storage/Tool room</td><td></td><td>20</td><td>20</td></tr>
<tr><td>Circulation Area</td><td></td><td></td><td>60</td></tr>
<tr><td>Total Area</td><td></td><td></td><td>288</td></tr>
</table></td>
<td>The automotive workshop must be made of reinforced concrete or steel structure. The size must be suited on the requirements of the competencies. The class size of 25 students/trainees is reserved for the lecture room and the practical demonstration area for carrying out servicing of minor automotive parts. Most of the learning activities such as on-vehicle servicing is performed in the workshop.
<table>
<tr><th>SPACE REQUIREMENT</th><th>SIZE IN METERS</th><th>AREA IN SQ. METERS</th><th>TOTAL AREA IN SQ. METERS</th></tr>
<tr><td>Workshop/ Laboratory area</td><td></td><td>6 per student</td><td>150.00</td></tr>
<tr><td>Lecture Room</td><td></td><td>30.00</td><td>30.00</td></tr>
<tr><td>Learning Resource Center</td><td></td><td>20.00</td><td>20.00</td></tr>
<tr><td>Wash/Comfort room</td><td></td><td>10</td><td>10.00</td></tr>
<tr><td>Storage/Tool room</td><td></td><td>20</td><td>20.00</td></tr>
<tr><td>Circulation Area</td><td></td><td></td><td>60.00</td></tr>
<tr><td>Total Area</td><td></td><td></td><td>290.00</td></tr>
</table></td></tr>
</table>

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APPROVING THE AMENDMENTS OF THE TRAINING REGULATIONS FOR AUTOMOTIVE SERVICING NC I

Existing Promulgated Training Regulations (Board Resolution No. 2013-11)	**Amendments**
3.6 Trainer's Qualification	
Automotive Servicing NC I • Holder of National TVET Trainers Certificate (NTTC) Level 1 in Automotive Servicing NC I • Must be computer literate • *Must have at least 2 years job/industry experience	**Automotive Servicing NC I** • Holder of National TVET Trainers Certificate (NTTC) Level 1 in Automotive Servicing NC II; and • Must have at least 1year industry experience in automotive servicing for the last 3 years
3.7 Institutional Assessment	
Institutional assessment is undertaken by trainees to determine their achievement of units of competency. A certificate of achievement is issued for each unit of competency.	Institutional assessment is undertaken by trainees to determine their achievement of units of competency. A certificate of achievement is issued for each unit of competency.

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APPROVING THE AMENDMENTS OF THE TRAINING REGULATIONS FOR AUTOMOTIVE SERVICING NC I

Existing Promulgated Training Regulations (Board Resolution No. 2013-11)	**Amendments**
Section 4. National Assessment and Certification Arrangements	
4.1 To attain the National Qualification of Automotive Servicing NC I, the candidate must demonstrate competence through project-type assessment covering all the units listed in Section 1. Successful candidates shall be awarded a National Certificate signed by the TESDA Director General.	4.1.1 The Full National Qualification of AUTOMOTIVE SERVICING NC I shall be obtained when a candidate demonstrate competence through project-type assessment covering all units of competency listed in Section 1. Successful candidates shall be awarded a National Certificate signed by the TESDA Director General.
4.2 Individual aspiring to be awarded the qualification of Automotive Servicing NC I must acquire Certificates of Competency in all the following core units of the Qualification. Candidates may apply for assessment in any accredited assessment center.	4.1.2 Assessment shall cover all competencies, with basic and common integrated or assessed concurrently with the core units of competency.
4.2.1 Perform Diesel Engine Tune Up 4.2.2 Perform Gas Engine Tune Up 4.2.3 Perform Removal and Reinstallation of Diesel Engine components 4.2.4 Perform Removal and Reinstallation of Gas Engine components	4.1.3 Any of the following are qualified to apply for assessment and certification: 4.1.3.1 Graduating students/trainees of WTR-registered programs, graduates of NTR programs or graduates of formal/non-formal/informal including enterprise-based trainings related to automotive servicing. 4.1.3.2 Experienced workers in automotive servicing.
Successful candidates shall be awarded Certificates of Competency (COC). 4.3 Accumulation and submission of all COCs acquired for the relevant units of competency comprising a qualification, an individual shall be issued the corresponding National Certificate. 4.4 Assessment shall focus on the core units	4.1.4 Current holders of National Certificates (NCs) in Automotive Servicing NC I shall have their certificates renewed and converted to the amended TR provided they have accumulated at least 1 year of work experience in auto servicing for the last five years.

of competency. The basic and common units shall be integrated or assessed concurrently with the core units. 4.5 The following are qualified to apply for assessment and certification: 4.5.1 Graduates of formal, non-formal and informal including enterprise-based training programs. 4.5.2 Experienced workers (wage employed or self-employed) 4.6 The guidelines on assessment and certification are discussed in detail in the "Procedures Manual on Assessment and Certification" and " Guidelines on the Implementation of the Philippine TVET Qualification and Certification System (PTOQCS)". o	4.1.5 Current holders of Certificates of Competency (COCs), shall have to undergo assessment in the amended Training Regulations upon expiration of their Certificates.

WHEREAS, during the 98th Standards-Setting and Systems Development (SSSD) - Consultation Meeting held on 24 January 2018, the Committee agreed to recommend for approval and promulgation of the amendment of the Training Regulation for Automotive Servicing NC I;

WHEREAS, during the 101st TESDA FULL BOARD Meeting on 27 February 2018 at 1:00 p.m., the TESDA Board considered the amendments and approved the promulgation of the amended Training Regulation for Automotive Servicing NC I;

WHEREAS, the aforesaid Training Regulation is hereto annexed and made an integral part of this resolution;

NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 27 February 2018 at 1:00 pm, approves the aforementioned amendments to the Training Regulation for Automotive Servicing NC I;

Republic of the Philippines
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Resolution No. 2018-03
(Page 14 of 14 pages)

APPROVING THE AMENDMENTS OF THE TRAINING REGULATIONS FOR AUTOMOTIVE SERVICING NC I

BE IT RESOLVED FINALLY that copy of this Resolution and accompanying Training Regulation be published and disseminated to all concerned, and the same shall be effective fifteen (15) days upon publication.

All programs registered under the current Automotive Servicing NC I Training Regulations must comply with requirements of the aforementioned training regulations as amended. The one-year period of re-registration under this amended Training Regulations shall commence on the date of effectivity of the Implementing Guidelines/TESDA Circular for the deployment of the Training Regulations to be issued by the TESDA Secretariat.

Graduates of TVET courses covered by the aforementioned training regulations shall be required to undergo mandatory assessment under the national assessment and certification program.

Adopted this 27th day of February 2018.

ATTY. MAMARICO L. SANSARONA, JR.
Board Secretary VI

Attested by:

USEC. DOMINADOR R. SAY
Presiding Chairperson, TESDA Board
Undersecretary, Department of Labor and Employment

Republic of the Philippines
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101st TESDA BOARD MEETING
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APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

WHEREAS, TESDA Board Resolution No. 2005-09 was issued approving the prioritization of thirty-five (35) qualification titles for training regulations (TR) development for year 2005 which include the IT (Animation/Multimedia) qualifications last 19 May 2005 during the 46th TESDA Board Meeting;

WHEREAS, TESDA Board Resolution No. 2005-19 "Approving and Promulgating the Training Regulations for PC Operations NC II, ***Animation NC III***, Programming NC IV was promulgated by the TESDA Board during the 48th TESDA Board Meeting held last 10 November 2005;

WHEREAS, during the 23rd Standard Setting and Systems Development TESDA Board–TESDA Secretariat Consultation Meeting held last 26 June 2007, the amendments to the Training Regulation for Animation NC III were presented by the Animation Council of the Philippines, Inc. (ACPI) and deliberated on;

WHEREAS, during the 24th Standard Setting and Systems Development TESDA Board-TESDA Secretariat Consultation Meeting held last July 16, 2007, further deliberation lead to an agreement to recommend the promulgation of Animation NC II, 2D Animation NC III, and 3D Animation NC III separately and supersede the Training Regulation for Animation NC III promulgated through Board Resolution 2005-19.

WHEREAS, Board Resolution No. 2007-22 "Approving and Promulgating the Training Regulations for Animation NC II, 2D Animation NC III, 3D Animation NC III" was promulgated by the TESDA Board during the 56th TESDA Board Meeting held last 27 July 2007;

WHEREAS, in the 55th TESDA Board Meeting which was held last 20 April 2007, the TESDA Board considered and approved Board Resolution No. 2007-11 on the prioritization of fifty-three (53) titles for training regulations development for year 2007 where Desktop Graphic Arts was included;

WHEREAS, the concerned industry association (ACPI) has endorsed for promulgation the Training Regulation for Visual Graphic Design NC III;

APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

WHEREAS, in the 27th Standard Setting and Systems Development – TESDA Board-TESDA Secretariat Consultation Meeting held last 10 December 2007, the

aforementioned training regulation was deliberated upon and favorably recommended to the EXCOM-TESDA Board for consideration;

WHEREAS, Board Resolution No. 2007-58 "Approving and Promulgating the Training Regulations for Visual Graphics Design NC III" was promulgated by the TESDA Board during the 59th TESDA Board Meeting held last 19 December 2007;

WHEREAS, it is the policy of TESDA to review after three (3) years any Training Regulations (TRs) promulgated by the TESDA Board;

WHEREAS, the Animation Council of the Philippines, Inc. (ACPI) has signed a Memorandum of Agreement (MOA) with TESDA in its desire to review and upgrade the existing TRs and Competency Assessment Tools in relation to the animation and visual graphics qualifications. As such, ACPI needs successive training and certification programs to have a pool of trained, competent, certified and ready manpower from which the industry may hire to supplement the growing demand for animators and related artist;

WHEREAS, the ACPI Expert Panels, with the assistance of the Qualifications and Standards Office (QSO) of TESDA, have recommended the amendment of the existing Training Regulations for Animation NC II, 2D Animation NC III, 3D Animation NC III, and Visual Graphics Design NC III qualifications following current industry labor demand and practices;

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APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

WHEREAS, during the 99th Standards-Setting and Systems Development (SSSD) Committee - TESDA Board-TESDA Secretariat Consultation Meeting held on 12 February 2018, the Committee favorably endorsed the amendments of the above-mentioned Training Regulations for Animation NC II, 2D Animation NC III, 3D Animation NC III, and Visual Graphics Design NC III qualifications as follows:

Existing Promulgated Training Regulations (Board Resolution No. 2007-22)	**Amendments**
Qualification Title	
Animation NC II	**Animation NC II**
Job Title	
• Clean-Up Artist • In-between Artist/In-betweener • Clean-Up Art Checker • In-between Checker	• Clean-Up Artist • In-between Artist/In-betweener • Clean-Up Art Checker • In-between Checker • Digital Clean up Artist • Digital In-between artist
Section 1 - Definition of the Qualification	
The **ANIMATION NC II** Qualification consists of competencies that a person must achieve to produce cleaned-up and in-betweened drawings in both production and post-production stages.	The **ANIMATION NC II** Qualification consists of competencies that a person must achieve to produce traditional and digital cleaned-up and in-between drawings for animation in both production and post-production stages.
Section 1- Units of Competency	
Basic Competencies (Prescribed competencies for NC II)	Basic Competencies Same as prescribed competencies for NC II with additional 21st century skills basic units, as follows: • Contribute to workplace innovation • Solve/Address general workplace problems • Exercise sustainable development in the workplace
Common Competencies (Prescribed competencies for NC II)	Common Competencies Same prescribed competencies for NC II

APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

Existing Promulgated Training Regulations (Board Resolution No. 2007-22)	**Amendments**
Core Competencies 1. Produce cleaned-up & in-betweened drawings	Core Competencies 1. Apply traditional drawing techniques for animation 2. Produce traditional cleaned-up key drawings 3. Produce traditional in-between drawings 4. Produce digital cleaned-up key drawings 5. Produce digital in-between drawings
Section 2 - Competency Standards Updates/Changes were made consistent with the proposed amendments on Basic, Common and Core Competencies.	
Section 3 - Training Standards	
3.1 Curriculum Design	
Nominal Training Duration	
18 hours – Basic Competencies 18 hours – Common Competencies 480 hours – Core Competencies **516 hours - Total**	52 hours – Basic Competencies 28 hours – Common Competencies 536 hours – Core Competencies **616 hours - Total**
3.2 Training Delivery	
The delivery of training should adhere to the design of the curriculum. Delivery should be guided by the 10 basic principles of the competency-based TVET. • The training is based on curriculum developed from the competency standards; • Learning is modular in its structure;	1. The delivery of training shall adhere to the design of the curriculum. Delivery shall be guided by the principles of competency-based TVET. • Course design is based on competency standards set by the industry or recognized industry sector; (Learning system is driven by competencies written to industry standards)

APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

Existing Promulgated Training Regulations (Board Resolution No. 2007-22)	**Amendments**
• Training delivery is individualized and self-paced; • Training is based on work that must be performed; • Training materials are directly related to the competency standards and the curriculum modules; • Assessment is based in the collection of evidence of the performance of work to the industry required standard; • Training is based both on and off-the-job components; • Allows for recognition of prior learning (RPL) or current competencies; • Training allows for multiple entry and exit; and • Approved training programs are nationally accredited. The competency-based TVET system recognizes various types of delivery modes, both on and off-the-job as long as the learning is driven by the competency standards specified by the industry. The following training modalities may be adopted when designing training programs: • The dualized mode of training delivery is preferred and recommended. Thus programs would contain both in-school and in-industry training or fieldwork components. Details can be referred to the Dual Training System (DTS) Implementing Rules and Regulations. • Modular/self-paced learning is a competency-based training modality wherein the trainee is allowed to progress at his own pace. The trainer only facilitates the training delivery. • Peer teaching/mentoring is a training modality	• Training delivery is learner-centered and should accommodate individualized and self-paced learning strategies; • Training can be done on an actual workplace setting, simulation of a workplace and/or through adoption of modern technology. • Assessment is based in the collection of evidence of the performance of work to the industry required standards; • Assessment of competency takes the trainee's knowledge and attitude into account but requires evidence of actual performance of the competency as the primary source of evidence. • Training program allows for recognition of prior learning (RPL) or current competencies; and • Training completion is based on satisfactory performance of all specified competencies. The competency-based TVET system recognizes various types of delivery modes, both on-and off-the-job as long as the learning is driven by the competency standards specified by the industry. The following training modalities and their variations/ components may be adopted singly or in combination with other modalities when designing and delivering training programs: **2.1. Institution- Based:** • Dual Training System (DTS)/Dualized Training Program (DTP) which contain both in-school and in-industry training or fieldwork components. Details can be

APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

Existing Promulgated Training Regulations (Board Resolution No. 2007-22)	**Amendments**
wherein fast learners are given the opportunity to assist the slow learners. • Supervised industry training or on-the-job training is an approach in training designed to enhance the knowledge and skills of the trainee through actual experience in the workplace to acquire a specific competencies prescribed in the training regulations. • Distance learning is a formal education process in which majority of the instruction occurs when the students and instructors are not in the same place. Distance learning may employ correspondence study, or audio, video or computer technologies.	referred to the Implementing Rules and Regulations of the DTS Law and the TESDA Guidelines on the DTP; • Distance learning is a formal education process in which majority of the instruction occurs when the students and instructor are not in the same place. Distance learning may employ correspondence study, audio, video, computer technologies or other modern technology that can be used to facilitate learning and formal and non-formal training. Specific guidelines on this mode shall be issued by the TESDA Secretariat. • The traditional classroom-based or in-center instruction may be enhanced through use of learner-centered methodsas well as laboratory or field-work components. **2.2. Enterprise-Based:** • Formal Apprenticeship – Training within employment involving a contract between an apprentice and an enterprise on an approved apprenticeable occupation. • Informal Apprenticeship - is based on a training (and working) agreement between an apprentice and a master craftsperson wherein the agreement may be written or oral and the master craftsperson commits to training the apprentice in all the skills relevant to his or her trade over a significant period of time, usually between one and four years, while the apprentice commits to contributing productively to the work of the business. Training is integrated into the production process and apprentices learn by working alongside the experienced craftsperson.

APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

Existing Promulgated Training Regulations (Board Resolution No. 2007-22)	**Amendments**
	• Enterprise-based Training - where training is implemented within the company in accordance with the requirements of the specific company. Specific guidelines on this mode shall be issued by the TESDA Secretariat. **2.3. Community-Based:** • Community-Based Training – short term programs conducted by non-government organizations (NGOs), LGUs, training centers and other TVET providers which are intended to address the specific needs of a community. Such programs can be conducted in informal settings such as barangay hall, basketball courts, etc. These programs can also be mobile training program (MTP).
3.3 Trainee Entry Requirements	
The trainees who wish to enter the course should possess the following requirements: • At least high school graduate • 18-45 years old • Able to communicate both oral and written • With drawing skills • Must know how to operate computer • Good moral character • Must be physically and mentally fit This list does not include specific institutional requirements such as educational attainment, appropriate work experience, and others that may be required of the trainees by the school or training center delivering the TVET program.	Trainees or students should possess the following requirements: • Must have completed at least 10 yrs. basic education or an ALS certificate of achievement with grade 10 equivalent holder • Able to communicate both oral and written • With drawing skills • Must know how to operate a computer • Must pass the drawing exam/evaluation given by institution This list does not include specific institutional requirements such as educational attainment, appropriate work experience, and others that may be required of the trainees by the school or training center delivering the TVET program.

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APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

<table>
<tr><th>Existing Promulgated Training Regulations
(Board Resolution No. 2007-22)</th><th>Amendments</th></tr>
<tr><td colspan="2">5.4 List of Tools, Equipment and Materials</td></tr>
<tr><td>Recommended list of tools, equipment and materials for the conduct of training in Animation NC II:</td><td>Recommended list of tools, equipment and materials for the conduct of training in Animation NC II (minimum class size of 20 students/trainees):</td></tr>
<tr><td>
<table>
<tr><th colspan="2">TOOLS</th></tr>
<tr><th>QTY.</th><th>DECRIPTION</th></tr>
<tr><td></td><td>Animation Disc</td></tr>
<tr><td></td><td>Pencil</td></tr>
<tr><td></td><td>Peg bar</td></tr>
<tr><td></td><td>Eraser</td></tr>
<tr><td></td><td>Feather duster</td></tr>
<tr><td></td><td></td></tr>
<tr><th colspan="2">EQUIPMENT</th></tr>
<tr><td></td><td>Ergonomic computer tables and chairs</td></tr>
<tr><td></td><td>Light box</td></tr>
<tr><td></td><td>Printer</td></tr>
<tr><td></td><td></td></tr>
<tr><th colspan="2">MATERIALS</th></tr>
<tr><td></td><td>Animation paper</td></tr>
<tr><td></td><td>Bull clip</td></tr>
<tr><td></td><td>Learning materials/ guide</td></tr>
<tr><td></td><td>Learning elements</td></tr>
<tr><td></td><td>Hand-outs</td></tr>
<tr><td></td><td>Printable storyboard</td></tr>
<tr><td></td><td>Practice materials</td></tr>
</table>
The quantity of tools and equipment to be used for the conduct of training for this qualification shall depend on the number of students, size of the class, and/or modality of training. The most important consideration is to make sure that tools and equipment are
</td><td>
<table>
<tr><th colspan="2">TOOLS</th></tr>
<tr><th>QTY.</th><th>DESCRIPTION</th></tr>
<tr><td>21</td><td>Lightbox (with animation disc / peg bar)</td></tr>
<tr><td>21</td><td>Peg bar</td></tr>
<tr><td>21</td><td>Must have any of the following 2D software*:
- Toonboom
- Flash
- Retas Pro
- After Effects
- CTP Pro
- Open Toonz
- Krita
- TV Paint</td></tr>
<tr><td>21</td><td>May include any of the following OS:
- Windows
- Mac
- Linux
- Ubuntu</td></tr>
<tr><td>1 pc</td><td>1 TB External hard drive</td></tr>
<tr><td>1 box</td><td>Eraser</td></tr>
<tr><td>4 pcs</td><td>pencil sharpener</td></tr>
<tr><td>3pcs</td><td>Ruler</td></tr>
<tr><td>1 pc</td><td>Line test software</td></tr>
</table>
</td></tr>
</table>

APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

<table>
<tr><th>Existing Promulgated Training Regulations (Board Resolution No. 2007-22)</th><th>Amendments</th></tr>
<tr><td>adequately provided to all trainees when needed. The actual list of tools, equipment, machines, supplies and other materials to be used shall be identified and detailed in the Competency Based Curriculum (CBC) to be submitted by the TVET provider when registering a course or training program with TESDA.

Due to the fast-changing nature of the Information and Communications Technology (ICT) sector, TVET providers are reminded to use and provide their trainees with the latest technology tools, equipment and materials where appropriate and applicable.

In cases where there are specialized tools, equipment and facilities that are not generally considered standard requirements or not absolute requisites for training, the industry working group or TESDA may provide guidelines or specific advice on such matters.</td>
<td>
<table>
<tr><th colspan="2">EQUIPMENT</th></tr>
<tr><th>QTY.</th><th>DESCRIPTION</th></tr>
<tr><td>21</td><td>Ergonomic computer tables and chairs</td></tr>
<tr><td>21</td><td>Pen Tablet 4" x 6"</td></tr>
<tr><td>21</td><td>Desktop computer (software dependent specifications) with mouse and keyboard</td></tr>
<tr><td>1</td><td>Colored printer</td></tr>
<tr><td>1</td><td>Projector</td></tr>
<tr><td>1 pc</td><td>Speaker</td></tr>
</table>
<table>
<tr><th colspan="2">MATERIALS</th></tr>
<tr><th>QTY.</th><th>DESCRIPTION</th></tr>
<tr><td>5 reams</td><td>Animation paper</td></tr>
<tr><td>1 pc</td><td>Tape dispenser</td></tr>
<tr><td>1 roll</td><td>Adhesive tape 1" (e.g. magic tape, masking tape, etc.)</td></tr>
<tr><td>2 sets (20 sheets per set)</td><td>Samples of animation model packs – cartoony and realistic</td></tr>
<tr><td>3 boxes</td><td>Light colored pencils</td></tr>
<tr><td>2 boxes</td><td>Lead Pencil (2B)</td></tr>
</table>
* *Can be either educational, license and open-source software*

Due to the fast-changing nature of the Information and Communications Technology (ICT) sector, TVET providers are reminded to use and provide their trainees with the latest technology tools, equipment and materials where appropriate and applicable.
</td></tr>
</table>

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Existing Promulgated Training Regulations (Board Resolution No. 2007-22)	**Amendments**
3.5 Training Facilities	

Based on class size of 25 students/trainees the space requirements for the teaching/learning and circulation areas are as follows:

Teaching/ Learning Areas	**Size in Meters**	**Area in Sq. Meters**	**Total Area in Sq. Meters**
Lecture Area	5 x 8	40	40
Learning Resource Area	4 x 5	20	20
Wash ,Toilet & Locker Room	2 x 5	10 (x2)	20
TOTAL			80
Facilities/ Equipment/ Circulation*			30
TOTAL AREA			**110**

* Area requirement is equivalent to 30% of the total teaching/learning ares

Based on class size of 20 students/trainees the space requirements for the teaching/learning and circulation areas are as follows.

Teaching/ Learning Areas	**Size in Meters**	**Area in Sq. Meters**	**Total Area in Sq. Meters**
Lecture Area	5 x 8	40	40
Learning Resource Area	3 x 5	15	15
Wash ,Toilet & Locker Room	2 x 2	4 (x2)	8
Total			63
A. Facilities/Equipment/ Circulation**			20
TOTAL AREA			**83**

***** Area requirement is equivalent to 30% of the total teaching/learning areas***

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Superhighway, Taguig City

101st TESDA BOARD MEETING
27 February 2018, Monday, 1:00p.m.
7/F TESDA Board Room, Office of the Chair
TESDA Complex, South Superhighway, Taguig City

Resolution No. 2018-04

APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

Existing Promulgated Training Regulations (Board Resolution No. 2007-22)	**Amendments**
3.6 Trainer's Qualification	
Animation NC II • Must be a holder of TESDA Animation NC II or equivalent • Must have completed Training Methodology II (TM II) course or equivalent • * Must have at least 2-years relevant industry experience. • Must be physically & mentally fit. * Optional: Only when required by the hiring institution.	**Animation NC II** • Must be a holder of National TVET Trainer Certificate (NTTC) level I in Animation NC II and/or 2D Animation NC III • Must have at least 2-years relevant industry experience as animator/asst. animator • *For non-industry practitioner*, must have at least 2-years related teaching experience and must be a graduate of any Visual Arts/Multimedia related courses
3.7 Institutional Assessment	
Institutional assessment is undertaken by trainees to determine their achievement of units of competency. A certificate of achievement is issued for each unit of competency. The institutional assessment is administered by the trainer/assessor.	Institutional assessment is undertaken by trainees to determine their achievement of units of competency. A certificate of achievement is issued for each unit of competency. The institutional assessment is administered by the trainer/assessor. The result of the institutional assessment may be considered as evidence for the assessment for national certification.

APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

Existing Promulgated Training Regulations (Board Resolution No. 2007-22)	**Amendments**
Section 4. National Assessment and Certification Arrangements	
4.1 To attain the National Qualification of Aimation NC II, the candidate must demonstrate competency in all the units listed in Section 1. Successful candidates shall be awarded a National Certificate II signed by the TESDA Director General. 4.2 The qualification Animation NC II can be attained through demonstration of competence through a single comprehensive project-type assessment covering all required units of competency of this qualification. 4.3 Assessment shall focus on the core units of competency. The basic and common units shall be integrated or assessed concurrently with the core units. 4.4 The following are qualified to apply for assessment and certification: • Graduate of formal, non-formal and informal including enterprise-based education/training programs/courses. • Experienced workers (wage employed or self-employed) 4.5 The guidelines on assessment and certification are discussed in detail in the "Procedures Manual on Assessment and Certification" and "Guidelines on the Implementation of the Philippine TVET Qualification and Certification System (PTQCS)". o	4.1 To attain the National Qualification of Animation NC II, the candidate must demonstrate competency in all the units listed in Section 1. Successful candidates shall be awarded a National Certificate II signed by the TESDA Director General. 4.2 The qualification of Animation NC II can be attained through: 4.2.1 Accumulation of Certificates of Competency (COCs) in all the following units of competencies: **COC 1: Produce traditional cleaned-up key drawings** • Apply traditional drawing techniques for animation • Produce traditional cleaned-up key drawings **COC 2: Produce traditional in-between drawings** • Apply traditional drawing techniques for animation • Produce traditional in-between drawings **COC 3: Produce digital cleaned-up key drawings and in-between drawings** • Produce digital cleaned-up key drawings • Produce digital in-between drawings 4.2.2 Demonstration of competence through a single comprehensive project-type assessment covering all required units of competency of this qualification.

APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

Existing Promulgated Training Regulations (Board Resolution No. 2007-22)	**Amendments**
	4.3 Upon accumulation and submission of all COCs acquired for all the relevant units of competency comprising this qualification, an individual shall be issued the corresponding National Certificate. 4.4 Assessment shall cover all competencies, with basic and common integrated or assessed concurrently with the core units of competency. 4.5 Any of the following are qualified to apply for assessment and certification: 1.5.1 Graduate of formal or non-formal and informal, including enterprise-based training programs; 1.5.2 Experienced workers (wage employed or self-employed) 4.6 Existing National Certificate (NC) of individuals in Animation NCII will still be in effect until such time that such NC will have expired. Individuals are advised to take the assessment/s for this amended TR on or before the expiration of such certificates. 4.7 The guidelines on assessment and certification are discussed in detail in the "Procedures Manual on Assessment and Certification" and "Guidelines on the Implementation of the Philippine TVET Competency Assessment and Certification System (PTCACS)".

APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

Existing Promulgated Training Regulations (Board Resolution No. 2007-22)	**Amendments**
Qualification Title	
2D Animation NC III	**2D Animation NC III**
Job Title	
A person who has achieved this Qualification is competent to be: • Clean-Up Artist • In-between Artist/In-betweener • Clean-Up Art Checker • In-between Checker • Animation Checker • Web Designer • Multimedia Artist • Library builder • Layout artist • 2D digital animator	A person who has achieved this Qualification is competent to be: • Traditional animator • Clean-up checker • In-between checker • Animation checker • Digital library builder • 2D digital animator • Motion graphics animator • Web animator • Commercial animator • AVP animator • Animated e-learning animator
Section 1 - Definition of the Qualification	
The **2D ANIMATION NC III** Qualification consists of competencies that a person must achieve to produce 2D animation, multimedia and special effects for film and television/video in both production and post-production stages.	The **2D ANIMATION NC III** Qualification consists of competencies that a person must achieve to produce key poses/drawings for animation both in the traditional & digital output that can be used for TV series or film, commercials, audiovisual presentations, motion graphics & animated e-learning materials..

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APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

Existing Promulgated Training Regulations (Board Resolution No. 2007-22)	**Amendments**
Section 1- Units of Competency	
Basic Competencies (Prescribed competencies for NC III)	Basic Competencies Same as prescribed competencies for NC III with additional 21st century skills basic units, as follows: • Apply critical thingking and problem solving techniques in the workplace • Use information creatively and critically • Work in a diverse environment
Common Competencies (Prescribed competencies for NC III)	Common Competencies Same as prescribed Common competencies for NC III
Core Competencies 1. Produce key drawings for animation 2. Produce cleaned-up & in-betweened drawings 3. Create 2D digital animation 4. Use an authoring tool to create an interactive sequence	Core Competencies 1. Produce traditional key poses/drawings for animation 2. Create tradigital animation 3. Create 2D digital cut-out animation 4. Export animation to video file format
Section 2 - Competency Standards	
Updates/Changes were made consistent with the proposed amendments on Basic, Common and Core Competencies.	
Section 3 - Training Standards	
3.1 Curriculum Design	
Nominal Training Duration	
64 hours – Basic Competencies 16 hours – Common Competencies 760 hours – Core Competencies **840 hours - Total**	68 hours – Basic Competencies 28 hours – Common Competencies 872 hours – Core Competencies **968 hours - Total**

APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

Existing Promulgated Training Regulations (Board Resolution No. 2007-22)	**Amendments**
3.2 Training Delivery	*The training delivery contents are the same as in Animation NC II level*
3.3 Trainee Entry Requirements	
The trainees who wish to enter the course should possess the following requirements: • At least high school graduate • 18-45 years old • Able to communicate both oral and written • With drawing skills • Must know how to operate computer • Good moral character • Must be physically and mentally fit This list does not include specific institutional requirements such as educational attainment, appropriate work experience, and others that may be required of the trainees by the school or training center delivering the TVET program.	The trainees who wish to enter the course should possess the following requirements: • Must have Animation NCII certificate or have industry-based Asst. Animator/ Clean-Up and In-Between experience • Must pass creative/drawing test given by institution • Able to communicate both oral and written This list does not include specific institutional requirements such as educational attainment, appropriate work experience, and others that may be required of the trainees by the school or training center delivering the TVET program.

APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

Existing Promulgated Training Regulations (Board Resolution No. 2007-22)	**Amendments**

3.4 List of Tools, Equipment and Materials

Recommended list of tools, equipment and materials for the training of **20 trainees** for 2D Animation NC III:

TOOLS	
QTY.	**DECRIPTION**
	Animation Disc
	Digitizing pen and tablet
	Pencil
	Peg bar
	Eraser
	Feather duster
	Software e.g. - Director - Flash - Toon Boom
	Graphics software
	FTP client and server software

TOOLS	
QTY.	**DESCRIPTION**
21	Any of the following: – Lightbox (with animation disc/peg bar) – Animation table with disc
21	Must have any of the following 2D software*: – Toonboom – Flash – Retas Pro – After effects
1	Must have any of the following 2D software* for line test purpose only: – Flip book – CTP Pro
21 pcs	Peg bar
16	Operating system
1 pc	1 TB External hard drive
6 pairs	Earphones
1 box	Eraser
1 box	Rubber/ kneaded eraser
4 pcs	Pencil sharpener
3 pcs	Ruler

* *Can be either educational, license and open-source software*

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Existing Promulgated Training Regulations (Board Resolution No. 2007-22)	**Amendments**

EQUIPMENT

QTY.	DISCRIPTION
	Computer with peripherals
	Ergonomic computer tables and chairs
	Light box
	LCD Projector
	Printer
	OHP

MATERIALS

QTY.	DISCRIPTION
	Animation paper
	Learning materials/ guide
	Bull clip
	Learning elements
	Hand-outs
	Practice materials
	Printable storyboard
	Interactive Flash movies
	Adobe PDF documents

EQUIPMENT

QTY.	DESCRIPTION
21 pcs.	Ergonomic computer tables and chairs
21 units	Desktop computer with mouse and keyboard (*Software dependent specifications}*
1 unit	Desktop computer with mouse and keyboard – for line test (*Software dependent specifications}*
21 units	Pen Tablet 4" x 6"
1 unit	Colored printer
1 unit	whiteboard
1 unit	Web camera

MATERIALS

QTY.	DISCRIPTION
2 sets (20 sheets per set)	Samples of animation model packs – cartoony and realistic
2 pcs.	Whiteboard markers
1 pc.	Whiteboard eraser
3 boxes	Light colored pencils
5 reams	Animation paper
1 roll	Masking tape 1"
1 roll	magic tape 1"
2 boxes	Lead Pencil

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APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

Existing Promulgated Training Regulations (Board Resolution No. 2007-22)	**Amendments**
3.5 Training Facilities	*The Training Facilities requirements are the same as in Animation NC II level*
3.6 Trainer's Qualification	
2D Animation NC III • Must be a holder of TESDA Animation NC III or equivalent • Must have completed Training Methodology III (TM III) course or equivalent • * Must have at least 2-years relevant industry experience. • Must be physically & mentally fit. * Optional: Only when required by the hiring institution.	**2D Animation NC III** • Must be a holder of National TVET Trainer Certificate (NTTC) level I in 2D Animation NC III • Must have at least five (5)-years animation artist industry experience • *For non-industry practitioner*, must have at least 3-years related teaching experience and must be a graduate of any Visual Arts/Multimedia related courses
3.7 Institutional Assessment	*The Institutional Assessment requirement is the same as in Animation NC II level*
Section 4. National Assessment and Certification Arrangements	
4.1 To attain the National Qualification of 2D Animation NC III, the candidate must demonstrate competency in all the units listed in Section 1. Successful candidates shall be awarded a National Certificate III signed by the TESDA Director General. 4.2 The qualification of 2D Animation NC III may be attained through: 4.2.1 Accumulation of Certificates of Competency (COCs) in all the following units of competency:	4.1 To attain the National Qualification of 2D Animation NC III, the candidate must demonstrate competency in all the units listed in Section 1. Successful candidates shall be awarded a National Certificate III signed by the TESDA Director General. 4.2 The qualification of 2D Animation NC III may be attained through: 4.2.1 Accumulation of Certificates of Competency (COCs) in all the following units of competency:

APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

Existing Promulgated Training Regulations (Board Resolution No. 2007-22)	**Amendments**
Section 4. National Assessment and Certification Arrangements	
4.2.1.1 Produce key drawings for animation 4.2.1.2 Produce cleaned-up and in-betweened drawings 4.2.1.3 Create 2D digital animation 4.2.1.4 Use an authoring tool to create an interactive sequence Successful candidates shall be awarded a Certificate of Competency (COC) in each of the core units 4.2.2 Demonstration of competence through a single comprehensive project-type assessment covering all required units of competency of this qualification. 4.3 Upon accumulation and submission of all COCs acquired for all the relevant units of competency comprising this qualification, an individual shall be issued the corresponding National Certificate. 4.4 Assessment shall focus on the core units of competency. The basic and common units shall be integrated or assessed concurrently with the core units. 4.5 The following are qualified to apply for assessment and certification: 4.5.1 Graduate of formal, non-formal, and informal, including enterprise-based, training programs. 4.5.2 Experienced workers (wage employed or self-employed)	COC 1: Produce traditional key poses/ drawings for animation • Produce Traditional key poses/ drawings for animation • Export animation to video file format COC 2: Create Tradigital animation • Create tradigital animation • Export animation to video file format COC 3: Create 2D digital cut-out animation • Create 2D digital cut-out animation • Export animation to video file format Successful candidates shall be awarded a Certificate of Competency (COC) in each of the core units 4.2.2 Demonstration of competence through a single comprehensive project-type assessment covering all required units of competency of this qualification. 4.3 Upon accumulation and submission of all COCs acquired for all the relevant units of competency comprising this qualification, an individual shall be issued the corresponding National Certificate. 4.4 Assessment shall cover all competencies, with basic and common integrated or assessed concurrently with the core units of competency.

APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

Existing Promulgated Training Regulations (Board Resolution No. 2007-22)	**Amendments**
4.6 The guidelines on assessment and certification are discussed in detail in the "Procedures Manual on Assessment and Certification" and "Guidelines on the Implementation of the Philippine TVET Qualification and Certification System (PTQCS)".	4.5 The following are qualified to apply for assessment and certification: 4.5.1 Graduate of formal, non-formal, and informal, including enterprise-based, training programs. 4.5.2 Experienced workers (wage employed or self-employed) 4.6 Existing National Certificates (NCs) and Certificates of Competency (COCs) of individuals in 2D Animation NCIII shall continue to be in effect until the said NCs and COCs will have expired. The NCs or COCs in this qualification maybe renewed under this amended/updated TR provided that the: 4.6.1 NC holders present evidence that they are currently or have been employed in animation job for the past three (3) years; and 4.6.2 Said NC holders pass the performance assessment of the new COC#1 (Produce Traditional key poses/drawings for animation) under this amended/updated TR; 4.6.3 COC holders for "Create 2D digital animation" present evidence that they are currently or have been employed in 2D animation job for the past three (3) years. 4.7 The guidelines on assessment and certification are discussed in detail in the "Procedures Manual on Assessment and Certification" and "Guidelines on the Implementation of the Philippine TVET Competency Assessment and Certification System (PTCACS)".

APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

Existing Promulgated Training Regulations (Board Resolution No. 2007-22)	**Amendments**
Qualification Title	
3D Animation NC III	**3D Animation NC III**
Job Title	
A person who has achieved this Qualification is competent to be: • Animation Checker • 3D Animator • Animation Designer • Multimedia Artist	A person who has achieved this Qualification is competent to be: • 3D Modeler • 3D Texture Artists • 3D Ligthing Artist • 3D Layout and Animatic Artist • 3D Animator • 3D Rigger • 3D Render Artist • 3D Asset Creator • 3D Visualizer • 3D Generalist
Section 1 - Definition of the Qualification	
The **3D ANIMATION NC III** Qualification consists of competencies that a person must achieve to produce 3D digital animation, multimedia and special effects for film and television/video in both production and post-production stages.	The **3D ANIMATION NC III** Qualification consists of competencies that a person must achieve to produce 3D animation. This include competencies in creating 3D models for animation, applying shader and texture on 3D models, setting of character rigging, animating character and lighting and rendering animation scene.

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Existing Promulgated Training Regulations (Board Resolution No. 2007-22)	**Amendments**
Section 2- Units of Competency	
Basic Competencies (Prescribed competencies for NC III) 1. Lead workplace communication 2. Lead small teams 3. Develop and practice negotiation skills 4. Solve problems related to work activities 5. Use mathematical concepts and techniques 6. Use relevant technologies	Basic Competencies Same as prescribed competencies for NC III with additional 21st century skills basic units, as follows: • Apply critical thinking and problem solving techniques in the workplace • Use information creatively and critically • Work in a diverse environment
Common Competencies (Prescribed Common competencies)	Common Competencies • No changes in the Common competencies
Core Competencies 1. Produce key drawings for animation 2. Create 3D digital animation 3. Use an authoring tool to create an interactive sequence	Core Competencies 1. Create 3D models for animation 2. Apply shader and texture on 3D models 3. Set character rigging 4. Animate character 5. Light and render animation scene
Section 2 - Competency Standards Updates/Changes were made consistent with the proposed amendments on Basic, Common and Core Competencies.	
Section 3 - Training Standards	
3.1 Curriculum Design	
Nominal Training Duration	
64 hours – Basic Competencies 16 hours – Common Competencies 960 hours – Core Competencies **1,040 hours - Total**	68 hours – Basic Competencies 28 hours – Common Competencies 1,004 hours – Core Competencies **1,100 hours - Total**

APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

Existing Promulgated Training Regulations (Board Resolution No. 2007-22)	**Amendments**
3.2 Training Delivery	*The training delivery contents are the same as in Animation NC II and 2D Animation NC III*
3.3 Trainee Entry Requirements	
The trainees who wish to enter the course should possess the following requirements: • At least high school graduate • 18-45 years old • Able to communicate both oral and written • With drawing skills • Must know how to operate computer • Good moral character • Must be physically and mentally fit This list does not include specific institutional requirements such as educational attainment, appropriate work experience, and others that may be required of the trainees by the school or training center delivering the TVET program.	The trainees who wish to enter the course should possess the following requirements: • Must have certificate of employment and/ or endorsement from studio/employer, *for industry practitioner* • Must have NC or either COC-1 or COC-2 of Animation NCII, *for non-industry practitioner* • Must pass creative skills qualifying test given by institution • Must be knowledgeable of at least one (1) graphic software This list does not include specific institutional requirements such as educational attainment, appropriate work experience, and others that may be required of the trainees by the school or training center delivering the TVET program.

3.4 List of Tools, Equipment and Materials

Recommended list of tools, equipment and materials for the training of **20 trainees** 3D Animation NC III:

TOOLS	
QTY.	**DECRIPTION**
	Operating system
	Internet Browsers (Netscape Navigator, Internet Explorer, Mozilla, Opera)
	Mark–up Languages (HTML, DHTML, XML, XHTML, SGML,VRM,)

TOOLS	
QTY.	**DESCRIPTION**
21	Operating system - minimum required version recommended in the 3D software
1	Internet Access

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Existing Promulgated Training Regulations
(Board Resolution No. 2007-22)

TOOLS	
QTY.	**DESCRIPTION**
	Softwares, e.g.: - Maya - 3Dmax - Studio max - Softimage - Lightwave - Animation master - Maxxon - Electric image - Blender
	Graphics software
	FTP client and server software
	Animation disc

	EQUIPMENT
	Computer with peripherals
	Ergonomic computer tables and chairs
	LCD Projector
	Printer
	OHP

Amendments

	TOOLS
QTY.	**DESCRIPTION**
21	Any of the following 3D Software*: - Maya - 3D Studio max - Softimage - Lightwave - Maxxon Cinema 4D - Blender
21	Any of the following graphics software*: - Adobe Photoshop - PaintTool SAI - Manga Studio - Corel Draw - Paint Shop
21	Pen Tablet
21	Earphones
1	Digital Camera
1	Whiteboard 4' X 8'
	EQUIPMENT
21 units	Computer desktop (with keyboard and 3-button mouse) - minimum hardware specification as recommended in the 3D software and AVR
21 units	Ergonomic computer tables
21 units	Chairs
1 unit	LCD Projector
1 unit	Printer
1 unit	Scanner
1 unit	Speakers

APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

<table>
<tr><th>Existing Promulgated Training Regulations
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<tr><td>
<table>
<tr><th></th><th>MATERIALS</th></tr>
<tr><td></td><td>Reference Book</td></tr>
<tr><td></td><td>Learning materials/ guide</td></tr>
<tr><td></td><td>Modules</td></tr>
<tr><td></td><td>Learning elements</td></tr>
<tr><td></td><td>Hand-outs</td></tr>
<tr><td></td><td>Printable storyboard</td></tr>
<tr><td></td><td>Interactive Flash movies</td></tr>
<tr><td></td><td>Practice materials</td></tr>
<tr><td></td><td>Adobe PDF documents</td></tr>
<tr><td></td><td>CD's</td></tr>
</table>
</td><td>
<table>
<tr><th></th><th>MATERIALS</th></tr>
<tr><th>QTY.</th><th>DESCRIPTION</th></tr>
<tr><td>2 reams</td><td>Typewriting paper</td></tr>
<tr><td>1 dozen</td><td>Whiteboard marker (assorted colors)</td></tr>
<tr><td>2 pcs</td><td>Whiteboard eraser</td></tr>
<tr><td>2 boxes</td><td>Lead pencil</td></tr>
<tr><td>1 box</td><td>eraser</td></tr>
<tr><td>1 pc</td><td>sharpener</td></tr>
</table>
</td></tr>
<tr><td>3.5 Training Facilities</td><td>The Training Facilities requirements are the same as in Animation NC II and 2D Animation NC III</td></tr>
<tr><td colspan="2">3.6 Trainer's Qualification</td></tr>
<tr><td>
3D Animation NC III

Must be a holder of TESDA Animation NC III or equivalent
Must have completed Training Methodology III (TM III) course or equivalent
* Must have at least 2-years relevant industry experience.
Must be physically & mentally fit.

* Optional: Only when required by the hiring institution.
</td><td>
3D Animation NC III

Must be a holder of National TVET Trainer Certificate (NTTC) level I in 3D Animation NC III
Must have at least five (5)-years animation production industry experience
For non-industry practitioner, must have at least 3-years related teaching experience; must be a graduate of any Visual Arts/ Multimedia related courses; and has knowledge of at least one (1) 3D Animation software.

</td></tr>
<tr><td>3.7 Institutional Assessment</td><td>The Institutional Assessment requirement is the same as in Animation NC II and 2D Animation NC III</td></tr>
</table>

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Existing Promulgated Training Regulations (Board Resolution No. 2007-22)	**Amendments**
Section 4. National Assessment and Certification Arrangements	
4.1 To attain the National Qualification of 3D Animation NC III, the candidate must demonstrate competency in all the units listed in Section 1. Successful candidates shall be awarded a National Certificate III signed by the TESDA Director General. 4.2 The qualification of 3D Animation NC III may be attained through: 4.2.1 Accumulation of Certificates of Competency (COCs) in all the following units of competency: 4.2.1.1 Produce key drawings for animation 4.2.1.2 Produce 3D digital animation 4.2.1.3 Use an authoring tool to create an interactive sequence Successful candidates shall be awarded a Certificate of Competency (COC) in each of the core units 4.3 Upon accumulation and submission of all COCs acquired for all the relevant units of competency comprising this qualification, an individual shall be issued the corresponding National Certificate. 4.4 Assessment shall focus on the core units of competency. The basic and common units shall be integrated or assessed concurrently with the core units. 4.5 The following are qualified to apply for assessment and certification: 4.5.1 Graduates of formal, non-formal and informal including enterprise-based training programs. 4.5.2 Experiences workers (wage employed or self-employed)	4.1 To attain the National Qualification of 3D Animation NC III, the candidate must demonstrate competency in all the units listed in Section 1. Successful candidates shall be awarded a National Certificate III signed by the TESDA Director General. 4.2 The qualification of 3D Animation NC III may be attained through: 4.2.1 Accumulation of Certificates of Competency (COCs) in all the following units of competency: COC 1: Create 3D Models for Animation COC 2: Apply 3D Texture and Lighting on 3D Models COC 3: Set Character Rigging COC 4: Animate Character COC 5: Composite and Render Animation Scene Successful candidates shall be awarded a Certificate of Competency (COC) in each of the core units 4.3 Upon accumulation and submission of all COCs acquired for all the relevant units of competency comprising this qualification, an individual shall be issued the corresponding National Certificate. 4.4 Assessment shall focus on the core units of competency. The basic and common units shall be integrated or assessed concurrently with the core units 4.5 The following are qualified to apply for assessment and certification: 4.5.1 Graduates of formal, non-formal and informal including enterprise-

APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

Existing Promulgated Training Regulations (Board Resolution No. 2007-22)	**Amendments**
Section 4. National Assessment and Certification Arrangements	
4.6 The guidelines on assessment and certification are discussed in detail in the "Procedures Manual on Assessment and Certification" and "Guidelines on the Implementation of the Philippine TVET Qualification and Certification System (PTQCS)".	based training programs 4.5.2 Experiences workers (wage employed or self-employed) 4.6 Existing National Certificates (NCs) and Certificates of Competency (COCs) of individuals in 3D Animation NCIII shall continue to be in effect until the said NCs and COCs will have expired. Individuals are advised to take the assessment for this amended/updated TR on or before the expiration of such certificates 4.7 The guidelines on assessment and certification are discussed in detail in the "Procedures Manual on Assessment and Certification" and "Guidelines on the Implementation of the Philippine TVET Competency Assessment and Certification System (PTCACS)"

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101st TESDA BOARD MEETING
27 February 2018, Monday, 1:00p.m.
7/F TESDA Board Room, Office of the Chair
TESDA Complex, South Superhighway, Taguig City

Resolution No. 2018-04

APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

Existing Promulgated Training Regulations (Board Resolution No. 2007-58)	**Amendments**
Qualification Title	
Visual Graphics Design NC III	**Visual Graphics Design NC III**
Job Title	
A person who has achieved this Qualification is competent to be: • Visual graphic artist • Creative/Art director • Layout artist • Graphic designer • Web designer • Visual graphic multimedia artist • Booth and product/window display designer	A person who has achieved this Qualification is competent to be: • Visual graphic artist/designer • Creative/Art director • Visual graphic multimedia artist • User interface (UI) designer • User experience (UX) designer • Package designer • Booth and product/window display designer
Section 1 - Definition of the Qualification	
The **VISUAL GRAPHIC DESIGN NC III** Qualification consists of competencies that a person must achieve to design and develop visual graphic designs for (i) print media; (ii) electronic media; (iii) product packaging; and (iv) booth and product/window display.	The **VISUAL GRAPHIC DESIGN NC III** Qualification consists of competencies that a person must achieve to design and develop visual graphic designs for (i) logo; (ii) print media; (iii) user experience; (iv) user interface; (v) product packaging; and (iv) booth and product/window display.

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Existing Promulgated Training Regulations (Board Resolution No. 2007-58)	**Amendments**
Section 1- Units of Competency	
Basic Competencies (Prescribed competencies for NC III)	Basic Competencies Same as prescribed competencies for NC III with additional 21st century skills basic units, as follows: • Apply critical thinking and problem solving techniques in the workplace • Use information creatively and critically • Work in a diverse environment
Common Competencies (Prescribed competencies for NC III)	Common Competencies Same as prescribed Common competencies for NC III
Core Competencies 1. Develop design studies 2. Create vector graphics using a graphics application 3. Create raster graphics using a graphics application 4. Develop designs for print media 5. Develop designs for electronic media 6. Develop designs for product packaging 7. Develop booth and product/windows display	Core Competencies 1. Develop designs for a logo 2. Develop designs for print media 3. Develop designs for user experience (UX) 4. Develop designs for user interface (UI) 5. Develop designs for product packaging 6. Develop booth and product/windows display
Section 2 - Competency Standards	
Updates/Changes were made consistent with the proposed amendments on Basic, Common and Core Competencies.	

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Existing Promulgated Training Regulations (Board Resolution No. 2007-58)	**Amendments**
Section 3 - Training Standards	
3.1 Curriculum Design	
Nominal Training Duration	
64 hours – Basic Competencies 18 hours – Common Competencies 405 hours – Core Competencies **487 hours - Total**	68 hours – Basic Competencies 28 hours – Common Competencies 405 hours – Core Competencies **501 hours - Total**
3.2 Training Delivery	*The training delivery contents are the same as in Animation NC II, 2D Animation and 3D Animation NC III*
3.3 Trainee Entry Requirements	
The trainees who wish to enter the course should possess the following requirements: • can communicate either oral or written; • must be physically and mentally fit to undergo training • high school graduate or equivalent • with basic computer skills; and • must pass the aptitude and artistic/talent determination test This list does not include specific institutional requirements such as educational attainment, appropriate work experience, and others that may be required of the trainees by the school or training center delivering the TVET program.	The trainees who wish to enter the course should possess the following requirements: • Must have completed at least 10 yrs. basic education or an alternative learning systems (ALS) certificate of achievement with grade 10 equivalent holder • Must have drawing and drafting skills • can communicate either oral and written; • Must have computer operation skills and at least 1 graphic software knowledge and skills • must pass the aptitude and artistic/talent determination test given by the institution This list does not include specific institutional requirements such as educational attainment, appropriate work experience, and others that may be required of the trainees by the school or training center delivering the TVET program.

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Existing Promulgated Training Regulations (Board Resolution No. 2007-58)	**Amendments**

3.4 List of Tools, Equipment and Materials

Recommended list of tools, equipment and materials for the training of **20 trainees** for Visual Graphics Design NC III:

TOOLS	
QTY.	**DECRIPTION**
	Operating system
	Internet Browsers (Netscape Navigator, Internet Explorer, Mozilla, Opera)
	Relevant or equivalent graphic software applications such as: - Adobe Photoshop - Adobe Illustrator - Adobe In-design - Adobe Premier - Adobe After Effects - Adobe PageMaker - Adobe FrameMaker - Adobe Image Ready - Adobe Acrobat - CorelDraw - Gimp - QuarkXpress - Microsoft PowerPoint - Corel Ventura - Macromedia Flash / Flashlite - Macromedia Director - Macromedia Dreamweaver - Macromedia FrontPage - 3D software application - Auto CAD

TOOLS	
QTY.	**DESCRIPTION**
21	May include any of the following OS: - Windows - Mac - Linux - ubuntu
21	Internet Browsers (Google Chrome, Internet Explorer, Mozilla Firefox)
21	Must have any of the following graphic software applications* such as: - Adobe Photoshop - Adobe Illustrator - Adobe In-design - Adobe Premiere - Adobe After Effects - Adobe Acrobat - CorelDraw - Gimp - Microsoft PowerPoint - Microsoft Publisher - Adobe Flash/Animate - Adobe Dreamweaver - 3D software application - Sketch Up

Can be either educational, license and open-source software

APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

Existing Promulgated Training Regulations
(Board Resolution No. 2007-58)

EQUIPMENT	
QTY.	**DISCRIPTION**
	Computer with at least 17" monitor
	Ergonomic computer tables and chairs
	LCD Projector
	Printer, color (DeskJet or laser)
	Scanner
	Digital Camera
	Monitor calibrator (optional)
	Electronic media • Web/online • CD- or DVD-based • Mobile or hand-held ◊ Cellular phones ◊ MP4 / iPod ◊ PDA ◊ Game consoles • TV (traditional and IP-based) • Electronic billboards

MATERIALS	
QTY.	**DISCRIPTION**
	Reference Book
	Adobe PDF documents
	Hand-outs
	CD's / CD ROMs
	Practice materials
	Various printing media (e.g. photo-paper, tarpaulin, etc.)
	Print media
	Internet

Amendments

EQUIPMENT	
QTY.	**DESCRIPTION**
21	Computer (software dependent specifications) with at least 18" monitor
21	Ergonomic computer tables and chairs
1	LCD Projector
1	Printer, color (DeskJet or laser)
1	Scanner
1	Digital Camera
1	Monitor calibrator (optional)
1	Electronic media • Web/online • CD- or DVD-based • Mobile or hand-held Apps • Smart phones • Tablets • Smart TV

MATERIALS	
QTY.	**DISCRIPTION**
10	Reference Book
21	Adobe PDF documents
21	Hand-outs
50	CD's / CD ROMs DVDs
10	Practice materials
10	Print media
1	Internet
10	Various printing media (e.g. photo-paper, tarpaulin, etc.)

APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

<table>
<tr><th>Existing Promulgated Training Regulations
(Board Resolution No. 2007-58)</th><th>Amendments</th></tr>
<tr><td>
<table>
<tr><th colspan="2">MATERIALS</th></tr>
<tr><th>QTY.</th><th>DISCRIPTION</th></tr>
<tr><td></td><td>Printed materials</td></tr>
<tr><td></td><td>Adobe PDF documents</td></tr>
<tr><td></td><td>Hand-outs</td></tr>
<tr><td></td><td>CD's / CD ROMs</td></tr>
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<tr><td></td><td>Print media</td></tr>
<tr><td></td><td>Internet</td></tr>
</table>
</td><td>
<table>
<tr><th colspan="2">MATERIALS</th></tr>
<tr><th>QTY.</th><th>DISCRIPTION</th></tr>
<tr><td rowspan="3">As req'd qty.</td><td>Printed materials</td></tr>
<tr><td>Books and magazines
Newspapers
Brochures and flyers
Billboards and tarpaulins</td></tr>
<tr><td>- Prototype materials papers/cardboards
- plastic
- textiles
- styrofoam
- actual product being sold
- corrugated boxes
- wood
- ceramics
- tarpaulin
- electrical gadgets
- neon lights
- digital displays
- metallic materials
- actual product being displayed
- mannequins
- organic materials</td></tr>
</table>
* Can be either educational, license and open-source software
</td></tr>
<tr><td>3.5 Training Facilities</td><td>The Training Facilities requirements are the same as in Animation NC II, 2D Animation NC III, and 3D Animation NC III</td></tr>
</table>

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7/F TESDA Board Room, Office of the Chair
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Existing Promulgated Training Regulations (Board Resolution No. 2007-58)	**Amendments**
3.6 Trainer's Qualification	
Visual Graphics Design NC III • Must be a holder of Visual Graphic Design NC III or equivalent qualification • Must have undergone training on Training Methodology III (TM III) or equivalent in training/experience • Must be computer literate • Must be physically and mentally fit • *Must have at least 2 years job/industry experience. * Optional: Only when required by the hiring institution.	**Visual Graphics Design NC III** • Must be a holder of National TVET Trainer Certificate (NTTC) level I in Visual Graphic Design NC III • Must be computer literate and proficient user of graphic software • Must have at least five (5)-years visual graphics/design industry experience • *For non-industry practitioner*, must have at least 3-years related teaching experience and must be a graduate of any Visual Arts/Multimedia related courses
3.7 Institutional Assessment	*The Institutional Assessment requirement is the same as in Animation NC II, 2D Animation NC III, and 3D Animation NC III*
Section 4. National Assessment and Certification Arrangements	
4.1 To attain the National Qualification of Visual Graphics Design NC III, the candidate must demonstrate competency in all the units listed in Section 1. Successful candidates shall be awarded a National Certificate III signed by the TESDA Director General. 4.2 The qualification of Visual Graphics Design NC III may be attained through: 4.2.1 Accumulation of Certificates of Competency (COCs) in all the following units of competency:	4.1 To attain the National Qualification of Visual Graphics Design NC III, the candidate must demonstrate competency in all the units listed in Section 1. Successful candidates shall be awarded a National Certificate III signed by the TESDA Director General. 4.2 The qualification of Visual Graphics Design NC III may be attained through: 4.2.1 Accumulation of Certificates of Competency (COCs) in all the following units of competency:

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Existing Promulgated Training Regulations (Board Resolution No. 2007-58)	**Amendments**
Section 4. National Assessment and Certification Arrangements	
4.2.1.1 Developing graphic designs for a print media 4.2.1.2 Developing designs for an electronic media 4.2.1.3 Developing designs for a product packaging 4.2.1.4 Designing a booth and product/window display Successful candidates shall be awarded a Certificate of Competency (COC) in each of the core units Upon accumulation and submission of all COCs acquired for all the relevant units of competency comprising this qualification, an individual shall be issued the corresponding National Certificate. 4.3 Assessment shall focus on the core units of competency. The basic and common units shall be integrated or assessed concurrently with the core units. 4.4 The following are qualified to apply for assessment and certification: 4.4.1 Graduate of formal, non-formal, and informal, including enterprise-based, training programs. 4.4.2 Experienced workers (wage employed or self-employed)	COC 1: Develop designs for logo and print media • Develop designs for a logo • Develop designs for print media COC 2: Develop designs for user experience and user interface • Develop designs for user experience • Develop designs for user interface COC 3: Develop designs for product packaging COC 4 – Develop booth and product/ window display Successful candidates shall be awarded a Certificate of Competency (COC) in each of the core units 4.2.2 Demonstration of competence through a single comprehensive project-type assessment covering all required units of competency of this qualification. 4.3 Upon accumulation and submission of all COCs acquired for all the relevant units of competency comprising this qualification, an individual shall be issued the corresponding National Certificate. 4.4 Assessment shall cover all competencies, with basic and common integrated or assessed concurrently with the core units of competency.

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APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

Existing Promulgated Training Regulations (Board Resolution No. 2007-58)	**Amendments**
4.5 The guidelines on assessment and certification are discussed in detail in the "Procedures Manual on Assessment and Certification" and "Guidelines on the Implementation of the Philippine TVET Qualification and Certification System (PTQCS)".	4.5 The following are qualified to apply for assessment and certification: 4.5.1 Graduate of formal, non-formal, and informal, including enterprise-based, training programs. 4.5.2 Experienced workers (wage employed or self-employed 4.6 Existing National Certificates (NCs) and Certificates of Competency (COCs) of individuals in Visual Graphics Design NCIII shall continue to be in effect until the said NCs and COCs will have expired. Individuals are advised to take the assessment for this amended TR on or before the expiration of such certificates. 4.7 The guidelines on assessment and certification are discussed in detail in the "Procedures Manual on Assessment and Certification" and "Guidelines on the Implementation of the Philippine TVET Competency Assessment and Certification System (PTCACS)".

WHEREAS, during the 101st TESDA BOARD Meeting on 27 February 2018 at 1:00 p.m., the TESDA Board considered the amendments and approved the promulgation of the amended Training Regulations for Animation NC II, 2D Animation NC III, 3D Animation NC III and Visual Graphics Design NC III;

WHEREAS, the aforesaid Training Regulations is hereto annexed and made an integral part of this resolution;

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APPROVING THE AMENDMENT OF THE TRAINING REGULATIONS FOR ANIMATION NC II, 2D ANIMATION NC III, 3D ANIMATION NC III AND VISUAL GRAPHICS DESIGN NC III

NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 27 February 2018 at 1:00 pm, approves the aforementioned amendments to the Training Regulations for Animation NC II, 2D Animation NC III, 3D Animation NC III and Visual Graphics Design NC III;

BE IT RESOLVED FINALLY that copy of this Resolution and accompanying Training Regulations be published and disseminated to all concerned, and the same shall be effective fifteen (15) days upon publication.

All programs registered under the current Animation NC II, 2D Animation NC III, 3D Animation NC III and Visual Graphics Design NC III Training Regulations must comply with requirements of the aforementioned training regulations as amended. The one-year period of registration under this new Training Regulations shall commence on the date of effectivity of the Implementing Guidelines/TESDA Circular for the deployment of the Training Regulations to be issued by the TESDA Secretariat.

Graduates of TVET courses covered by the aforementioned training regulation shall be required to undergo mandatory assessment under the national assessment and certification program.

Adopted this 27th day of February 2018.

ATTY. MAMARICO L. SANSARONA, JR.
Board Secretary VI

Attested by:

USEC. DOMINADOR R. SAY
Presiding Chairperson, TESDA Board
Undersecretary, Department of Labor and Employment

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7/F TESDA Board Room, Office of the Chair
Taguig City. Metro Manila

Resolution No. 2018-06
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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR TRAINERS METHODOLOGY LEVEL I (IN-COMPANY TRAINER)

WHEREAS, Section 14 (b) of Republic Act No. 7796 mandates that TESDA shall develop and establish a national system of skills standardization, testing and certification and conduct research and development on various occupational areas in order to recommend policies, rules and regulations for effective and efficient skills standardization, testing and certification system in the country;

WHEREAS, in the 22nd Direction Setting (DS) Committee, TESDA Board-TESDA Secretariat Consultation Meeting on 15 February 2016, the body favorably endorsed for consideration and approval of the TESDA Board the prioritization of the qualifications for In-company Trainers;

WHEREAS, during the 93rd TESDA Board Meeting on 30 March 2016, the TESDA Board approved the prioritization for training regulations development of Qualifications along In-company Trainers which include the job of In-company trainer, Training officer, Industry trainer, Training and development officer, workplace trainer and Technology specialist;

WHEREAS, industry experts and partners, headed by Mr. George T. Barcelon, president of Philippine Chamber of Commerce and Industry (PCCI), with the assistance of the Qualifications and Standards Office (QSO) of TESDA, have developed and endorsed the same for TESDA Board approval and the following organizations have validated the same: Foreign Buyers Association of the Philippines (FOBAP), Asian Solidarity Economy Council (ASEC), Production and Operations Management Association of the Philippines (PROMAP), Mactan Rock Ind., Inc., Banilad Center for Professional Development (BCPD), Center for Industrial Technology and Enterprise (CITE), Primary Structures Educational Foundation, Inc. (PSEFI), AFOS – K to 12 Plus Project, MASS-SPECC (Mindanao Association of FIs and Coops) Cooperative Development Center, Peoples Credit and Finance Corporation and FDE STE, Mindanao Trainer, Peoples Credit and Finance Corporation, South Luzon and South Mindanao trainer, Savings Banks Foundation for International Cooperation, South Luzon Microfinance Council and FDE STE, Ahon sa Hirap, Inc.;

WHEREAS, during the 100th Standards-Setting and Systems Development (SSSD) Committee TESDA Board-TESDA Secretariat Meeting held on February 20, 2018, the Committee favorably endorsed the promulgation of the above-mentioned Training Regulations for Trainers Methodology Level I (In-company Trainer);

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Resolution No. 2018-06
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APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR TRAINERS METHODOLOGY LEVEL I (IN-COMPANY TRAINER)

NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 27 February 2018 at 1:00 p.m., approves and promulgates the aforementioned Training Regulations for Trainers Methodology Level I (In-company Trainer) as herein appended;

BE IT RESOLVED, FINALLY, that

(1) Copies of this Resolution and the abovementioned Training Regulations be published and disseminated to all concerned, and the same shall be effective fifteen (15) days upon publication;

(2) All programs to be registered under these new Training Regulations must comply with the requirements of the aforementioned Training Regulations. The one-year period of registration under this new Training Regulations shall commence on the date of effectivity as indicated in the Implementing Guidelines/ TESDA Circular for the deployment of the Training Regulations to be issued by the TESDA Secretariat; and

(3) Graduates of TVET programs covered by the aforementioned Training Regulations shall be required to undergo mandatory assessment under the national assessment and certification program.

Adopted this 27th day of February 2018.

ATTY. MAMARICO L. SANSARONA, JR.
Board Secretary VI

Attested by:

USEC. DOMINADOR R. SAY
Presiding Chairperson, TESDA Board
Undersecretary, Department of Labor and Employment

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Resolution No. 2018-07
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APPROVING THE ASSESSMENT FEES FOR TRANSMISSION LINE INSTALLATION AND MAINTENANCE NC II, NC III, AND NC IV

WHEREAS, paragraph 9, Section 8 of Republic Act No.7796 or the Technical Education and Skills Development Act of 1994 empowers the TESDA Board to "exact reasonable fees and charges for such tests and training conducted and retain such earnings for its own use, subject to guidelines promulgated by the Authority";

WHEREAS, Administrative Order No. 31, series of 2012, directs and authorizes all heads of departments, bureaus, commissions, agencies, offices and instrumentalities of the national government, including government-owned and/or controlled corporations (GOCCs), to rationalize the rates of their fees and charges, increase their existing rates and impose new fees and charges;

WHEREAS, DOF – DBM – NEDA Joint Circular No. 1-2013 provides the Implementing Rules and Regulations of Administrative Order No. 31, series of 2012, on the Rationalization of Rates of Fees and Charges, Increase in Existing Rates, and Imposition of New Fees and Charges;

WHEREAS, Section 5 of the DOF – DBM – NEDA Joint Circular No. 1-2013, states that the determination of the rates of fees and charges shall consider the direct costs of rendering the service based on current appropriation, which shall include the cost of supplies and materials, salaries and wages of personnel directly involved in the service, and the proportionate share in the expenses of the agency or department, including the depreciation costs of equipment used;

WHEREAS, to implement the intent of the above cited Joint Circular, the TESDA Secretariat through the Qualifications and Standards Office (QSO) initiated the review of assessment fees and pursued a seven-step process, as follows:

1. Creation of TESDA's Task Force (TF) on the Review of Training Costs, Assessment Fees, and other Cost implemented by TESDA;
2. Orientation of the TESDA Task Force by the National Tax Research Center;
3. Conduct of Assessment Fee Workshops with the Technical Experts;
4. Presentation of Proposed Assessment Fees to TF and NTRC;
5. Presentation of Proposed Fees to TESDA Board Joint Standards-Setting and Systems Development and Finance Committee;
6. Conduct of Public Hearing(s) for the Proposed Assessment Fee(s);
7. Approval and Promulgation of Assessment Fees by the TESDA Board for nationwide implementation;

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Resolution No. 2018-07
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APPROVING THE ASSESSMENT FEES FOR TRANSMISSION LINE INSTALLATION AND MAINTENANCE NC II, NC III, AND NC IV

WHEREAS, in determining the amount of assessment fees, the following Factors and Operational Guidelines were followed:

- **Factors:**
  - Direct Cost
    - Salaries & wages of personnel involved in the delivery of service
    - Supplies and Materials (consumable and reusable)
    - Utilities (e.g. electricity, water, gas)
  - Indirect Cost
    - Tools and equipment cost imputation
  - Capital Outlay
    - Rental of buildings
  - Assessment Process Workflow
  - Plus 10% cost recovery

- **Six Operational Principles:**
  - Derive an equitable fee that is affordable to the candidate
  - Use less expensive supplies and materials or substitutes, if possible
  - Increase reusability of tools and equipment
  - Where applicable, do not charge the candidate for tools and equipment
  - Use average of regional costs
  - Provide information as FACTS (factual, accurate, comprehensive, transparent, and systematic);

WHEREAS, TESDA Board Resolution No. 2017-51 was issued, approving the amendments to the Training Regulations for Transmission Line Installation and Maintenance NC II and NC III and promulgating the Training Regulations for Transmission Line Installation and Maintenance NC IV last 18 December 2017 during the 100th TESDA Board Meeting;

WHEREAS, during the 30th Joint SSSD and Finance (SSSD-F) Committee TESDA Board-TESDA Secretariat Consultation Meetings held on 16 January 2018, the Members of the SSSD-F Committee TESDA Board-TESDA Secretariat deliberated on the experts' proposed assessment fees for Transmission Line Installation and Maintenance NC II, NC III, and NC IV and favorably endorsed for consideration and approval of the TESDA Board as mentioned hereunder:

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Superhighway, Taguig City

101st TESDA Board Meeting
27 February 2018, Tuesday, 1:00 p.m.
7/F TESDA Board Room, Office of the Chair
Taguig City, Metro Manila

Resolution No. 2018-07
(Page 3 of 4 pages)

APPROVING THE ASSESSMENT FEES FOR TRANSMISSION LINE INSTALLATION AND MAINTENANCE NC II, NC III, AND NC IV

- Transmission Line Installation and Maintenance NC II – One Thousand Pesos (Php1000.00)
- Transmission Line Installation and Maintenance NC III – Nine Hundred Sixty-Five Pesos (Php965.00)
- Transmission Line Installation and Maintenance NC IV – Nine Hundred Thirty-Five Pesos (Php935.00)

WHEREAS, the technical computations of the assessment fees for Transmission Line Installation and Maintenance NC II, NC III, and NC IV are hereby appended as Annex "A" and shall form an integral part of this Resolution;

WHEREAS, pursuant to Administrative Order No. 31, series of 2012, the National Tax Research Center (NTRC) has reviewed the computations of the above mentioned assessment fees for Transmission Line Installation and Maintenance NC II, NC III, and NC IV;

WHEREAS, the Members of the TESDA Board present during the 6th Joint Standards - Setting and Systems Development and Finance Committee TESDA Board-TESDA Secretariat Consultation Meeting held on 20 April 2016 agreed that the assessment fees shall be subject to review based on the following:

1. Indicators in the industry or in the economy that may have a significant impact on certain cost items which were included in the computation of the assessment fees such as but not limited to:
   - cost of electricity
   - cost of rental
   - mandated minimum wages and others, if applicable

2. The assessment fees shall be reviewed after two (2) years unless prior cost items indicated in the computation of the assessment fees will have a significant impact that might necessitate an earlier review;

WHEREAS, stakeholders' consultations were held in Luzon on 20 February 2018 and simultaneously in Visayas and Mindanao on 22 February 2018 to ensure that the proposed assessment fees for Transmission Line Installation and Maintenance NC II, NC III, and NC IV were properly disseminated and discussed with the stakeholders, pursuant to the Implementing Rules and Regulations of Administrative Order No. 31, series of 2012. The list of participants is hereby appended as Annex "B" of this Resolution to form an integral part hereof;

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Superhighway, Taguig City

101st TESDA Board Meeting
27 February 2018, Tuesday, 1:00 p.m.
7/F TESDA Board Room, Office of the Chair
Taguig City, Metro Manila

Resolution No. 2018-07
(Page 4 of 4 pages)

APPROVING THE ASSESSMENT FEES FOR TRANSMISSION LINE INSTALLATION AND MAINTENANCE NC II, NC III, AND NC IV

NOW THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 27 February 2018, approves the assessment fees for Transmission Line Installation and Maintenance NC II, NC III, and NC IV, as follows:

- Transmission Line Installation and Maintenance NC II – One Thousand Pesos (Php1000.00)
- Transmission Line Installation and Maintenance NC III – Nine Hundred Sixty-Five Pesos (Php965.00)
- Transmission Line Installation and Maintenance NC IV – Nine Hundred Thirty-Five Pesos (Php935.00)

BE IT RESOLVED, FURTHER, that this Resolution shall be published in a newspaper of general circulation and disseminated to all concerned offices and the same shall be effective fifteen (15) days upon publication;

BE IT RESOLVED, FINALLY, that the TESDA Secretariat is directed to issue the appropriate Implementing Guidelines within thirty (30) days from the date of effectivity of this Board Resolution. All competency assessment under this Resolution must comply with the aforementioned fees and the Implementing Guidelines under penalty of suspension or revocation of accreditation as appropriate, after due process.

Adopted this 27th day of February 2018.

ATTY. MAMARICO L. SANSARONA, JR.
Board Secretary VI

Attested by:

USEC. DOMINADOR R. SAY
Presiding Chairperson, TESDA Board
Undersecretary, Department of Labor and Employment

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Superhighway, Taguig City

101st TESDA Board Meeting
27 February 2018, Tuesday, 1:00 p.m.
7/F TESDA Board Room, Office of the Chair
Taguig City, Metro Manila

Resolution No. 2018-08
(Page 1 of 4 pages)

APPROVING THE ASSESSMENT FEES FOR EVENTS MANAGEMENT SERVICES NC III

WHEREAS, paragraph 9, Section 8 of Republic Act No.7796 or the Technical Education and Skills Development Act of 1994 empowers the TESDA Board to "exact reasonable fees and charges for such tests and training conducted and retain such earnings for its own use, subject to guidelines promulgated by the Authority";

WHEREAS, Administrative Order No. 31, series of 2012, directs and authorizes all heads of departments, bureaus, commissions, agencies, offices and instrumentalities of the national government, including government-owned and/or controlled corporations (GOCCs), to rationalize the rates of their fees and charges, increase their existing rates and impose new fees and charges;

WHEREAS, DOF – DBM – NEDA Joint Circular No. 1-2013 provides the Implementing Rules and Regulations of Administrative Order No. 31, series of 2012, on the Rationalization of Rates of Fees and Charges, Increase in Existing Rates, and Imposition of New Fees and Charges;

WHEREAS, Section 5 of the DOF – DBM – NEDA Joint Circular No. 1-2013, states that the determination of the rates of fees and charges shall consider the direct costs of rendering the service based on current appropriation, which shall include the cost of supplies and materials, salaries and wages of personnel directly involved in the service, and the proportionate share in the expenses of the agency or department, including the depreciation costs of equipment used;

WHEREAS, to implement the intent of the above cited Joint Circular, the TESDA Secretariat through the Qualifications and Standards Office (QSO) initiated the review of assessment fees and pursued a seven-step process, as follows:

1. Creation of TESDA's Task Force (TF) on the Review of Training Costs, Assessment Fees, and other Cost implemented by TESDA;
2. Orientation of the TESDA Task Force by the National Tax Research Center;
3. Conduct of Assessment Fee Workshops with the Technical Experts;
4. Presentation of Proposed Assessment Fees to TF and NTRC;
5. Presentation of Proposed Fees to TESDA Board Joint Standards-Setting and Systems Development and Finance Committee;
6. Conduct of Public Hearing(s) for the Proposed Assessment Fee(s);
7. Approval and Promulgation of Assessment Fees by the TESDA Board for nationwide implementation;

Republic of the Philippines
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East Service Road, South Superhighway, Taguig City

101st TESDA Board Meeting
27 February 2018, Tuesday, 1:00 p.m.
7/F TESDA Board Room, Office of the Chair
Taguig City, Metro Manila

Resolution No. 2018-08
(Page 2 of 4 pages)

APPROVING THE ASSESSMENT FEES FOR EVENTS MANAGEMENT SERVICES NC III

WHEREAS, in determining the amount of assessment fees, the following Factors and Operational Guidelines were followed:

- **Factors:**
  - Direct Cost
    - Salaries & wages of personnel involved in the delivery of service
    - Supplies and Materials (consumable and reusable)
    - Utilities (e.g. electricity, water, gas)
  - Indirect Cost
    - Tools and equipment cost imputation
  - Capital Outlay
    - Rental of buildings
  - Assessment Process Workflow
  - Plus 10% cost recovery

- **Six Operational Principles:**
  - Derive an equitable fee that is affordable to the candidate
  - Use less expensive supplies and materials or substitutes, if possible
  - Increase reusability of tools and equipment
  - Where applicable, do not charge the candidate for tools and equipment
  - Use average of regional costs
  - Provide information as FACTS (factual, accurate, comprehensive, transparent, and systematic);

WHEREAS, TESDA Board Resolution No. 2007-41 was issued, approving and promulgating the Training Regulations for Events Management Services NC III last 22 November 2007 during the 58th TESDA Board Meeting;

WHEREAS, during the 31st Joint SSSD and Finance (SSSD-F) Committee TESDA Board-TESDA Secretariat Consultation Meetings held on 24 January 2018, the Members of the SSSD-F Committee TESDA Board-TESDA Secretariat deliberated on the experts' proposed assessment fees for Events Management Services NC III and favorably endorsed for consideration and approval of the TESDA Board as mentioned hereunder:

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Superhighway, Taguig City

101st TESDA Board Meeting
27 February 2018, Tuesday, 1:00 p.m.
7/F TESDA Board Room, Office of the Chair
Taguig City, Metro Manila

Resolution No. 2018-08
(Page 3 of 4 pages)

APPROVING THE ASSESSMENT FEES FOR EVENTS MANAGEMENT SERVICES NC III

- Events Management Services NC III (Full) – Five Hundred Five Pesos (Php505.00)
- Events Management Services NC III (COC1) – Four Hundred Ninety Pesos (Php490.00)
- Events Management Services NC III (COC2) – Four Hundred Seventy Pesos (Php470.00)

WHEREAS, the technical computations of the assessment fees for Events Management Services NC III are hereby appended as Annex "A" and shall form an integral part of this Resolution;

WHEREAS, pursuant to Administrative Order No. 31, series of 2012, the National Tax Research Center (NTRC) has reviewed the computations of the above mentioned assessment fees for Events Management Services NC III;

WHEREAS, the Members of the TESDA Board present during the 6th Joint Standards - Setting and Systems Development and Finance Committee TESDA Board-TESDA Secretariat Consultation Meeting held on 20 April 2016 agreed that the assessment fees shall be subject to review based on the following:

1. Indicators in the industry or in the economy that may have a significant impact on certain cost items which were included in the computation of the assessment fees such as but not limited to:
   - cost of electricity
   - cost of rental
   - mandated minimum wages and others, if applicable

2. The assessment fees shall be reviewed after two (2) years unless prior cost items indicated in the computation of the assessment fees will have a significant impact that might necessitate an earlier review;

WHEREAS, stakeholders' consultations were held in Luzon on 20 February 2018 and simultaneously in Visayas and Mindanao on 22 February 2018 to ensure that the proposed assessment fees for Events Management Services NC III were properly disseminated and discussed with the stakeholders, pursuant to the Implementing Rules and Regulations of Administrative Order No. 31, series of 2012. The list of participants is hereby appended as Annex "B" of this Resolution to form an integral part hereof;

NOW THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 27 February 2018, approves the assessment fees for Events Management Services NC III, as follows:

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Superhighway, Taguig City

101st TESDA Board Meeting
27 February 2018, Tuesday, 1:00 p.m.
7/F TESDA Board Room, Office of the Chair
Taguig City, Metro Manila

Resolution No. 2018-08
(Page 4 of 4 pages)

APPROVING THE ASSESSMENT FEES FOR EVENTS MANAGEMENT SERVICES NC III

- Events Management Services NC III (Full) – Five Hundred Five Pesos (Php505.00)
- Events Management Services NC III (COC1) – Four Hundred Ninety Pesos (Php490.00)
- Events Management Services NC III (COC2) – Four Hundred Seventy Pesos (Php470.00)

BE IT RESOLVED, FURTHER, that this Resolution shall be published in a newspaper of general circulation and disseminated to all concerned offices and the same shall be effective fifteen (15) days upon publication;

BE IT RESOLVED, FINALLY, that the TESDA Secretariat is directed to issue the appropriate Implementing Guidelines within thirty (30) days from the date of effectivity of this Board Resolution. All competency assessment under this Resolution must comply with the aforementioned fees and the Implementing Guidelines under penalty of suspension or revocation of accreditation as appropriate, after due process.

Adopted this 27th day of February 2018.

ATTY. MAMARICO L. SANSARONA, JR.
Board Secretary VI

Attested by:

USEC. DOMINADOR R. SAY
Presiding Chairperson, TESDA Board
Secretary, Department of Labor and Employment

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Superhighway, Taguig, Metro Manila

101st TESDA BOARD MEETING
27 February 2018, Tuesday, 01:00 p.m.
7th Floor TESDA Board Room, Office of the Chair
Taguig City, Metro Manila

Resolution No. 2018-09

(Page 1 of 2 pages)

APPROVING THE RECONSTITUTION OF THE COMMITTEE ON INSTITUTIONAL CAPACITY BUILDING (ICB) OF THE TESDA BOARD

WHEREAS, Section 8 of the R.A. 7796, Powers and Functions of the Board states that the authority shall be primarily responsible for the formulation of continuing, coordinated and fully integrated technical education and skills development policies, plans and programs;

WHEREAS, there is an existing Committee on Institutional Capacity Building (ICB) per Resolution No. 2002-06 and Resolution No. 2009-16;

WHEREAS, the Chair of the Committee term of office has expired leading to its inactivity;

WHEREAS, the function of such Committee is equally important vis-à-vis with the other Committees to ensure efficiency of the Board in all aspect to serve the purpose of its creation;

WHEREAS, during the 101st TESDA Board Meeting held last 27 February 2018, the Board unearthed the need to reconstitute the Committee on Institutional Capacity Building (ICB) and its composition based on the approved TESDA CORE Business and its functions as follows:

Committee on Institutional Capacity Building (ICB)

Chair	Dr. Maria Paloma B. Papa
Members	Open to all TESDA Board Members
Function	Responsible in looking into policies that include maintenance and sustainability of quality management system and improving the efficiency and effectiveness of the various systems and processes in TESDA to build its competencies as this connects to the three (3) planks of the Core Business.

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Superhighway, Taguig, Metro Manila

101st TESDA BOARD MEETING
27 February 2018, Tuesday, 01:00 p.m.
7th Floor TESDA Board Room, Office of the Chair
Taguig City, Metro Manila

Resolution No. 2018-09

APPROVING THE RECONSTITUTION OF THE COMMITTEE ON INSTITUTIONAL CAPACITY BUILDING (ICB) OF THE TESDA BOARD

WHEREAS, a counterpart committee from the TESDA Secretariat is the corresponding Executive Office to assist the Committee on Institutional Capacity Building (ICB) of the TESDA Board for complete staff work.

NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the TESDA Board approves the reconstitution of the abovementioned TESDA Board Committee.

BE IT RESOLVED FINALLY, that copies of the TESDA Circular on the reconstitution of the Committee on Institutional Capacity Building (ICB) of the TESDA Board and this resolution be disseminated to concerned offices for their information and guidance.

Adopted this 27th day of February 2018.

Atty. MAMARICO L. SANSARONA, JR.
Board Secretary VI

Attested by:

USEC. DOMINADOR R. SAY
Presiding Chairperson, TESDA Board
Undersecretary, Department of Labor and Employment