

TESDA CIRCULAR

SUBJECT: Implementing Guidelines on the Deployment of Competency Standards (CS) for Court Stenography Level II		Page 1 of 3 pages
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In the interest of the service and to provide quality and uniform program delivery, the following Guidelines in the deployment of the Competency Standards (CS) for **Court Stenography Level II** is hereby issued:

I. BACKGROUND/LEGAL BASIS

1. The TESDA Act of 1994 (Republic Act No. 7796) defined TESDA as the authority in the "establishment and administration of National Trade Skills Standards (NTSS)." The NTSS eventually evolved into the present-day training regulations (TRs) following the reforms instituted by the agency for the country's TVET, particularly along competency-based, education and training. As such, TESDA is mandated by law to develop and update the competence of the country's industry workers to enhance their employability and ensure long-term economic development.
2. **TESDA CY 2018 Planning Guidelines** under B.1.3 "**Adapt and adopt**" policy shall be pursued in the development of CS/Training regulations (TRs), particularly for high-end technologies, higher level qualifications using the available off-the-shelf competency standards developed by the industries, multi-bilateral agencies and international development partners;
3. In line with TESDA's efforts to continue perform its mandate and serve the people amidst the ongoing COVID-19 pandemic, the **OPLAN TESDA Abot Lahat: TVET Towards a New Normal** was formulated. TESDA the QSO shall prioritize developing and updating the TRs and CS in the priority sectors in providing skills to Filipinos and a job and livelihood after;
4. The abovementioned Competency Standards (CS) was developed in consultation with the practitioners and technical experts of the Court Stenographers Association of the Philippines, Inc. (COSTRAPHIL, Inc.)
5. On September 28, 2021, the Supreme Court issued an En Banc Notice re: recognition of Competency Standards for Court Stenography Level II.

II. OBJECTIVES

1. To immediately respond to the industry skills requirements for court stenographer with the goal of producing competent individuals equipped with 21st century skills and compliant with the existing industry standards and practices;
2. To provide world-class and competent court stenographers for the various courts under the Social and Other Community Development Services Sector;

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3. To ensure that the education and training providers shall deliver the programs in accordance with the abovementioned CS as required by the Social and Other Community Development Services Sector.

III. SCOPE/COVERAGE

The CS shall be the basis for the development of the Competency-based Curriculum (CBC) which shall be submitted by the education and training providers registering the program with the TESDA Provincial/District Offices.

IV. IMPLEMENTATION MECHANICS

A. Utilization of the Developed CS

1. To ensure utilization of this CS, all Regional/Provincial/District Directors shall immediately advocate/encourage the registration of abovementioned program; and
2. The copy of the CS will be made available and can be downloaded from the TESDA website.

B. Program Registration

1. All Regional/Provincial/District Directors are hereby instructed to process applications for program registration as "No Training Regulations" (NTR) following the Amended Omnibus Guidelines under the Unified TVET Program Registration and Accreditation System (TESDA Circular No. 07, Series of 2016) and within the allowable process cycle time (PCT) of three (3) working days indicated in the existing guidelines (TESDA Circular No. 073, Series of 2019). Further, the education and training providers shall develop and submit the competency-based curriculum with number of training hours and appropriate lists of tools, materials, equipment and facilities for training and assessment.
2. To standardize the program implementation and ensure that they are in accordance with the CS, the National Institute for Technical Education and Skills Development (NITESD) and Regional Offices/ Provincial/ District Offices (RO/PO/DO) shall assist in the development of the Competency-Based Curriculum (CBC).

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V. INSTITUTIONAL ASSESSMENT OF GRADUATES

1. The education and training providers shall ensure the conduct of institutional assessment after the completion of the training program; and
2. The education and training providers (including the enterprises where trainings are conducted) shall issue the Training Certificate after completion of the training and passing the institutional assessment of graduates.

VI. SCHOLARSHIP PROVISION

1. A scholarship training subsidy shall be allocated/provided to enrollees of the registered training program; and
2. Training cost shall be computed based on the submitted curriculum where the training hours and list of tools, materials and equipment are indicated.

VII. MONITORING AND FEEDBACK SYSTEM

1. The Regional and Provincial/District Offices (ROPO/DO) shall closely monitor the implementation of the registered programs under these CS; and
2. The ROPO/DO shall require the education and training providers with registered program under these CS to report the enrolled, graduates and employed in the T2MIS as part of the regular monitoring and feedback system.

VIII. EFFECTIVITY

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


SEC. ISIDRO S LAPEÑA, PhD, CSEE
Director General



