TESDA CIRCULAR

SUBJECT: Approved TESDA Board Resolution Nos. 2019-49 to 2019-57		Page 1 of 1 page Number 110 series of 2019
Date Issued: October 15, 2019	**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 116th TESDA Board Meeting held on 15 October 2019:

1. **BR No. 2019-49** "Approving the Assessment Fee for Real Estate Services NC II"
2. **BR No. 2019-50** "Approving the Assessment Fee for Mold Making NC III"
3. **BR No. 2019-51** "Approving the Assessment Fee for Mold Designing NC IV"
4. **BR No. 2019-52** "Approving the Assessment Fee for Die Designing NC IV"
5. **BR No. 2019-53** "Approving the Assessment Fee for Electric Discharge Machine (EDM) Sinking Operation NC II"
6. **BR No. 2019-54** "Approving the Assessment Fee for CNC Electric Discharge Machine (EDM) Wire Cut Operation NC III"
7. **BR No. 2019-55** "Approving the Assessment Fee for 5-Axis CNC Machine Operation NC III"
8. **BR No. 2019-56** "Approving and Promulgating the Amended Training Regulations for Housekeeping NC III"
9. **BR No. 2019-57** "Approving and Promulgating the Amended Training Regulations for Housekeeping NC IV"

The foregoing resolutions supersede all other issuances inconsistent therewith.

SEC. ISIDRO S. LAPEÑA PhD., CSEE
Director General

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

116th TESDA Board Meeting
15 October 2019, Tuesday, 9:00 a.m.
7/F TESDA Board Room, Office of the Chair
Taguig City, Metro Manila

Resolution No. 2019-49
(Page 1 of 5 pages)

APPROVING THE ASSESSMENT FEE FOR REAL ESTATE SERVICES NC II

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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Taguig City, Metro Manila

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APPROVING THE ASSESSMENT FEE FOR REAL ESTATE SERVICES NC II

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. 2019-10 was issued, approving the and promulgating the Training Regulations for Real Estate Services NC II held on 11 January 2019 during the 107th TESDA Board Meeting;

WHEREAS, during the 44th Joint SSSD and Finance Committee TESDA Board-TESDA Secretariat Consultation Meeting held on 24 September 2019, the Members of the Joint SSSD and Finance Committee of the TESDA Board, together with the TESDA Secretariat deliberated on the experts' proposed assessment fee for Real Estate Services NC II and favorably endorsed for consideration and approval of the TESDA Board as mentioned hereunder:

- Real Estate Services NC II – Five Hundred Seventy Pesos (Php570.00)

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

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APPROVING THE ASSESSMENT FEE FOR REAL ESTATE SERVICES NC II

WHEREAS, the technical computations of the assessment fee for Real Estate Services NC II 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 fee for Real Estate Services NC II;

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 09 October and simultaneously in Visayas and Mindanao on 11 October 2019, to ensure that the proposed assessment fee for Real Estate Services NC II 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, 15 October 2019, approves the assessment fee for Real Estate Services NC II, as follows:

- Real Estate Services NC II – Five Hundred Seventy Pesos (Php570.00)

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;

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East Service Road, South Superhighway, Taguig City

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

Resolution No. 2019-49
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APPROVING THE ASSESSMENT FEE FOR REAL ESTATE SERVICES NC II

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 fee and the Implementing Guidelines under penalty of suspension or revocation of accreditation as appropriate, after due process.

Adopted this 15 October 2019.

ATTY. MARICHELLE DE VERA-DE GUZMAN
Board Secretary VI

Attested by:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Designated Chairperson, TESDA Board
Director General, TESDA

USEC. EPIMACO V. DENSING
Department of Interior & Local Government

USEC. ARIEL T. CAYANAN
Department of Agriculture

MR. ISIDRO C. ASPER
Board Member, Labor Sector

ATTY. BAYANI G. DIWA
Board Member, Labor Sector

MR. RAMON R. DE LEON
Board Member, Labor Sector

MR. ROGELIO J. CHAVEZ, JR.
Board Member, Labor Sector

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APPROVING THE ASSESSMENT FEE FOR REAL ESTATE SERVICES NC II

MR. RENE LUIS M. TADLE
Board Member. Labor Sector

MS. MARY G. NG
Board Member. Business
& Investment Sector

DR. LEONIDA BAYANI-ORTIZ
Board Member, Employer Sector

DR. GUIMBA B. POINGAN
Board Member, Education &
Training Institutions Sector

MS. PATRICIA C. DALMAS
Board Member, Education &
Training Institutions Sector

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Resolution No. 2019-50
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APPROVING THE ASSESSMENT FEE FOR MOLD MAKING 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;

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APPROVING THE ASSESSMENT FEE FOR MOLD MAKING 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. 2019-31 was issued, approving the and promulgating the Training Regulations for Mold Making NC III held on 21 May 2019 during the 111th TESDA Board Meeting;

WHEREAS, during the 44th Joint SSSD and Finance Committee TESDA Board-TESDA Secretariat Consultation Meeting held on 24 September 2019, the Members of the Joint SSSD and Finance Committee of the TESDA Board, together with the TESDA Secretariat deliberated on the experts' proposed assessment fee for Mold Making NC III and favorably endorsed for consideration and approval of the TESDA Board as mentioned hereunder:

- Mold Making NC III (2 candidates) – Four Thousand Four Hundred Fifteen Pesos (Php4, 415.00)

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APPROVING THE ASSESSMENT FEE FOR MOLD MAKING NC III

WHEREAS, the technical computations of the assessment fee for Mold Making 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 fee for Mold Making 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 09 October and simultaneously in Visayas and Mindanao on 11 October 2019, to ensure that the proposed assessment fee for Mold Designing 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;

NOW THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 15 October 2019, approves the assessment fee for Mold Making NC III, as follows:

- Mold Making NC III (2 candidates) – Four Thousand Four Hundred Fifteen Pesos (Php4, 415.00)

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Taguig City, Metro Manila

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APPROVING THE ASSESSMENT FEE FOR MOLD MAKING NC III

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 fee and the Implementing Guidelines under penalty of suspension or revocation of accreditation as appropriate, after due process.

Adopted this 15 October 2019.

ATTY. MARICHELLE DE VERA-DE GUZMAN
Board Secretary VI

Attested by:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Designated Chairperson, TESDA Board
Director General, TESDA

USEC. EPIMACO V. DENSING
Department of Interior & Local Government

USEC. ARIEL T. CAYANAN
Department of Agriculture

MR. ISIDRO C. ASPER
Board Member, Labor Sector

ATTY. BAYANI G. DIWA
Board Member, Labor Sector

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East Service Road, South Superhighway, Taguig City

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Taguig City, Metro Manila

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APPROVING THE ASSESSMENT FEE FOR MOLD MAKING NC III

MR. RAMON R. DE LEON
Board Member, Labor Sector

MR. ROGELIO J. CHAVEZ. JR.
Board Member, Labor Sector

MR. RENE LUIS M. TADLE
Board Member. Labor Sector

MS. MARY G. NG
Board Member. Business
& Investment Sector

DR. LEONIDA BAYANI-ORTIZ
Board Member, Employer Sector

DR. GUIMBA B. POINGAN
Board Member, Education &
Training Institutions Sector

MS. PATRICIA C. DALMAS
Board Member, Education &
Training Institutions Sector

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Taguig City, Metro Manila

Resolution No. 2019-81
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APPROVING THE ASSESSMENT FEE FOR MOLD DESIGNING 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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7/F TESDA Board Room, Office of the Chair
Taguig City, Metro Manila

Resolution No. 2019-51

APPROVING THE ASSESSMENT FEE FOR MOLD DESIGNING 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. 2019-32 was issued, approving the and promulgating the Training Regulations for Mold Designing NC IV held on 21 May 2019 during the 111th TESDA Board Meeting;

WHEREAS, during the 44th Joint SSSD and Finance Committee TESDA Board-TESDA Secretariat Consultation Meeting held on 24 September 2019, the Members of the Joint SSSD and Finance Committee of the TESDA Board, together with the TESDA Secretariat deliberated on the experts' proposed assessment fee for Mold Designing NC IV and favorably endorsed for consideration and approval of the TESDA Board as mentioned hereunder:

- Mold Designing NC IV – Seven Hundred Seventy Pesos (Php770.00)

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Resolution No. 2019-51
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APPROVING THE ASSESSMENT FEE FOR MOLD DESIGNING NC IV

WHEREAS, the technical computations of the assessment fee for Mold Designing 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 fee for Mold Designing 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 09 October and simultaneously in Visayas and Mindanao on 11 October 2019, to ensure that the proposed assessment fee for Mold Designing 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;

NOW THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 15 October 2019, approves the assessment fee for Mold Designing NC IV, as follows:

- Mold Designing NC IV – Seven Hundred Seventy Pesos (Php770.00)

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;

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APPROVING THE ASSESSMENT FEE FOR MOLD DESIGNING NC IV

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 fee and the Implementing Guidelines under penalty of suspension or revocation of accreditation as appropriate, after due process.

Adopted this 15 October 2019.

ATTY. MARICHELLE DE VERA-DE GUZMAN
Board Secretary VI

Attested by:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Designated Chairperson, TESDA Board
Director General, TESDA

USEC. EPIMACO V. DENSING
Department of Interior & Local Government

USEC. ARIEL T. CAYANAN
Department of Agriculture

MR. ISIDRO C. ASPER
Board Member, Labor Sector

ATTY. BAYANI G. DIWA
Board Member, Labor Sector

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116th TESDA Board Meeting
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APPROVING THE ASSESSMENT FEE FOR MOLD DESIGNING NC IV

MR. RAMON R. DE LEON
Board Member, Labor Sector

MR. ROGELIO J. CHAVEZ, JR.
Board Member, Labor Sector

MR. RENE LUIS M. TADLE
Board Member, Labor Sector

MS. MARY G. NG
Board Member, Business & Investment Sector

DR. LEONIDA BAYANI-ORTIZ
Board Member, Employer Sector

DR. GUIMBA B. POINGAN
Board Member, Education & Training Institutions Sector

MS. PATRICIA C. DALMAS
Board Member, Education & Training Institutions Sector

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APPROVING THE ASSESSMENT FEE FOR DIE DESIGNING 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;

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

116th TESDA Board Meeting
15 October 2019, Tuesday, 9:00 a.m.
7/F TESDA Board Room, Office of the Chair
Taguig City, Metro Manila

Resolution No. 2019-52

APPROVING THE ASSESSMENT FEE FOR DIE DESIGNING 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. 2019-33 was issued, approving the and promulgating the Training Regulations for Die Designing NC IV held on 21 May 2019 during the 111th TESDA Board Meeting;

WHEREAS, during the 44th Joint SSSD and Finance Committee TESDA Board-TESDA Secretariat Consultation Meeting held on 24 September 2019, the Members of the Joint SSSD and Finance Committee of the TESDA Board, together with the TESDA Secretariat deliberated on the experts' proposed assessment fee for Die Designing NC II and favorably endorsed for consideration and approval of the TESDA Board as mentioned hereunder:

- Die Designing NC IV – Seven Hundred Seventy Pesos (Php770.00)

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116th TESDA Board Meeting
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7/F TESDA Board Room, Office of the Chair
Taguig City, Metro Manila

Resolution No. 2019-52

APPROVING THE ASSESSMENT FEE FOR DIE DESIGNING NC IV

WHEREAS, the technical computations of the assessment fee for Die Designing 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 fee for Die Designing 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 09 October and simultaneously in Visayas and Mindanao on 11 October 2019, to ensure that the proposed assessment fee for Die Designing 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;

NOW THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 15 October 2019, approves the assessment fee for Die Designing NC IV, as follows:

- Die Designing NC IV – Seven Hundred Seventy Pesos (Php770.00)

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;

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APPROVING THE ASSESSMENT FEE FOR DIE DESIGNING NC IV

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 fee and the Implementing Guidelines under penalty of suspension or revocation of accreditation as appropriate, after due process.

Adopted this 15 October 2019.

ATTY. MARICHELLE DE VERA-DE GUZMAN
Board Secretary VI

Attested by:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Designated Chairperson, TESDA Board
Director General, TESDA

USEC. EPIMACO V. DENSING
Department of Interior & Local Government

USEC. ARIEL T. CAYANAN
Department of Agriculture

MR. ISIDRO C. ASPER
Board Member, Labor Sector

ATTY. BAYANI G. DIWA
Board Member, Labor Sector

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

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7/F TESDA Board Room, Office of the Chair
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APPROVING THE ASSESSMENT FEE FOR DIE DESIGNING NC IV

MR. RAMON R. DE LEON
Board Member, Labor Sector

MR. ROGELIO J. CHAVEZ, JR.
Board Member, Labor Sector

MR. RENE LUIS M. TADLE
Board Member. Labor Sector

MS. MARY G. NG
Board Member. Business
& Investment Sector

DR. LEONIDA BAYANI-ORTIZ
Board Member, Employer Sector

DR. GUIMBA B. POINGAN
Board Member, Education &
Training Institutions Sector

MS. PATRICIA C. DALMAS
Board Member, Education &
Training Institutions Sector

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

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15 October 2019, Tuesday, 9:00 a.m.
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APPROVING THE ASSESSMENT FEE FOR ELECTRIC DISCHARGE MACHINE (EDM) – SINKING OPERATION NC II

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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APPROVING THE ASSESSMENT FEE FOR ELECTRIC DISCHARGE MACHINE (EDM) – SINKING OPERATION NC II

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. 2019-28 was issued, approving the and promulgating the Training Regulations for Electric Discharge Machine (EDM) – Sinking Operation NC II held on 21 May 2019 during the 111th TESDA Board Meeting;

WHEREAS, during the 44th Joint SSSD and Finance Committee TESDA Board-TESDA Secretariat Consultation Meeting held on 24 September 2019, the Members of the Joint SSSD and Finance Committee of the TESDA Board, together with the TESDA Secretariat deliberated on the experts' proposed assessment fee for Electric Discharge Machine (EDM)-Sinking Operation NC II and favorably endorsed for consideration and approval of the TESDA Board as mentioned hereunder:

- Electric Discharge Machine (EDM) – Sinking Operation NC II – Seven Hundred Pesos (Php700.00)

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APPROVING THE ASSESSMENT FEE FOR ELECTRIC DISCHARGE MACHINE (EDM) – SINKING OPERATION NC II

WHEREAS, the technical computations of the assessment fee for Electric Discharge Machine (EDM) – Sinking Operation NC II 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 fee for Electric Discharge Machine (EDM) – Sinking Operation NC II;

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 09 October and simultaneously in Visayas and Mindanao on 11 October 2019, to ensure that the proposed assessment fee for Electric Discharge Machine (EDM) – Sinking Operation NC II 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, 15 October 2019, approves the assessment fee for Electric Discharge Machine (EDM) – Sinking Operation NC II, as follows:

- Electric Discharge Machine (EDM) – Sinking Operation NC II – Seven Hundred Pesos (Php700.00)

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APPROVING THE ASSESSMENT FEE FOR ELECTRIC DISCHARGE MACHINE (EDM) – SINKING OPERATION NC II

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 fee and the Implementing Guidelines under penalty of suspension or revocation of accreditation as appropriate, after due process.

Adopted this 15 October 2019.

ATTY. MARICHELLE DE VERA-DE GUZMAN
Board Secretary VI

Attested by:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Designated Chairperson, TESDA Board
Director General, TESDA

USEC. EPIMACO V. DENSING
Department of Interior & Local Government

USEC. ARIEL T. CAYANAN
Department of Agriculture

MR. ISIDRO C. ASPER
Board Member, Labor Sector

ATTY. BAYANI G. DIWA
Board Member, Labor Sector

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APPROVING THE ASSESSMENT FEE FOR ELECTRIC DISCHARGE MACHINE (EDM) – SINKING OPERATION NC II

MR. RAMON R. DE LEON
Board Member, Labor Sector

MR. ROGELIO J. CHAVEZ, JR.
Board Member, Labor Sector

MR. RENE LUIS M. TADLE
Board Member, Labor Sector

MS. MARY G. NG
Board Member, Business & Investment Sector

DR. LEONIDA BAYANI-ORTIZ
Board Member, Employer Sector

DR. GUIMBA B. POINGAN
Board Member, Education & Training Institutions Sector

MS. PATRICIA C. DALMAS
Board Member, Education & Training Institutions Sector

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

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7/F TESDA Board Room, Office of the Chair
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Resolution No. 2019-54
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APPROVING THE ASSESSMENT FEE FOR CNC ELECTRIC DISCHARGE MACHINE (EDM) – WIRE CUT OPERATION 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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APPROVING THE ASSESSMENT FEE FOR CNC ELECTRIC DISCHARGE MACHINE (EDM) – WIRE CUT OPERATION 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. 2019-29 was issued, approving the and promulgating the Training Regulations for CNC Electric Discharge Machine (EDM) – Wire Cut Operation NC III held on 21 May 2019 during the 111th TESDA Board Meeting;

WHEREAS, during the 44th Joint SSSD and Finance Committee TESDA Board-TESDA Secretariat Consultation Meeting held on 24 September 2019, the Members of the Joint SSSD and Finance Committee of the TESDA Board, together with the TESDA Secretariat deliberated on the experts' proposed assessment fee for CNC Electric Discharge Machine (EDM)- Wire Cut Operation NC III and favorably endorsed for consideration and approval of the TESDA Board as mentioned hereunder:

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APPROVING THE ASSESSMENT FEE FOR CNC ELECTRIC DISCHARGE MACHINE (EDM) – WIRE CUT OPERATION NC III

- CNC Electric Discharge Machine (EDM) – Wire Cut Operation NC III – Seven Hundred Eighty Pesos (Php780.00)

WHEREAS, the technical computations of the assessment fee for CNC Electric Discharge Machine (EDM) – Wire Cut Operation 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 fee for CNC Electric Discharge Machine (EDM) – Wire Cut Operation 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 09 October and simultaneously in Visayas and Mindanao on 11 October 2019, to ensure that the proposed assessment fee for CNC Electric Discharge Machine (EDM) – Wire Cut Operation 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, 15 October 2019, approves the assessment fee for CNC Electric Discharge Machine (EDM) – Wire Cut Operation NC III, as follows:

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APPROVING THE ASSESSMENT FEE FOR CNC ELECTRIC DISCHARGE MACHINE (EDM) – WIRE CUT OPERATION NC III

- CNC Electric Discharge Machine (EDM) – Wire Cut Operation NC III – Seven Hundred Eighty Pesos (Php780.00)

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 fee and the Implementing Guidelines under penalty of suspension or revocation of accreditation as appropriate, after due process.

Adopted this 15 October 2019.

ATTY. MARICHELLE DE VERA-DE GUZMAN
Board Secretary VI

Attested by:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Designated Chairperson, TESDA Board
Director General, TESDA

USEC. EPIMACO V. DENSING
Department of Interior & Local Government

USEC. ARIEL T. CAYANAN
Department of Agriculture

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

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APPROVING THE ASSESSMENT FEE FOR CNC ELECTRIC DISCHARGE MACHINE (EDM) – WIRE CUT OPERATION NC III

MR. ISIDRO C. ASPER
Board Member, Labor Sector

ATTY. BAYANI G. DIWA
Board Member, Labor Sector

MR. RAMON R. DE LEON
Board Member, Labor Sector

MR. ROGELIO J. CHAVEZ, JR.
Board Member, Labor Sector

MR. RENE LUIS M. TADLE
Board Member. Labor Sector

MS. MARY G. NG
Board Member. Business
& Investment Sector

DR. LEONIDA BAYANI-ORTIZ
Board Member, Employer Sector

DR. GUIMBA B. POINGAN
Board Member, Education &
Training Institutions Sector

MS. PATRICIA C. DALMAS
Board Member, Education &
Training Institutions Sector

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TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Superhighway, Taguig City

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APPROVING THE ASSESSMENT FEE FOR 5-AXIS CNC MACHINE OPERATION 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;

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APPROVING THE ASSESSMENT FEE FOR 5-AXIS CNC MACHINE OPERATION 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. 2019-30 was issued, approving the and promulgating the Training Regulations for 5-Axis CNC Machine Operation NC III held on 21 May 2019 during the 111th TESDA Board Meeting;

WHEREAS, during the 44th Joint SSSD and Finance Committee TESDA Board-TESDA Secretariat Consultation Meeting held on 24 September 2019, the Members of the Joint SSSD and Finance Committee of the TESDA Board, together with the TESDA Secretariat deliberated on the experts' proposed assessment fee for 5-Axis CNC Machine Operation NC III and favorably endorsed for consideration and approval of the TESDA Board as mentioned hereunder:

- 5-Axis CNC Machine Operation NC III – Seven Hundred Thirty Pesos (Php730.00)

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

116th TESDA Board Meeting
15 October 2019, Tuesday, 9:00 a.m.
7/F TESDA Board Room, Office of the Chair
Taguig City, Metro Manila

Resolution No. 2019-55
(Page 3 of 5 pages)

APPROVING THE ASSESSMENT FEE FOR 5-AXIS CNC MACHINE OPERATION NC III

WHEREAS, the technical computations of the assessment fee for 5-Axis CNC Machine Operation 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 fee for 5-Axis CNC Machine Operation 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 09 October and simultaneously in Visayas and Mindanao on 11 October 2019, to ensure that the proposed assessment fee for 5-Axis CNC Machine Operation 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, 15 October 2019, approves the assessment fee for 5-Axis CNC Machine Operation NC III, as follows:

- 5-Axis CNC Machine Operation NC III – Seven Hundred Thirty Pesos (Php730.00)

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APPROVING THE ASSESSMENT FEE FOR 5-AXIS CNC MACHINE OPERATION NC III

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 fee and the Implementing Guidelines under penalty of suspension or revocation of accreditation as appropriate, after due process.

Adopted this 15 October 2019.

ATTY. MARICHELLE DE VERA-DE GUZMAN
Board Secretary VI

Attested by:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Designated Chairperson, TESDA Board
Director General, TESDA

USEC. EPIMACO V. DENSING
Department of Interior & Local Government

USEC. ARIEL T. CAYANAN
Department of Agriculture

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APPROVING THE ASSESSMENT FEE FOR 5-AXIS CNC MACHINE OPERATION NC III

MR. ISIDRO C. ASPER
Board Member, Labor Sector

ATTY. BAYANI G. DIWA
Board Member, Labor Sector

MR. RAMON R. DE LEON
Board Member, Labor Sector

MR. ROGELIO J. CHAVEZ, JR.
Board Member, Labor Sector

MR. RENE LUIS M. TADLE
Board Member. Labor Sector

MS. MARY G. NG
Board Member. Business & Investment Sector

DR. LEONIDA BAYANI-ORTIZ
Board Member, Employer Sector

DR. GUIMBA B. POINGAN
Board Member, Education & Training Institutions Sector

MS. PATRICIA C. DALMAS
Board Member, Education & Training Institutions Sector

Summary of Assessment Fees Approved during the 116th TESDA Board Meeting on 15 October 2019:

TESDA Board Resolution No.	Qualification		Increased Assessment Fee (PhP)
2019-49	Real Estate Services NC II	Full	Php 570.00
2019-50	Mold Making NC III	Full	Php 4,415.00
2019-51	Mold Designing NC IV	Full	Php 770.00
2019-52	Die Designing NC IV	Full	Php 770.00
2019-53	Electric Discharge Machine (EDM) – Sinking Operation NC II	Full	Php 700.00
2019-54	CNC Electric Discharge Machine (EDM) – Wire Cut Operation NC III	Full	Php 780.00
2019-55	5-Axis CNC Machine Operation NC III	Full	Php 730.00

The respective assessment fees include assessor's fee of Php234.00 per candidate per qualification.

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TESDA Complex, South Luzon Expressway, Taguig City

Resolution No. 2019 - 56
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APPROVING AND PROMULGATING THE AMENDED TRAINING REGULATIONS FOR HOUSEKEEPING NC III

WHEREAS, TESDA Board Resolution No. 2007-41 was issued "Approving and Promulgating the Training Regulations for Housekeeping NC III last 22 November 2007 during the 58th 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, there is a need to review the existing Training Regulations in view of the implementation of Mutual Recognition Arrangements (MRAs) for tourism qualifications in the ASEAN region;

WHEREAS, the Tourism Industry Board Foundation, Inc. (TIBFI) in partnership with Department of Tourism (DOT), with the assistance of Qualifications and Standards Office (QSO) of TESDA have reviewed the existing Training Regulations in Housekeeping NC III to align with the ASEAN Common Competency Standards for Tourism Professionals (ACCSTP) for the implementation of Mutual Recognition Arrangements (MRAs) for tourism qualifications in the ASEAN region;

WHEREAS, the Tourism Industry Board Foundation, Inc. (TIBFI) with the assistance of Qualifications and Standards Office (QSO) of TESDA, has recommended the amendments to the existing Training Regulations for Housekeeping NC III;

WHEREAS, industry experts and partners, headed by the Chair of the Tourism Industry Board Foundation, Inc. (TIBFI), with the technical assistance of the Qualifications and Standards Office (QSO) of TESDA have reviewed and endorsed the same for TESDA Board Approval;

WHEREAS, during the 112th Standards-Setting and Systems Development (SSSD) Committee Meeting held on 08 October 2019, the Committee deliberated

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7/F TESDA Board Room, Office of the Chair
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Resolution No. 2019 - 56

APPROVING AND PROMULGATING THE AMENDED TRAINING REGULATIONS FOR HOUSEKEEPING NC III

upon and favorably recommended the amendments of the abovementioned Training Regulations for Housekeeping NC III as attached in Annex "A";

WHEREAS, during the 116th TESDA Board Meeting on 15 October 2019 at 9:00 a.m., the TESDA Board considered the amendments and approved the promulgation of the amended Training Regulations for Housekeeping NC III;

NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 15 October 2019 at 9:00 a.m., approves and promulgates the aforementioned Training Regulations for Housekeeping NC III as herein appended;

BE IT RESOLVED, FINALLY, that:

(1) Copies of this Resolution and the abovementioned Training Regulations be published in the Official Gazette or in a newspaper of general circulation, and disseminated to all concerned, and the same shall be effective fifteen (15) days upon publication;

(2) All programs registered under the current Housekeeping NC III must comply with the requirements of the abovementioned Training Regulations as amended. The one-year period of re-registration under this amended 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 15th day of October 2019.

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APPROVING AND PROMULGATING THE AMENDED TRAINING REGULATIONS FOR HOUSEKEEPING NC III

ATTY. MARICHELLE D. DE GUZMAN
Board Secretary VI

Attested by:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Designated Chairperson, TESDA Board
Director General, Technical Education and Skills Development Authority

USEC. EPIMACO V. DENSING
Department of Interior & Local Government

USEC. ARIEL T. CAYANAN
Department of Agriculture

MR. ISIDRO C. ASPER
Board Member, Labor Sector

ATTY. BAYANI G. DIWA
Board Member, Labor Sector

MR. RAMON R. DE LEON
Board Member, Labor Sector

MR. ROGELIO J. CHAVEZ, JR.
Board Member, Labor Sector

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APPROVING AND PROMULGATING THE AMENDED TRAINING REGULATIONS FOR HOUSEKEEPING NC III

MR. RENE LUIS M. TADLE
Board Member, Labor Sector

MS. MARY G. NG
Board Member, Business & Investment Sector

DR. LEONIDA BAYANI-ORTIZ
Board Member, Employer Sector

DR. GUIMBA B. POINGAN
Board Member, Education & Training Institutions Sector

MS. PATRICIA C. DALMAS
Board Member, Education & Training Institutions Sector

AMENDMENTS ON TRAINING REGULATIONS FOR HOUSEKEEPING NC III

Existing Promulgated Training Regulations (Board Resolution No. 2007-41)	Amendments
Qualification Title	
Housekeeping NC III	Same
SECTION 1 – Definition of the Qualification	
The **HOUSEKEEPING NC III** Qualification consists of competencies that a person must achieve to supervise maintenance and cleanliness of guest room floors and public areas in conference centers, hotels, motels, restaurants, clubs, resorts and luxury liners. It includes competencies on housekeeping such as planning and scheduling routine maintenance and repairs; contributing to the implementation of emergency procedures; storing valuable items; and monitoring people.	The **HOUSEKEEPING NC III** qualification consists of competencies that a person must achieve to deliver and supervise housekeeping service operations in Tourism and Hospitality related enterprises
Job Title	
• Housekeeping Supervisor • Floor Supervisor	• Housekeeping Supervisor • Public Area Supervisor • Linen/Uniform Supervisor • Laundry Supervisor • Floor Supervisor
SECTION 2: Competency Standards	
<u>Basic Competencies</u> • Lead workplace communication • Lead small teams • Develop and practice negotiation skills • Solve problems related to work activities • Use mathematical concepts and techniques • Use relevant technologies	<u>Basic Competencies</u> • Lead workplace communication • Lead small teams • Apply critical thinking and problem-solving techniques in the workplace • Work in a diverse environment • Propose methods of applying learning and innovation in the organization • Use information systematically • Evaluate occupational safety and health work practices • Evaluate environmental work practices • Facilitate entrepreneurial skills for micro-small-medium enterprises (MSMEs)

Existing Promulgated Training Regulations (Board Resolution No. 2007-41)	Amendments
Common Competencies • Roster staff • Control and order stock • Train small group • Establish and conduct business relationships	**Common Competencies** • Receive and resolve customer complaints • Work cooperatively in a general administration environment • Maintain quality customer/guest service • Roster staff • Control and Order stock • Prepare and deliver training sessions • Plan, conduct and evaluate staff performance assessment
Core Competencies • Plan and schedule routine maintenance, repairs and modifications • Contribute to the implementation of emergency procedures • Observe and monitor people • Escort, carry and store valuable items	**Core Competencies** • Supervise room cleaning and maintenance requirement • Supervise housekeeping services to guests • Implement lost and found procedures • Supervise laundry of linen, uniform and guest clothes
SECTION 3: Training Arrangements	
3.1 Curriculum Design: Nominal Training Hours: 20 Hours (Basic Competencies) 24 Hours (Common Competencies) 32 Hours (Core Competencies) ---------- **76 Hours - TOTAL**	Nominal Training Hours: 40 Hours (Basic Competencies) 96 Hours (Common Competencies 64 Hours (Core Competencies) ---------- **200 Hours - TOTAL** **+ 64 Hours – Supervised Industry Learning (SIL)**
Course Description	
This course is designed to enhance the knowledge, skills, behavior and motivations in accordance with industry standards. It covers the basic, common and core competencies required for the NCIII level in housekeeping. The competencies for housekeeping include planning and scheduling routine maintenance, repairs and modifications, contributing to the implementation of emergency procedures, observing and monitoring people, and escorting, carrying and storing valuable items. It also includes competencies on leading workplace communication and small teams, controlling and ordering stock, and establishing business relationships.	This course is designed to enhance the knowledge, skills, and attitudes in accordance with industry standards. This covers competencies that a person must achieve in performing tasks such as supervising room cleaning and maintenance requirement, housekeeping services to guests, laundry guests' clothes and lines as well as implementing lost and found procedures. Upon completion of the course, the learners are expected to demonstrate the above-mentioned competencies to be employed. To obtain this, all units prescribed for this qualification must be achieved.

Existing Promulgated Training Regulations (Board Resolution No. 2007-41)	Amendments
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; • 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.	*AS PER NEW TR FRAMEWORK (TESDA BR 2014-04)* **1.** The delivery of training shall adhere to the design of the curriculum. Delivery shall be guided by the principles of competency-based TVET. a. 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) b. Training delivery is learner-centered and should accommodate individualized and self-paced learning strategies; c. Training can be done on an actual workplace setting, simulation of a workplace and/or through adoption of modern technology. d. Assessment is based in the collection of evidence of the performance of work to the industry required standards; e. 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. f. Training program allows for recognition of prior learning (RPL) or current competencies; g. 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:

Existing Promulgated Training Regulations (Board Resolution No. 2007-41)	Amendments
• 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.	**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; • 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 methods as 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. • 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.

Existing Promulgated Training Regulations (Board Resolution No. 2007-41)	Amendments
	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	
Trainees or students who wish to enter this training should possess the following requirements: • can communicate in basic English in both oral and written form • physically and mentally fit • with good moral character • can perform basic mathematical computation • must have completed training in Housekeeping NCII or equivalent; or have had at least six months' experience as room attendant	Trainees or students who wish to enter this training should possess the following requirements: • Must have completed the 10-year basic education or an Alternative Learning System (ALS) Certificate of Completion with grade 10 equivalent holder • Can communicate in basic English in both oral and written form • Must be computer literate • Can perform basic mathematical computation • Must be competent in Housekeeping NC II qualification gained through training or experience or certification

Existing Promulgated Training Regulations (Board Resolution No. 2007-41)	Amendments

3.4 List of Tools, Equipment and Materials

Recommended list of tools, equipment and materials for the training of a maximum of 25 trainees for **HOUSEKEEPING NC III** are as follows:

TOOLS		EQUIPMENT		MATERIALS	
QTY		QTY		QTY	
2 sets	Repair kit (toolbox)	5 units	Computer with internet connection	1 set	Telephone Directory
		1 unit	LCD projector		
		2 units	Two-way radio		
		2 units	Mobile phone		
		1 unit	Telephone		
		1 unit	Fax machine		
		1 unit	Digital camera		
		1 unit	Video camera		
		1 unit	Microphone		
		1 unit	Sound system		
		1 unit	Megaphone		
		1 unit	Photocopier		
		2 sets	Personal protective equipment and clothing		
		5 sets	First aid kit		
		1 unit	Fire extinguisher		

Recommended list of tools, equipment and materials for the training of a minimum of 25 trainees for **HOUSEKEEPING NC III** are as follows:

Supplies		EQUIPMENT		REFERENCE MATERIALS	
QTY		QTY		QTY	
2 rms	A4 paper	25 units	Computer with internet connection	25	Inventory forms for tools, equipment and supplies
2 rms	Legal Bond paper	1 unit	LCD projector	1	HACCP
2sets	printer ink	2 unit	Printer	1	BOSH
				1	Internal policies on green practices
				50	Guest feedback form
				25	Staff roster worksheet
				25	Monitoring sheet for waste management and disposal
				25	Evaluation forms for Housekeeping staff
				1	GAD Manual/handbook
				25	Lost and found inventory forms
				25	Return/Release Lost and Found forms
				25	Unclaimed Lost and found inventory forms
				25	Maintenance Checklist for Lost and Found Facilities
				25	Laundry Service forms
				25	Laundry Service inventory forms
				25	Monitoring Sheet for Laundry service
				25	Price list of laundry items
				25	Maintenance Checklist for Laundry Facilities

Existing Promulgated Training Regulations (Board Resolution No. 2007-41)	Amendments
3.5 Training Facilities	
Based on a class intake of 25 students/trainees	

Space Requirement	Size in Meters	Area in Sq. Meters	Total Area in Sq. Meters
Student/Trainee Working Space	1 x 1m	1 sq. m.	25 sq. m.
Lecture /Demo Room	8 x 5m	40 sq. m.	40 sq. m.
Learning Resource Center	3 x 5m	15 sq. m.	15 sq. m.
Facilities/Equipment/ Circulation Area			24 sq. m.
Total workshop area:			**104 sq. m.**

Space Requirement	Size in Meters	Area in Sq. Meters	Total Area in Sq. Meters
Practical Work Area per Trainee	1 x 1m	1 sq. m.	25 sq. m.
Contextual Learning Area	5 x 5m	25 sq. m.	40 sq. m.
Distance Learning/Computer Center	6.8 x 5m	34 sq. m.	34 sq. m.
Learning Resource Center	2 x 5m	10 sq. m.	10 sq. m.
Storage Area	2 x5m	10 sq. m.	10 sq.m.
Total workshop area:			**104 sq. m.**

3.6 Trainer's Qualifications	
• Must have completed a Trainer's Training Methodology Course Must have had at least 3-5 years relevant job/industry experience • Must (TM III) or its equivalent • Must be physically and mentally fit • be a holder of Housekeeping NC Level III Certificate or equivalent qualification • Must be of good moral character • With pleasing personality • Must have attended relevant training and seminars	• Holder of National TVET Trainer Certificate (NTTC) Level I in Housekeeping NC III • Must have at least two (2) years industry experience as Housekeeping Supervisor
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	**NO Amendments**

Existing Promulgated Training Regulations (Board Resolution No. 2013-17)	Amendments
SECTION 4 National Assessment and Certification Arrangements	
4.1. The qualification of **HOUSEKEEPING NC III** may be attained through: 4.1.1 Demonstration of competence in all the core units of competency listed below: 4.1.1.1 Plan and schedule routine maintenance, repairs and modifications 4.1.1.2 Contribute to the implementation of emergency procedures 4.1.1.3 Observe and monitor people 4.1.1.4 Escort, carry and store valuable items Successful candidates shall be awarded a National Certificate (NC) on **Housekeeping NCIII** bearing the signature of the Director General. 4.2 Assessment shall focus on the core units of competency. The basic and common units shall be integrated or assessed concurrently with the core units. 4.3 The following are qualified to apply for assessment and certification: 4.3.1 Graduates of formal, non-formal and informal institutions including enterprise-based training programs 4.3.2 Experienced workers (wage employed or self employed) 4.4 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)".	**4.1 NATIONAL ASSESSMENT AND CERTIFICATION ARRANGEMENTS** 4.1.1 A National Certificate (NC) is issued when a candidate has demonstrated competence on all units of competency in a qualification with a promulgated Training Regulations. 4.1.2 Individuals wanting to be certified will have to be assessed in accordance with the requirements identified in the relevant unit/s of competency. 4.1.3 Holders of valid National Certificate under Housekeeping NC III will have to undergo assessment to the amended TR for Housekeeping NC III. 4.1.4 Recognition of Prior Learning (RPL). Candidates who have gained competencies through informal training, previous work or life experiences may apply for recognition in a particular qualification through competency assessment. 4.1.5 The industry shall determine assessment and certification requirements for each qualification with promulgated Training Regulations: It includes the following: a. Entry requirements for candidates b. Evidence gathering methods c. Qualification requirements of competency assessors d. Specific assessment and certification arrangements as identified by industry **4.2 COMPETENCY ASSESSMENT REQUISITE** 4.2.1 Self-Assessment Guide. The self-assessment guide (SAG) is accomplished by the candidate prior to actual competency assessment. SAG is a pre-assessment tool to help the candidate and the assessor determine what evidence is available, where gaps exist, including readiness for assessment. This document can: a. Identify the candidate's skills and Knowledge b. Highlight gaps in candidate's skills and knowledge

Existing Promulgated Training Regulations (Board Resolution No. 2013-17)	Amendments
	c. Provide critical guidance to the assessor and candidate on the evidence that need to be presented d. Assist the candidate to identify key areas in which practice is needed or additional information or skills that should be gained prior ` 4.2.2 **Accredited Assessment Center.** Only Assessment Center accredited by TESDA is authorized to conduct competency assessment. Assessment centers undergo a quality assured procedure for accreditation before they are authorized by TESDA to manage the assessment for National Certification. 4.2.3 **Accredited Competency Assessor**. Only accredited competency assessor is authorized to conduct assessment of competence. Competency assessors undergo a quality assured system of accreditation procedure before they are authorized by TESDA to assess the competencies of candidates for National Certification.

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APPROVING AND PROMULGATING THE AMENDED TRAINING REGULATIONS FOR HOUSEKEEPING NC IV

WHEREAS, TESDA Board Resolution No. 2007-41 was issued "Approving and Promulgating the Training Regulations for Housekeeping NC IV last 22 November 2007 during the 58th 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, there is a need to review the existing Training Regulations in view of the implementation of Mutual Recognition Arrangements (MRAs) for tourism qualifications in the ASEAN region;

WHEREAS, the Tourism Industry Board Foundation, Inc. (TIBFI) in partnership with Department of Tourism (DOT), with the assistance of Qualifications and Standards Office (QSO) of TESDA have reviewed the existing Training Regulations in Housekeeping NC IV to align with the ASEAN Common Competency Standards for Tourism Professionals (ACCSTP) for the implementation of Mutual Recognition Arrangements (MRAs) for tourism qualifications in the ASEAN region;

WHEREAS, the Tourism Industry Board Foundation, Inc. (TIBFI) with the assistance of Qualifications and Standards Office (QSO) of TESDA, has recommended the amendments to the existing Training Regulations for Housekeeping NC IV;

WHEREAS, industry experts and partners, headed by the Chair of the Tourism Industry Board Foundation, Inc. (TIBFI), with the technical assistance of the Qualifications and Standards Office (QSO) of TESDA have reviewed and endorsed the same for TESDA Board Approval;

WHEREAS, during the 112th Standards-Setting and Systems Development (SSSD) Committee Meeting held on 08 October 2019, the Committee deliberated

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APPROVING AND PROMULGATING THE AMENDED TRAINING REGULATIONS FOR HOUSEKEEPING NC IV

upon and favorably recommended the amendments of the abovementioned Training Regulations for Housekeeping NC IV as attached in Annex "A";

WHEREAS, during the 116th TESDA Board Meeting on 15 October 2019 at 9:00 a.m., the TESDA Board considered the amendments and approved the promulgation of the amended Training Regulations for Housekeeping NC IV;

NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 15 October 2019 at 9:00 a.m., approves and promulgates the aforementioned Training Regulations for Housekeeping NC IV as herein appended;

BE IT RESOLVED, FINALLY, that:

(1) Copies of this Resolution and the abovementioned Training Regulations be published in the Official Gazette or in a newspaper of general circulation, and disseminated to all concerned, and the same shall be effective fifteen (15) days upon publication;

(2) All programs registered under the current Housekeeping NC IV must comply with the requirements of the abovementioned Training Regulations as amended. The one-year period of re-registration under this amended 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 15th day of October 2019.

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

116th TESDA BOARD MEETING
15 October 2019, Tuesday, 9:00 a.m.
7/F TESDA Board Room, Office of the Chair
TESDA Complex, South Luzon Expressway, Taguig City

Resolution No. 2019 - 57
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APPROVING AND PROMULGATING THE AMENDED TRAINING REGULATIONS FOR HOUSEKEEPING NC IV

ATTY. MARICHELLE D. DE GUZMAN
Board Secretary VI

Attested by:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Designated Chairperson, TESDA Board
Director General, Technical Education and Skills Development Authority

USEC. EPIMACO V. DENSING
Department of Interior & Local Government

USEC. ARIEL T. CAYANAN
Department of Agriculture

MR. ISIDRO C. ASPER
Board Member, Labor Sector

ATTY. BAYANI G. DIWA
Board Member, Labor Sector

MR. RAMON R. DE LEON
Board Member, Labor Sector

MR. ROGELIO J. CHAVEZ, JR.
Board Member, Labor Sector

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APPROVING AND PROMULGATING THE AMENDED TRAINING REGULATIONS FOR HOUSEKEEPING NC IV

MR. RENE LUIS M. TADLE
Board Member, Labor Sector

MS. MARY G. NG
Board Member, Business & Investment Sector

DR. LEONIDA BAYANI-ORTIZ
Board Member, Employer Sector

DR. GUIMBA B. POINGAN
Board Member, Education & Training Institutions Sector

MS. PATRICIA C. DALMAS
Board Member, Education & Training Institutions Sector

ANNEX A

AMENDMENTS ON TRAINING REGULATIONS FOR HOUSEKEEPING NC IV

Existing Promulgated Training Regulations (Board Resolution No. 2007-41)	Amendments
Qualification Title	
Housekeeping NC IV	Same
SECTION 1 – Definition of the Qualification	
The **Housekeeping NC IV** Qualification consists of competencies that a person must achieve to manage a team of housekeeping staff for guests in hotels, motels, restaurants, clubs, canteens, resorts, luxury liners and cruise ships within the company's acceptable standards. Specifically, it includes competencies on managing physical assets, managing stock purchases and inventory, providing for the safety of VIPs, and providing a lost and found facility. S/he is also able to implement and/or execute plans and monitor expenses to generate the required gross profit margins	The **Housekeeping NC IV** Qualification consists of competencies that a person must achieve to manage a team of housekeeping and laundry service staff for guests in hotels, motorist inn, restaurants, clubs, canteens, resorts, luxury liner and other establishments offering housekeeping services within the company's established standards. Specifically, it includes competencies on planning and scheduling routine maintenance, repairs of physical assets; planning and managing housekeeping services for guests; managing lost and found procedures; managing inventory, storage and issuance of linen and uniform; and managing laundry/valet service.
Job Title	
• Housekeeping Assistant Manager • Housekeeping Manager • Assistant Executive Housekeeper	• Housekeeping Assistant Manager • Housekeeping Manager • Head Housekeeper • Assistant Housekeeper Administrator • Assistant Executive Housekeeper • Laundry Manager
SECTION 2: Competency Standards	
Basic Competencies • Utilize specialized communication skills • Develop teams and individuals • Apply problem solving techniques in the workplace • Collect, analyze and organize information • Plan and organize work • Promote environmental protection	Basic Competencies • Utilize specialized communication skills • Develop and lead teams • Perform higher-order thinking processes and apply techniques in the workplace • Contribute to the practice of social justice in the workplace • Manage innovative work instructions • Manage and evaluate usage of information • Lead in improvement of occupational safety and health (OSH) programs, policies and procedures • Lead towards improvement of environment work programs, policies and procedures • Sustain entrepreneurial skills

Existing Promulgated Training Regulations (Board Resolution No. 2007-41)	Amendments
Common Competencies • Roster staff • Control and order stock • Train small group • Establish and conduct business relationships	**Common Competencies** • Maintain hospitality industry knowledge • Perform child protection duties relevant to the tourism industry • Develop and supervise operational approaches • Manage quality customer service • Manage finances within a budget • Plan and implement a series of training events • Use the assessment system for training outcomes
Core Competencies • Manage physical assets • Manage stock purchases and inventory • Provide for the safety of VIPs • Provide a lost and found facility	**Core Competencies** • Plan and schedule routine maintenance, repairs of physical assets • Plan and manage housekeeping services for guests • Manage lost and found procedures • Manage inventory, storage and issuance of linen and uniforms • Manage Laundry/Valet Service
SECTION 3: Training Arrangements	
3.1 Curriculum Design: Nominal Training Hours: 56 Hours (Basic Competencies) 24 Hours (Common Competencies) 32 Hours (Core Competencies) ---------- **112 Hours - TOTAL**	Nominal Training Hours: 47 Hours (Basic Competencies) 190 Hours (Common Competencies 120 Hours (Core Competencies) ---------- **357 Hours - TOTAL**
Course Description	
This course is designed to enhance the knowledge, skills and attitudes in overseeing housekeeping operations in accordance with industry standards. It covers core competencies on managing physical assets, stock purchases and inventory, providing for the safety of VIPs, and providing a lost and found facility. It also includes competencies in developing teams and individuals, applying problem-solving techniques, collecting, analyzing and organizing information, planning and organizing work, conducting assessment, and managing workplace diversity, finances, and quality customer service.	This course is designed to enhance the knowledge, skills, and attitudes in accordance with industry standards. This covers competencies that a person must achieve in planning and scheduling routine maintenance and repairs of physical assets, managing housekeeping services for guests, lost and found, inventory, storage and issuance of linen and uniforms, supplies and equipment, and laundry and valet services. Upon completion of the course, the learners are expected to demonstrate the above-mentioned competencies to be employed. To obtain this, all units prescribed for this qualification must be achieved.

Existing Promulgated Training Regulations (Board Resolution No. 2007-41)	Amendments
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; • 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.	*AS PER NEW TR FRAMEWORK (TESDA BR 2014-04)* **1.** The delivery of training shall adhere to the design of the curriculum. Delivery shall be guided by the principles of competency-based TVET. a. 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) b. Training delivery is learner-centered and should accommodate individualized and self-paced learning strategies; c. Training can be done on an actual workplace setting, simulation of a workplace and/or through adoption of modern technology. d. Assessment is based in the collection of evidence of the performance of work to the industry required standards; e. 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. f. Training program allows for recognition of prior learning (RPL) or current competencies; g. 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:

Existing Promulgated Training Regulations (Board Resolution No. 2007-41)	Amendments
• 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.	**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; • 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 methods as 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. • 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.

Existing Promulgated Training Regulations (Board Resolution No. 2007-41)	Amendments
	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	
Trainees or students wishing to gain entry into this course should possess the following requirements: • can communicate both orally and in written form; • physically and mentally fit; • with good moral character; • can perform basic mathematical computation; • must be competent in the entire Housekeeping NC III qualification either through training, experience or certification 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 who wish to enter this training should possess the following requirements: • Must have completed Senior High School or an Alternative Learning System (ALS) Certificate of Completion • Can communicate in intermediate English in both oral and written form • Must be computer literate • Can perform mathematical computation • Must be competent in Housekeeping NC III qualification gained through training or experience or certification

Existing Promulgated Training Regulations (Board Resolution No. 2007-41)	Amendments
3.4 LIST OF TOOLS, EQUIPMENT AND MATERIALS	
Recommended list of tools, equipment and materials for the training of a maximum of 25 trainees for **HOUSEKEEPING NC IV** are as follows:	Recommended list of tools, equipment and materials for the training of a minimum of 25 trainees for **HOUSEKEEPING NC IV** are as follows:

TOOLS		EQUIPMENT		MATERIALS	
QTY		QTY		QTY	
2 sets	Repair kit (toolbox)	5 units	Computer with internet connection	1 set	Telephone Directory
		1 unit	LCD projector		
		2 units	Two-way radio		
		2 units	Mobile phone		
		1 unit	Telephone		
		1 unit	Fax machine		
		1 unit	Digital camera		
		1 unit	Video camera		
		1 unit	Microphone		
		1 unit	Sound system		
		1 unit	Megaphone		
		1 unit	Photocopier		
		5 sets	First aid kit		

SUPPLIES		EQUIPMENT		REFERENCE MATERIALS	
QTY		QTY		QTY	
2 rims	A4 paper	25 units	Computer with internet connection	25	Inventory forms for tools, equipment and supplies
2 rims	Legal Bond paper	1 unit	LCD projector	1	HACCP
2sets	printer ink	2 unit	Printer	1	BOSH
				1	Internal policies on green practices
				50	Guest feedback form
				25	Staff roster worksheet
				25	Monitoring sheet for waste management and disposal
				25	Evaluation forms for Housekeeping staff
				1	GAD Manual/handbook
				25	Lost and found inventory forms
				25	Return/Release Lost and Found forms
				25	Unclaimed Lost and found inventory forms
				25	Maintenance Checklist for Lost and Found Facilities
				25	Laundry Service forms
				25	Laundry Service inventory forms
				25	Monitoring Sheet for Laundry service
				25	Price list of laundry items
				25	Maintenance Checklist for Laundry Facilities

Existing Promulgated Training Regulations (Board Resolution No. 2007-41)	Amendments
3.5 Training Facilities	
Based on a class intake of 25 students/trainees	

Space Requirement	Size in Meters	Area in Sq. Meters	Total Area in Sq. Meters
Student/Trainee Working Space	1 x 1m	1 sq. m.	25 sq. m.
Lecture /Demo Room	8 x 5m	40 sq. m.	40 sq. m.
Learning Resource Center	3 x 5m	15 sq. m.	15 sq. m.
Facilities/Equipment/ Circulation Area			24 sq. m.
Total workshop area:			**104 sq. m.**

Space Requirement	Size in Meters	Area in Sq. Meters	Total Area in Sq. Meters
Practical Work Area per Trainee	1 x 1m	1 sq. m.	25 sq. m.
Contextual Learning Area	5 x 5m	25 sq. m.	40 sq. m.
Distance Learning/Computer Center	6.8 x 5m	34 sq. m.	34 sq. m.
Learning Resource Center	2 x 5m	10 sq. m.	10 sq. m.
Storage Area	2 x5m	10 sq. m.	10 sq.m.
Total workshop area:			**104 sq. m.**

3.6 Trainer's Qualifications	
• Must have completed a Trainers Training Methodology Course (TM IV) or its equivalent • Must have at least 3-5 years job/industry experience • Must be physically and mentally fit • Must be a holder of Housekeeping NC level IV certificate or equivalent qualification • Must be of good moral character • With pleasing personality • Must have attended relevant training and seminars	• Holder of National TVET Trainer Certificate (NTTC) Level I in Housekeeping NC IV • Must have at least two (2) years industry experience as Assistant Executive Housekeeper/ Manager
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	**NO Amendments**

Existing Promulgated Training Regulations (Board Resolution No. 2013-17)	Amendments
SECTION 4 National Assessment and Certification Arrangements	
4.1. The qualification of **HOUSEKEEPING NC IV** may be attained through: 4.1.1 Demonstration of competence in all the core units of competency listed below: 4.1.1.1 Manage physical assets 4.1.1.2 Manage stock purchases and inventory 4.1.1.3 Provide for the safety of VIPs 4.1.1.4 Provide a lost-and-found facility Successful candidates shall be awarded a National Certificate (NC) on **Housekeeping NC IV** bearing the signature of the Director General. 4.2 Assessment shall focus on the core units of competency. The basic and common units shall be integrated or assessed concurrently with the core units. 4.3 The following are qualified to apply for assessment and certification: 4.3.1 Graduates of formal, non-formal and informal institutions including enterprise-based training programs 4.3.2 Experienced workers (wage employed or self employed) 4.4 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)".	**4.1 NATIONAL ASSESSMENT AND CERTIFICATION ARRANGEMENTS** 4.1.1 A National Certificate (NC) is issued when a candidate has demonstrated competence on all units of competency in a qualification with a promulgated Training Regulations. 4.1.2 Individuals wanting to be certified will have to be assessed in accordance with the requirements identified in the relevant unit/s of competency. 4.1.3 Holders of valid National Certificate under Housekeeping NC IV will have to undergo assessment to the amended TR for Housekeeping NC IV. 4.1.4 Recognition of Prior Learning (RPL). Candidates who have gained competencies through informal training, previous work or life experiences may apply for recognition in a particular qualification through competency assessment. 4.1.5 The industry shall determine assessment and certification requirements for each qualification with promulgated Training Regulations: It includes the following: a. Entry requirements for candidates b. Evidence gathering methods c. Qualification requirements of competency assessors d. Specific assessment and certification arrangements as identified by industry **4.2 COMPETENCY ASSESSMENT REQUISITE** 4.2.1 Self-Assessment Guide. The self-assessment guide (SAG) is accomplished by the candidate prior to actual competency assessment. SAG is a pre-assessment tool to help the candidate and the assessor determine what evidence is available, where gaps exist, including readiness for assessment. This document can: a. Identify the candidate's skills and Knowledge b. Highlight gaps in candidate's skills and knowledge

Existing Promulgated Training Regulations (Board Resolution No. 2013-17)	Amendments
	c. Provide critical guidance to the assessor and candidate on the evidence that need to be presented d. Assist the candidate to identify key areas in which practice is needed or additional information or skills that should be gained prior ` 4.2.2 **Accredited Assessment Center.** Only Assessment Center accredited by TESDA is authorized to conduct competency assessment. Assessment centers undergo a quality assured procedure for accreditation before they are authorized by TESDA to manage the assessment for National Certification. 4.2.3 **Accredited Competency Assessor**. Only accredited competency assessor is authorized to conduct assessment of competence. Competency assessors undergo a quality assured system of accreditation procedure before they are authorized by TESDA to assess the competencies of candidates for National Certification.