TESDA CIRCULAR

Subject: Implementing Guidelines on the Conduct of the Competency Assessment and Certification for Workers (CACW) Program		Page **1** of **8** page/s Number 10, Series of 2018
Date Issued: 12 February 2018	**Effectivity:** As Indicated	**Supersedes:** TESDA Circular No. 31, series 2017

In an effort to increase the acceptance of National Certificate by the industry and encourage industry workers and the companies to appreciate the value of the TESDA Competency Assessment and Certification System, the following guidelines is hereby issued:

I. Program Description

The Competency Assessment and Certification for Workers (CACW) is the conduct of competency assessment and certification at the Regional and Provincial levels specifically for industry workers, in identified key sectors/qualifications.

Beneficiaries of the program, as clearly indicated in the title, are workers currently employed or engaged in livelihood jobs, who are NOT YET Certified.

II. Objectives

2.1 To promote Assessment and Certification program to industry workers;
2.2 To expand clients' access to assessment and certification program;
2.3 To enhance the competitiveness, employability and productivity of industry workers; and
2.4 To upgrade the qualification of existing workers, trainers and assessors to higher level of qualification.

III. Coverage

3.1 The assessment shall cover full qualifications with Training Regulations identified in the Training for Work Scholarship Programs (TWSP).

3.2 All qualifications covered by specific government regulations as indicated in this guidelines are also included such as:

- Driving NC II and Driving (Passenger Bus/Straight Truck) NC III under DOTC Department Order No. 2011-25 re: Inclusion of Driver Proficiency Standard as Additional Requirement in the Exercise of the Regulatory Powers of LTFRB to issue Certificates of Public Convenience (CPC);

- Automotive Servicing NC II, III and IV – Joint Administrative Order issued by DOTC, DENR and DTI – Requirement of TESDA-Certified Mechanics and Technicians for Automotive Repair Shops and Public Emission Testing Centers (PETCs);

- RAC Servicing (DomRAC) NC II and RAC Servicing (PACU/CRE) NC III – Joint Administrative Order by DTI and DENR requiring TESDA-Certified Mechanics for RAC Repair Shops;

- DOLE Department Order No. 13 series of 1998, Guidelines Governing Occupational Safety and Health in the Construction Industry.

3.3 The targeted number to be assessed shall be based on the approved Annual Target (Annex A) composed of Workers/Industry Practitioners/ Professional/ Career shifters, PWDs, Public Utility Vehicle (PUV) drivers, including Trainers of private and public technical-vocational institutions (TVIs), returning or displaced Overseas Filipino Workers (OFWs) and OFWs currently working who want to be TESDA-certified and maybe tapped as trainer and/or competency assessor.

3.4 **The CACW Program will not be offered to graduating students/trainees of WTR-registered programs.**

IV. General Guidelines

4.1 **Free** assessment and certification services under CACW Program **can only be availed once**. Re-assessment or assessment fees for more than (1) qualification shall be paid by the candidate as prescribed.

4.2 The assessment cost to be subsidized by the TESDA Regional Office (RO) under the CACW Program shall be in accordance to the schedule of costs provided in the latest Training for Work Scholarship Programs (TWSP) Schedule of Costs and/or TESDA issuance on assessment fees. Provided, however, that if the assessment fees have been amended, the updated rates issued through TESDA Circular will prevail, hence, corresponding adjustment shall be made on the approved Regional Qualification Map.

4.3 For 2018, the baseline national target of CACW Program is 51,900 (Annex A – Regional Targets). The succeeding regional targets shall be identified and submitted by the ROs every December (on or before 15 December of the current year), for consideration and approval of the TESDA Central Office.

V. Specific Guidelines

5.1 Process of Application

5.1.1 An applicant may secure and download the Application Form and Self Assessment Guide (SAG) at https://goo.gl/sluc7c and tesda.gov.ph/Self-Assessment Guide respectively. The TESDA Provincial Offices (POs) shall also provide to walk-in and interested applicants during TESDA promotional or any program event.

5.1.2 The qualification requirements stated in the Training Regulations (TR) and Competency Assessment Tools (CATs) shall be followed in accepting candidate-applicants.

5.1.3 The candidate-applicant shall submit the duly accomplished application form, Self Assessment Guide (SAG), three (3) 2x2 passport size pictures, color, white background with name written at the back (Mugshot for NCR), and all other requirements, to the identified Accredited Assessment Centers or at the nearest TESDA Provincial Office.

5.1.4 The identified Accredited Assessment Centers and/or the TESDA PO shall process the application and inform candidate-applicant of his/her assessment schedule.

5.1.5 The RO, in coordination with the PO, shall set the deadline for the filing of applications in accordance with the timelines prescribed in TESDA Training Management Information System (T2MIS).

VI. Schedule of Assessment

6.1 The CACW Program shall be implemented annually and shall commence as soon as budget for the TWSP is available.

VII. Program Arrangements

7.1 Pre-Assessment Activities

7.1.1 The ROs shall select the qualification to be offered based on the market demand in their respective areas in order to increase the infrastructure for training and assessment.

7.1.2 The ROs shall submit a copy of the approved and signed Regional Qualification Map (Annex B) to the Certification Office (CO) and Scholarship Management Office (SMO).

7.1.3 The POs shall prepare the final list of applicants per qualification, per assessment center, per schedule and the assigned competency assessors according to the timelines prescribed in T2MIS.

7.1.4 The CO and the ROs shall promote/advocate the CACW Program through advertisements and announcements in national and/or regional newspapers, radio/TV stations. The ROs shall coordinate with LGUs (i.e. Sangguniang Panglalawigan) and other partners for information dissemination.

7.2 Conduct of Assessment

7.2.1 The CO and the ROs shall monitor the conduct of CACW through the T2MIS.

7.2.2 The CO shall download reports generated from the T2MIS on a monthly basis for monitoring and analysis.

7.2.3 The Operating Procedures for Assessment and Certification shall be followed.

7.2.4 There shall be ten (10) candidates per batch. The number of batches may be increased (maximum of 2 batches/day) depending on the qualification, duration of assessment, and the availability of assessment requirements (tools, equipment and space) provided that the integrity of the assessment and certification process is strictly preserved and not compromised.

7.2.5 To facilitate assessment of industry workers, the conduct of assessment may be done in the workplace, provided that the Operating Procedure for Competency Assessment on the designation of assessment venues are followed. Accredited Assessment Centers (ACs), who designates assessment venues, in coordination with the TESDA Provincial Office, shall establish linkages with relevant companies or enterprises for the conduct of workplace or on-site assessment. The POs shall encourage industry partners to apply for accreditation as an AC to expand its assessment and certification infrastructure.

7.3 Post Assessment Activities

7.3.1 The issuance of National Certificates and reporting of assessment results shall follow the Operating Procedure for Competency Assessment (TESDA-OP-CO-05).

VIII. Roles and Responsibilities

8.1 TESDA Central Office

Certification Office

8.1.1 Develop implementing guidelines for the conduct of the CACW Program;

8.1.2 Collaborate with the Partnership and Linkages Office to initiate promotion and advocacy activities in cooperation with industry partners;

8.1.3 Monitor and endorse the CACW Regional Qualification Maps to the SMO;

8.1.4 Monitor, download, and analyze regional accomplishment reports of the CACW through the T2MIS;

8.1.5 Provide timely release of blank certificates to ROs; and

8.1.6 Initiate nationwide promotion and advocacy of the CACW Program.

Scholarships Management Office

8.1.7 Monitor the CACW Regional Qualification Maps submitted by the ROs; and

8.1.8 Facilitate the allocation of TWSP funds to subsidize the cost of assessment and certification in accordance to the schedule of costs as indicated in Section IV-4.2.

8.2 TESDA Regional Office

8.2.1 Submit to the CO and SMO a copy of the Regional Qualification Map **immediately** upon the approval of the Regional Director. To facilitate implementation in succeeding

years, the ROs may submit QMs before the year of implementation.

8.2.2 Provide administrative and technical assistance relative to the conduct of CACW to the POs.

8.2.3 Ensure proper announcement/promotion of the assessment activities/schedules, including process of application and deadline for filing of applications through posters, tarpaulin, radio and TV plugs, among others.

8.2.4 Identify deadlines in filing of applications in accordance with timelines prescribed in the T2MIS.

8.2.5 Assume full accountability and monitoring in the compliance and adherence to the Operating Procedures and Assessment and Certification Process by the implementing bodies in the conduct of CACW Program.

8.3 TESDA Provincial/District Office

8.3.1 Assist RO in ensuring that wide dissemination announcement/promotion of the assessment activities/schedules, including process of application and deadline for filing of applications through posters, tarpaulin, radio and TV plugs, among others.

8.3.2 Network with social partners, i.e. industry associations, business enterprises, public and private TVIs, among others, for technical assistance.

8.3.3 Accept and process applications for competency assessment in coordination with participating Accredited Assessment Centers.

8.3.4 Approve/confirm the schedule of competency assessment through the T2MIS.

8.3.5 Facilitate identification of Accredited Assessment Centers and approval of Designated Assessment Venues (by the accredited Assessment Centers).

8.3.6 Approve the appointment of Competency Assessors and assignment of TESDA Representatives.

8.3.7 Reproduce the required Competency Assessment Tools (CATs) and other assessment-related forms.

8.3.8 Issue the National Certificate at no cost to the successful candidates.

IX. Effectivity

This Circular shall take effect as indicated.

GUILING "GENE" A. MAMONDIONG
Director General/Secretary

ANNEX A

TARGETS FOR THE COMPETENCY ASSESSMENT AND CERTIFICATION FOR WORKERS (CACW)

REGION	2016 Targets (based on QM)	2016 Performance (Assessed)	2017 Target*	2017 Performance (as of Feb 2018)**	2018 Proposed Target
I	4,066	3,891	3,900	1,147	3,900
II	2,600	2,148	2,200	952	2,200
III	1,422	1,213	1,200	582	1,200
IV-A	5,793	5,895	6,000	5,428	6,000
IV-B	2,200	2,024	2,000	4,960	2,000
V	2,452	1,636	1,600	833	1,600
VI	2,510	1,390	1,400	1,439	1,400
VII	5,100	5,143	5,200	3,764	5,200
VIII	3,382	2,928	3,000	872	3,000
IX	2,696	2,651	2,700	415	2,700
X	3,704	3,022	3,000	2,224	3,000
XI	1,328	881	1,000	no report	1,000
XII	3,273	1,288	1,300	389	1,300
NCR	21,578	12,696	12,500	12,032	12,500
CAR	2,500	2,497	2,500	3,087	2,500
CARAGA	2,778	2,201	2,200	1,674	2,200
ARMM	425	159	200	no report	200
TOTAL	**67,807**	**51,663**	**51,900**	**39,798**	**51,900**

***2017 targets are based on the 2016 accomplishments*
***2017 - ongoing implementation/RQMs were approved 3rd quarter of 2017**

ANNEX B

Competency Assessment and Certification for Workers
2018 REGIONAL QUALIFICATION MAP

Region: _____

Province/ District	Assessment Center	Sector	Qualification	No. of Candidates	Date of Assessment	Assigned Assessors	Assessment Center/ Venue	Assessment Fee	Budgetary Requirements (E x I)
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)

Prepared by: _____
Regional Focal

Recommended by:

_____ **Provincial/District Director**

_____ **Provincial/District Director**

_____ **Provincial/District Director**

_____ **Provincial/District Director**

_____ **Provincial/District Director**

_____ **Provincial/District Director**

Approved by: _____
Regional Director

2018 COMPETENCY ASSESSMENT AND CERTIFICATION FOR WORKERS (CACW) PROGRAM
Process Flow for the Approval of Regional Qualification Map

Responsibilities	Key Steps	Interfaces
Provincial Directors	Submits Provincial Qualification Map to Regional Office	**Regional Qualification Map (Annex B)**
Regional CACW Focal	Consolidate Provincial Qualification Map	
Regional Director	Reviews, approved and submits the Regional Qualification Map with Budgetary Allocation	
Certification Office	Reviews and endorses Regional Qualification Map to SMO	
Scholarship Management Office	Monitor expenditures based on submitted Regional Qualification Map	