TESDA CIRCULAR

SUBJECT: Implementing Guidelines on the Deployment of Competency Standards (CS) for Contact Tracing Level II		Page 1 of 4 pages Number 083 series of 2020
Date Issued: 24 July 2020	**Effectivity:** Immediately	**Supersedes:**

In the interest of the service, the following Guidelines in the deployment of the Competency Standards (CS) for **Contact Tracing Level II** are hereby issued:

I. BACKGROUND/LEGAL BASIS

1. **TESDA CY 2018 Planning Guidelines** under B.1.3 **"Adapt and Adopt"** policy shall be pursued in the development of competency standards/TRs, particularly for high-end technologies, higher level qualifications using the available off-the-shelf competency standards developed by industries, multi-bilateral agencies and international development partners;

2. In line with TESDA's efforts to continue perform its mandate and serve the people amidst the ongoing COVID-19 pandemic, ***OPLAN TESDA Abot Lahat: TVET Towards a New Normal*** was formulated. TESDA thru the QSO shall prioritize developing and updating Training Regulations (TRs)/Competency Standards (CS) in priority sectors identified which ensure food security and availability by capacitating the communities to become food production sites, building capacities in preventing and suppressing further transmission of COVID-19, and responding to other health concerns; and

3. The abovementioned Competency Standards (CS) were developed through the Department of Health– Health Human Resources Development Bureau (DOH-HHRDB) and in consultation with practitioners and technical experts in the industry.

II. OBJECTIVES

1. To immediately respond to industry skills requirement for contact tracing with the goal to produce competent individuals equipped with 21st Century Skills and compliant to the existing industry standards pertaining to OSHS, GAPs, and Waste Management.

2. To provide world-class and competent human resources for Contact Tracing under the Human Health/Health Care Sector; and

3. To ensure that the education and training providers shall deliver the programs in accordance with the above-mentioned CS as required by the Human Health/Health Care Sector.

III. SCOPE/COVERAGE

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

IV. IMPLEMENTATION MECHANICS

A. Utilization of the Developed CS

1. To ensure the utilization of this CS, all Regional/Provincial/District Directors shall immediately advocate/encourage the registration of abovementioned program; and

2. Copy of the CS will be made available and can be downloaded from the TESDA website.

B. Program Registration

1. All Regional/Provincial Directors are hereby instructed to process applications for program registration as "No Training Regulations" (NTR) following the Amended Omnibus Guidelines under the Unified TVET Program Registration and Accreditation System (TESDA Circular No. 07, Series of 2016) and within the allowable process cycle time (PCT) of three (3) working days indicated in the existing guidelines (TESDA Circular No. 073, Series of 2019). Further, the education and training providers shall develop and submit the competency-based curriculum with number of training hours and appropriate lists of tools, materials, equipment and facilities for training and assessment.

2. To standardize the program implementation and ensure that they are in accordance with the CS, the National Institute for Technical Education and Skills Development (NITESD) and Regional Offices/Provincial Offices (RO/POs) shall assist in the development of the Competency-Based Curriculum (CBC).

C. Trainee Entry Requirements

Trainees or students wishing to gain entry into this course must possess the following requirements:

- Completed at least 10 years basic education or Holder of Alternative Learning System (ALS) certificate of completion with Grade 10 equivalent
- Basic communication skills

D. Trainer's Qualification

The trainer shall have the following qualifications:

- Must be a holder of Trainer's Methodology Certificate (TMC) OR must have training of trainer's certificate or must be practicing trainer for two (2) years within the last five (5) years;
- Must have completed any health or allied health courses. This does not imply that trainer must have been a graduate of a bachelor's degree;
- Must possess good communication skills;
- Must have at least two (2) years public health industry experience within the last five (5) years. Practice of public health refers to disease prevention, emergency response, disease surveillance, health research, health promotion and education, population health and health system management (*Reference:* World Health Organization (WHO) European Action Plan for Strengthening Public Health Capacities and Services (2012) https://www.euro.who.int/en/health-topics/Health-systems/public-health-services/public-health-services). A certificate of employment or any document which will serve as evidence that indeed the trainer has public health industry experience in any area as identified must be submitted.

E. Institutional Assessment of Graduates

1. The education and training providers shall ensure the conduct of institutional assessment after the completion of the training program; and

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

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SUBJECT: Implementing Guidelines on the Deployment of Competency Standards (CS) for Contact Tracing Level II		Page 4 of 4 pages Number 083 series of 2020
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F. Scholarship Provision

1. A scholarship training subsidy shall be allocated/provided to the enrollees of the registered training program; and

2. Training cost shall be computed based on the submitted curriculum where the training hours and list of tools, materials and equipment are indicated.

V. MONITORING AND FEEDBACK SYSTEM

1. The Regional and Provincial Offices (ROPO) shall closely monitor the implementation of the registered programs under this CS; and

2. The ROPO shall require the education and training providers with registered program under this CS to report the enrolled, graduates and employed in the T2MIS as part of the regular monitoring and feedback system.

VI. EFFECTIVITY

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

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Director General