TESDA CIRCULAR

SUBJECT: Approved TESDA Board Resolutions No. 2014-05 to 2014-11		Page 1 of 2 pages Number 18 series of 2014
Date Issued: 15 October 2014	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 89th and 90th TESDA Board Meetings held on 01 and 13 October 2014:

1. BR No. 2014-05 "Approving the Award of Contract to Oscan Builder for the Procurement of Two (2) New Elevator Units for the TESDA Central Office Administration Building in the total amount of Six Million Four Hundred Fifty Thousand Pesos (Php6,450, 000.00)"

2. BR No. 2014-06 "Approving the Amendments to the Training Regulations for Plumbing NCI, NCII and NCIII"

3. BR No. 2014-07 "Approving the Promulgation to the Training Regulations for Ships' Catering NCIII (Ships' Cooks)"

4. BR No. 2014-08 "Approving the Amendments to the Training Regulations for Domestic Work NCII"

5. BR No. 2014-09 "Approving the Amendments to the Training Regulations for Cookery NCII on Trainer's Qualification"

6. BR No. 2014-10 "Approving the Amendments to the Training Regulations for Contact Center Services NCII including the Suspension of Implementation of Competency Assessment for the Qualification"

TESDA CIRCULAR

SUBJECT: Approved TESDA Board Resolutions No. 2014-05 to 2014-11		Page 2 of 2 pages Number 18 series of 2014
Date Issued: 15 October 2014	Effectivity: As indicated	Supersedes:

7. BR No. 2014-11 "Approving the Award of Contract to ACMI Office Systems Philippines, Inc. for the Procurement of Starter Toolkits for the Special Training for Employment Program (STEP) in the total amount of Three Hundred Forty Three Million Five Hundred Eighty Three Thousand Four Hundred Twenty Three Pesos and 00/100 (Php343,583,423.00)" (*approved on 13 October 2014*)

The foregoing resolutions supersede all other issuances inconsistent therewith.

SEC. EMMANUEL JOEL J. VILLANUEVA
Director General

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

89th TESDA BOARD MEETING
01 October 2014, Wednesday, 2:00 p.m.
7th Floor TESDA Board Room, Office of the Chair
Taguig, Metro Manila

Resolution No. 2014-05

(Page 1 of 5 pages)

APPROVING THE AWARD OF CONTRACT TO OSCAN BUILDER FOR THE PROCUREMENT OF TWO (2) NEW ELEVATOR UNITS FOR THE TESDA CENTRAL OFFICE ADMINISTRATION BUILDING IN THE TOTAL AMOUNT OF SIX MILLION FOUR HUNDRED FIFTY THOUSAND PESOS (Php6,450,000.00)

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

WHEREAS, in the exercise of this power, the TESDA Board shall approve all contracts entered into by the TESDA;

WHEREAS, the Bids and Awards Committee (BAC) as mandated by Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, is the body tasked to post invitation to bid, to conduct pre-bid conferences, to determine the eligibility of prospective bidders, to receive and open bids, to conduct the evaluation of bids, to undertake post-qualification proceedings and to recommend award of contracts to the Head of the Procuring Entity;

WHEREAS, TESDA intends to apply the sum of Seven Million Four Hundred Ninety Nine Thousand Nine Hundred Eighty One Pesos and 24/100 (Php7,499,981.24) being the total Approved Budget for the Contract (ABC) for the procurement of two (2) new elevator units for the TESDA Central Office Administration Building per Terms of Reference (TOR) duly approved by the Director General;

WHEREAS, the BAC upon receipt of the TOR for the procurement of two (2) new elevator units for the TESDA Central Office Administration Building convened on 06 June 2014 to conduct a pre-procurement conference with the end-user's representative in accordance with Section 20 of the Revised Implementing Rules and Regulations of Republic Act No. 9184;

WHEREAS, pursuant to Section 21 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, TESDA advertised on 10 June 2014 the Invitation to Bid for the procurement of two (2) new elevator units for the TESDA Central Office Administration Building in a newspaper of general circulation and posted the same in the PhilGEPS on 10 June 2014;

WHEREAS, responding to the abovementioned Invitation to Bid, three (3) prospective bidders signified their interest to participate in said bidding process by purchasing bidding documents, namely: 1) OSCAN Builder, 2) DEX International Co., and 3) MA-AN Construction Company;

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WHEREAS, the pre-bid conference was held on 23 June 2014 at 2:15 p.m. at the Legal Division Conference Room located at the 3rd Floor of the TESDA Administration Building in Taguig City;

WHEREAS, the issues and concerns of the bidders present during the pre-bid conference had been addressed to by the BAC through issuance of Bid Bulletin No. 01 dated 26 June 2014;

WHEREAS, the bid opening was held on 10 July 2014 at 2:15 p.m. at the CSA Conference Room located at the 2nd Floor of the TESDA Administration Building in Taguig City;

WHEREAS, OSCAN Builder and Ma-An Construction Company passed the eligibility requirements while DEX International Co. failed to comply with the requirements on the Net Financial Contracting Capacity (NFCC) as prescribed under Section 23.5.1.4 of the Revised Implementing Rules and Regulations of Republic Act No. 9184. Hence, DEX International Co. was declared ineligible to bid pursuant to Section 23 of Rule IX (Bid Evaluation) of the Revised Implementing Rules and Regulations of Republic Act No. 9184. DEX International Co. was given until 14 July 2014 within which to file its request for reconsideration pursuant to Section 55.1 of the Revised Implementing Rules and Regulations of Republic Act No. 9184;

WHEREAS, DEX International Co. filed its request for reconsideration on 11 July 2014 which was received by the BAC Secretariat on 14 July 2014;

WHEREAS, the BAC convened on 17 July 2014 at 10:00 a.m. at the CSA Conference Room located at the 2nd Floor of the TESDA Administration Building in Taguig City relative to the request for reconsideration of DEX International Co.;

WHEREAS, the BAC denied the request for reconsideration filed by DEX International Co. in its letter dated 17 July 2014, which was received by the said bidder on 18 July 2014, and pointed out that it will be totally improper for the procuring entity to allow and consider the submission of the alternative eligibility requirement just because the other one which was originally intended to be submitted had been rated "failed" for submitting the wrong computation of Net Financial Contracting Capacity (NFCC) as prescribed under Section 23.5.1.4 of the Revised Implementing Rules and Regulations of Republic Act No. 9184;

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APPROVING THE AWARD OF CONTRACT TO OSCAN BUILDER FOR THE PROCUREMENT OF TWO (2) NEW ELEVATOR UNITS FOR THE TESDA CENTRAL OFFICE ADMINISTRATION BUILDING IN THE TOTAL AMOUNT OF SIX MILLION FOUR HUNDRED FIFTY THOUSAND PESOS (Php6,450,000.00)

WHEREAS, the period within which to protest the decision of the BAC denying the request for reconsideration of DEX International Co. had lapsed pursuant to Section 55.3 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 without the protest having filed by the said bidder;

WHEREAS, considering that the bid offered by OSCAN Builder amounting to Six Million Four Hundred Fifty Thousand Pesos Only (Php6,450,000.00) is the lowest calculated bid, the BAC conducted a post-qualification on its bid pursuant to Section 34 of Rule X (Post-Qualification) of the Revised Implementing Rules and Regulations of Republic Act No. 9184 by creating a Technical Evaluation Group (TEG) through BAC Order No. 03, Series of 2014, issued on 08 July 2014;

WHEREAS, the TEG in its report found the bid offered by OSCAN Builder to be compliant with the legal, technical and financial requirements set forth by the agency pursuant to Section 34 of Rule X (Post-Qualification) of the Revised Implementing Rules and Regulations of Republic Act No. 9184;

WHEREAS, pursuant to Section 34.4 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, if the BAC determines that the bidder with the Lowest Calculated passes all the criteria for post-qualification, it shall declare the said bid as the Lowest Calculated Responsive Bid, and recommend to the Head of the procuring entity the award of contract to the said bidder at its submitted bid price;

WHEREAS, OSCAN Builder met all the eligibility requirements prescribed by the agency and its bid had been found to be responsive to the bidding requirements. Hence, the BAC finds the bid of OSCAN Builder to be the Lowest Calculated Responsive Bid;

WHEREAS, the BAC through BAC Resolution No. 08-2014 issued on 30 July 2014 declared the bid of OSCAN Builder as the Lowest Calculated Responsive Bid;

WHEREAS, during the 73rd Finance TESDA Board and TESDA Secretariat Consultation Meeting held last 02 September 2014, the TESDA Secretariat through the BAC recommended the award of contract to OSCAN Builder for the procurement of two (2) new elevator units for the TESDA Central Office Administration Building in the total amount of Six Million Four Hundred Fifty Thousand Pesos (Php6,450,000.00);

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APPROVING THE AWARD OF CONTRACT TO OSCAN BUILDER FOR THE PROCUREMENT OF TWO (2) NEW ELEVATOR UNITS FOR THE TESDA CENTRAL OFFICE ADMINISTRATION BUILDING IN THE TOTAL AMOUNT OF SIX MILLION FOUR HUNDRED FIFTY THOUSAND PESOS (Php6,450,000.00)

WHEREAS, the following documents have been appended to this Resolution and shall form as an integral part hereof;

1. BAC Resolution No. 08-2014 and its attachments recommending the approval of the award of contract to OSCAN Builder for the procurement of two (2) new elevator units for the TESDA Central Office Administration Building in the amount of Six Million Four Hundred Fifty Thousand Pesos (Php6,450,000.00);
2. Duly Notarized Certification of the Agency Head Certifying that all Procedures are in Accordance with the Existing Laws;
3. Letters to the Observers; and
   a) Commission on Audit (COA)-TESDA;
   b) Bishops-Businessmen's Conference (BBC); and
   c) Brotherhood of Christian Businessmen and Professionals (BCBP).
4. Bidding Documents of OSCAN Builder.

WHEREAS, in the 87th EXCOM-TESDA Board Meeting held last 23 September 2014, the members of the TESDA Board favorably endorsed the recommendation by the Finance Committee declaring the bid offered by OSCAN Builder as the Lowest Calculated Responsive Bid pursuant to Section 36 (a) of the Revised Implementing Rules and Regulations of Republic Act No. 9184 and awarding the contract to OSCAN Builder amounting to Six Million Four Hundred Fifty Thousand Pesos (Php6,450,000.00) relative to the procurement of two (2) new elevator units for the TESDA Central Office Administration Building.

NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 01 October 2014, approves the award of contract to OSCAN Builder for the procurement of two (2) new elevator units for the TESDA Central Office Administration Building in the amount of Six Million Four Hundred Fifty Thousand Pesos (Php6,450,000.00).

BE IT RESOLVED FURTHER, that the Board authorizes the Director General to sign the terms and conditions of the contract for and in behalf of the TESDA Board.

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

Approved this 1st day of October 2014.

ATTY. IMELDA T. ONG
TESDA Board Secretary

Attested by:

SEC. EMMANUEL JOEL J. VILLANUEVA
Alternate Chair, TESDA Board
Director General, Technical Education and Skills Development Authority

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01 October 2014, Wednesday, 2:00 p.m.
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Taguig, City

Resolution No. 2014- 06
(Page 1 of 15 pages)

APPROVING THE AMENDMENTS TO THE TRAINING REGULATIONS FOR PLUMBING NC I, NC II and NC III

WHEREAS, TESDA Board Resolution Nos. 2005-03 and 2006-22 were issued approving and promulgating the Training Regulations for Plumbing NC I, NC II, NC III last March 18, 2005 and October 26, 2006, respectively, during the 45th and 52nd TESDA Board Meetings;

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

WHEREAS, the Philippine Society of Plumbing Engineers, Inc. (PSPE) , with the assistance of Qualifications and Standards Office (QSO) of TESDA, has recommended the amendments to the existing Training Regulations for Plumbing NC I, NC II and NC III ;

WHEREAS, during the 73rd Standards-Setting and Systems Development (SSSD) Committee - TESDA Board-TESDA Secretariat Consultation Meeting held on September 08, 2014, the Committee favorably endorsed the following amendments of the abovementioned Training Regulations for Plumbing NC I, NC II and NC III:

PLUMBING NC I

Existing Promulgated Training Regulations (Board Resolution No. 2006-22)	**Amendments**
Qualification Title	
Plumbing NC I	No amendment
Section 1 - Definition of Qualification	
The PLUMBING NC I Qualification consists of competencies that a person must achieve that will enable him/her to perform assembling, installing, maintaining and repairing pipes, fixtures and fittings used for water distribution and wastewater disposal systems in buildings, industrial plans, ships and aircrafts.	The PLUMBING NC I Qualification consists of competencies that a person must achieve in installing a single plumbing unit which includes one unit each of water meter, water closet, lavatory, shower with single point water heater and kitchen sink. It also includes installing floor drains and faucets.

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APPROVING THE AMENDMENTS TO THE TRAINING REGULATIONS FOR PLUMBING NC I, NC II and NC III

Existing Promulgated Training Regulations (Board Resolution No. 2006-22)	**Amendments**
Section 1- Units of Competency	
Basic Competencies (Prescribed competencies for NC I)	**Basic Competencies** No amendments
Common Competencies (Prescribed competencies for NC I)	**Common Competencies** No Amendments
Core Competencies 1. Prepare pipes for installation 2. Make piping joints and connections 3. Perform minor construction works	**Core Competencies** 1. Prepare plumbing layout 2. Make piping joints and connections 3. Perform minor construction works 4. Install and assemble single plumbing unit
Job Title	
• Plumber I	• Plumber I
Section 2 - Competency Standards Updates/Changes were made consistent with the proposed amendments on Basic, Common and Core Competencies as indicated in the TR as appended to this Resolution.	
Section 3 – Training Arrangements **3.1 Curriculum Design** Updates/Changes were made consistent with the proposed amendments on Basic, Common and Core Competencies using the new template as indicated in the TR.	
Nominal Training Duration	
28 Hours - Basic Competencies 20 Hours - Common Competencies 80 Hours - Core Competencies **128 Hours**	28 Hours - Basic Competencies 20 Hours - Common Competencies 120 Hours - Core Competencies **168 Hours**

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APPROVING THE AMENDMENTS TO THE TRAINING REGULATIONS FOR PLUMBING NC I, NC II and NC III

Existing Promulgated Training Regulations (Board Resolution No. 2006-22)	**Amendments**
3.3 Trainee Entry Requirements	
1. At least high school graduate 2. Good moral character 3. Ability to communicate; and 4. Physically and mentally healthy as certified by a Public Health Officer	1. At least Junior High School (Grades 9 and 10) Level or graduate 2. Can perform basic mathematical computation; and 3. Able to communicate orally and in writing
3.4 List of Tools, Equipment and Materials Listings were updated based from proposed amendments and are consistent with the competencies for Plumbing NC I and are applicable for the delivery of Core Competencies as indicated in the attached TR as amended.	
3.5 Training Facilities	

Space Requirement	Size in Meters	Area in Sq. Meters	Total Area in Sq. Meters
• Wash/Comfort Room			6.0
• Tool and Storage Room			10.0
• Laboratory Area (Working Area)			24.0
• Learning Resource Center/ Conference Area			20.0
Workshop Area			**60.0**

Space Requirement	Size in Meters	Area in Sq. Meters	Total Area in Sq. Meters
• Student/Trainee Working Space	5 x 8	40	40
• Lecture Room/ Demo Room	5 x 5	25	25
• Wash Room	2 x 5	10	10
• Tool Room	5 x 5	25	25
• Laboratory Area	5 unit – 2 x 4	40	40
• Facilities/Equipment/Circulation Area	6 x 7	42	42
Workshop Area	**10 x 18**		**180**

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APPROVING THE AMENDMENTS TO THE TRAINING REGULATIONS FOR PLUMBING NC I, NC II and NC III

Existing Promulgated Training Regulations (Board Resolution No. 2006-22)	**Amendments**
3.6 Trainer's Qualification	
1. Must be a holder of any of the following degrees: ➢ BS Industrial Education (Civil Technology) ➢ Bachelor in Technician Teacher Education (Civil Technology ➢ BS Industrial Engineering ➢ BS Industrial Technology (Civil Technology) ➢ BS Civil Engineering 2. Must be a holder of CSC Professional eligibility (for government position) 3. Preferably with appropriate professional license issued by PRC 4. Must be a holder of Plumber NC II 5. Must be computer literate 6. Must be physically and mentally fit 7. *Minimum of 2 years industry experience *Optional. Only when required by the hiring institution Reference: TESDA Board Resolution No. 2004-03	1. Holder of National TVET Trainers Certificate (NTTC) Level I - Plumbing NC I or higher NC level 2. Preferably Registered Master Plumber 3. Preferably with a minimum of 2 years relevant industry experience (plumbing works) in all of the following: ➢ Prepare plumbing layout ➢ Make piping joints and connections ➢ Perform minor construction works ➢ Install and assemble single plumbing unit Note: Certified by the employer 4. Must have completed the 40-Hour Construction Safety Training Course as required in DOLE Department Order No.13, s. 1998, Guidelines Governing Occupational Safety and Health in the Construction Industry conducted by OSHC and DOLE accredited Safety Training Organizations 5. Must be computer literate

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APPROVING THE AMENDMENTS TO THE TRAINING REGULATIONS FOR PLUMBING NC I, NC II and NC III

Existing Promulgated Training Regulations (Board Resolution No. 2006-22)	**Amendments**
Section 4 - Assessment and Certification Arrangements	
➢ **National Certificate (NC)** To attain the National Qualification f Plumbing NC I, the candidate must demonstrate competence in all the units listed in Section 1.	➢ **National Certificate (NC)** To attain the National Qualification for Plumbing NC I, the candidate must demonstrate competence through project-type assessment covering all the units listed in Section 1.

PLUMBING NC II

Existing Promulgated Training Regulations (Board Resolution No. 2005-03)	**Amendments**
Qualification Title	
Plumbing NC II	Plumbing NC II
Section 1 - Definition of Qualification	
The **PLUMBING NC II** Qualification consists of competencies that a person must achieve that will enable him/her to perform assembling, installing, maintaining and repairing pipes, fixtures and fittings used for water distribution and wastewater disposal systems in buildings, industrial plans, ships and aircrafts.	The **PLUMBING NC II** Qualification consists of competencies that a person must achieve in installing multiple units of plumbing system with multi-point hot and cold water lines for a medium -rise building. It also includes plumbing repair and maintenance works.

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APPROVING THE AMENDMENTS TO THE TRAINING REGULATIONS FOR PLUMBING NC I, NC II and NC III

Existing Promulgated Training Regulations (Board Resolution No. 2005-03)	**Amendments**
Section 1- Units of Competency	
Basic Competencies (Prescribed competencies for NC II)	**Basic Competencies** No Amendments
Common Competencies (Prescribed competencies for NC II)	**Common Competencies** No Amendments
Core Competencies 1. Prepare pipes for installation 2. Make piping joints and connections 3. Perform minor construction works 4. Perform single unit plumbing installation and assemblies 5. Perform plumbing repair and maintenance works 6. Conduct pipe leak testing	**Core Competencies** 1. Prepare estimation of materials for multiple plumbing units 2. Perform plumbing installation and assemblies for multiple units 3. Conduct pipe leak testing 4. Perform plumbing repair and maintenance works
Job Title	
• Plumber	• Plumber II
Section 2 - Competency Standards Updates/Changes were made consistent with the proposed amendments on Basic, Common and Core Competencies as indicated in the amended TR attached to this Resolution.	
Section 3 – Training Arrangements **3.1 Curriculum Design** Updates/Changes were made consistent with the proposed amendments on Basic, Common and Core Competencies using the new template as indicated in the attached TR.	

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APPROVING THE AMENDMENTS TO THE TRAINING REGULATIONS FOR PLUMBING NC I, NC II and NC III

Existing Promulgated Training Regulations (Board Resolution No. 2005-03)	**Amendments**
Nominal Training Duration	
18 Hours - Basic Competencies 24 Hours - Common Competencies 120 Hours - Core Competencies **162 Hours**	18 Hours - Basic Competencies 24 Hours - Common Competencies 160 Hours - Core Competencies **202 Hours**
3.3 Trainee Entry Requirements	
1. Can communicate both oral and written 2. Can perform basic mathematical computation 3. Good moral character; and 4. Physically and mentally fit	1. At least Senior high school (Grades 11 and 12) Level or graduate 2. Holder of Plumbing NC I or relevant industry experience (plumbing works) for a minimum of 2 years* in all of the following: ➢ Prepare plumbing layout ➢ Make piping joints and connections ➢ Perform minor construction works ➢ Install and assemble single plumbing unit Note: *Certified by the employer or a Registered Master Plumber 3. Able to communicate both orally and in writing 4. Can perform basic mathematical computations
3.4 List of Tools, Equipment and Materials Listings were updated based from proposed amendments and are consistent with the competencies for Plumbing NC II and are applicable for the delivery of Core Competencies, of which amended TR is attached to this Resolution.	

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<table>
<tr><th>Existing Promulgated Training Regulations
(Board Resolution No. 2005-03)</th><th>Amendments</th></tr>
<tr><td colspan="2">3.5 Training Facilities</td></tr>
<tr><td>
<table>
<tr><th>Space Requirement</th><th>Size in Meters</th><th>Area in Sq. Meters</th><th>Total Area in Sq. Meters</th></tr>
<tr><td>• Student/Trainee Working Space</td><td>5 x 8</td><td>40</td><td>40</td></tr>
<tr><td>• Lecture Room/ Demo Room</td><td>5 x 5</td><td>25</td><td>25</td></tr>
<tr><td>• Wash Room</td><td>2 x 5</td><td>10</td><td>10</td></tr>
<tr><td>• Tool Room</td><td>5 x 5</td><td>25</td><td>25</td></tr>
<tr><td>• Laboratory Area</td><td>5 unit – 2 x 4</td><td>40</td><td>40</td></tr>
<tr><td>• Facilities/Equipment/Circulation Area</td><td>6 x 7</td><td>42</td><td>42</td></tr>
<tr><td>Workshop Area</td><td>10 x 18</td><td></td><td>180</td></tr>
</table>
</td><td>No Amendments</td></tr>
<tr><td colspan="2">3.6 Trainer's Qualification</td></tr>
<tr><td>1. Must have completed a Trainers Training Methodology Course (TM II) or its equivalent
2. Must be a holder of CSC Professional eligibility (for government position)
3. Must be a holder of Plumbing National Certificate III
4. Must be physically and mentally fit
5. *Minimum of 2 years industry experience
*Optional. Only when required by the hiring institution
Reference: TESDA Board Resolution No. 2004-03</td><td>1. Holder of National TVET Trainers Certificate Level I -Plumbing NC II or higher NC level
2. Preferably Registered Master Plumber
3. Minimum of 3 years relevant industry experience* (plumbing works) in all of the following:
➢ Prepare estimation of materials for multiple plumbing units
➢ Perform multiple units of plumbing installation and assemblies
➢ Conduct pipe leak testing
➢ Perform plumbing repair and maintenance works
Note: *Certified by the employer</td></tr>
</table>

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APPROVING THE AMENDMENTS TO THE TRAINING REGULATIONS FOR PLUMBING NC I, NC II and NC III

Existing Promulgated Training Regulations (Board Resolution No. 2005-03)	**Amendments**
	4. Must have completed the 40-Hour Construction Safety Training Course (COSH) as per Department Order No. 13 s. 1998, Guidelines Governing Occupational Safety and Health in the Construction Industry conducted by OSHC and DOLE-accredited Safety Training Organizations
Section 4 - Assessment and Certification Arrangements	
➢ **National Certificate (NC)** To attain the National Qualification f Plumbing NC II, the candidate must demonstrate competence in all the units listed in Section 1.	➢ **National Certificate (NC)** To attain the National Qualification for Plumbing NC II, the candidate must demonstrate competence through project-type assessment covering all the units listed in Section 1.

PLUMBING NC III

Existing Promulgated Training Regulations (Board Resolution No. 2006-22)	**Amendments**
Qualification Title	
Plumbing NC III	Plumbing NC III

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89th TESDA BOARD MEETING
01 October 2014, Wednesday, 2:00 p.m.
7th Floor TESDA Board Room, Office of the Chari
Taguig, City

Resolution No. 2014- 06
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APPROVING THE AMENDMENTS TO THE TRAINING REGULATIONS FOR PLUMBING NC I, NC II and NC III

Existing Promulgated Training Regulations (Board Resolution No. 2006-22)	**Amendments**
Section 1 - Definition of Qualification	
The **PLUMBING NC III** Qualification consists of competencies that a person must achieve that will enable him/her to perform assembling, installing, maintaining and repairing pipes, fixtures and fittings used for water distribution and wastewater disposal systems in buildings, industrial plans, ships and aircrafts.	The **PLUMBING NC III** Qualification consists of competencies that a person must achieve in installing plumbing system including centralized and storage type of water heater system for high-rise buildings. He/she leads, supervises and works with the team.
Section 1- Units of Competency	
Basic Competencies (Prescribed competencies for NC III)	**Basic Competencies** No Amendments
Common Competencies (Prescribed competencies for NC III)	**Common Competencies** No Amendments
Core Competencies 1. Prepare pipes for installation 2. Make piping joints and connections 3. Perform minor construction works 4. Perform single unit plumbing installation and assemblies 5. Perform plumbing repair and maintenance works 6. Conduct pipe leak testing 7. Perform complex and multi-story plumbing installation and assemblies 8. Install hot and potable chilled water piping system 9. Draft plumbing design	**Core Competencies** 1. Install centralized hot, chilled and/or potable water piping system 2. Install riser/downfeed and distribution water supply system 3. Install and connect pumps to plumbing system 4. Perform finishing and trimming of plumbing fixtures and accessories 5. Oversee plumbing works

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Existing Promulgated Training Regulations (Board Resolution No. 2006-22)	**Amendments**
Job Title	
• Plumber III	• Plumber III
Section 2 - Competency Standards Updates/Changes were made consistent with the proposed amendments on Basic, Common and Core Competencies as indicated in the attached TR as amended.	
Section 3 – Training Arrangements **3.1 Curriculum Design** Updates/Changes were made consistent with the proposed amendments on Basic, Common and Core Competencies using the new template as indicated in the attached TR.	
Nominal Training Duration	
24 Hours - Basic Competencies 24 Hours - Common Competencies 120 Hours - Core Competencies **168 Hours**	24 Hours - Basic Competencies 24 Hours - Common Competencies 200 Hours - Core Competencies **248 Hours**
3.3 Trainee Entry Requirements	
1. Can communicate both oral and written 2. Physically and mentally fit 3. With good moral character 4. Can perform basic mathematical computation 5. Must be a holder of NC II Plumbing	1. At least High School (Grade 12) graduate 2. Holder of Plumbing NC II or relevant industry experience (plumbing works) for a minimum of 3 years* in all of the following: ➢ Prepare estimation of materials for multiple plumbing units ➢ Perform multiple unit of plumbing installation and assemblies ➢ Conduct pipe leak testing

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Existing Promulgated Training Regulations (Board Resolution No. 2006-22)	**Amendments**
	➢ Perform plumbing repair and maintenance works Note: *Certified by the employer or a Registered Master Plumber 3. Able to communicate orally and in writing

3.4 List of Tools, Equipment and Materials

Listings were updated based from proposed amendments and are consistent with the competencies for Plumbing NC III and are applicable for the delivery of Core Competencies in the attached TR as amended.

3.5 Training Facilities

Space Requirement	Size in Meters	Area in Sq. Meters	Total Area in Sq. Meters
• Wash/Comfort Room			6.0
• Tool and Storage Room			10.0
• Laboratory Area (Working Area)			24.0
• Learning Resource Center/ Conference Area			20.0
Workshop Area			**60.0**

Space Requirement	Size in Meters	Area in Sq. Meters	Total Area in Sq. Meters
• Student/Trainee Working Space	5 x 8	40	40
• Lecture Room/ Demo Room	5 x 5	25	25
• Wash Room	2 x 5	10	10
• Tool Room	5 x 5	25	25
• Laboratory Area	5 unit – 2 x 4	40	40
• Facilities/Equipment/Circulation Area	6 x 7	42	42
Workshop Area	**10 x 18**		**180**

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APPROVING THE AMENDMENTS TO THE TRAINING REGULATIONS FOR PLUMBING NC I, NC II and NC III

Existing Promulgated Training Regulations (Board Resolution No. 2006-22)	**Amendments**
3.6 Trainer's Qualification	
1. Must have completed a Trainers Training Methodology Course II 2. Must be a holder of National Certificate Level III 3. Good moral character 4. Must be computer literate 4. Must be physically and mentally fit 5. *Must have at least 5 years industry Experience and/or teaching experience *Optional. Only when required by the hiring institution Reference: TESDA Board Resolution No. 2004-03	1. Holder of National TVET Trainers Certificate Level I - Plumbing NC III 2. Must be a Registered Master Plumber 3. Minimum of 5 years relevant industry experience* (plumbing works) in all of the following: ➢ Install centralized hot, chilled and/or potable water piping system ➢ Install riser/downfeed and distribution water supply system ➢ Install and connect pumps to plumbing system ➢ Perform finishing and trimming of plumbing fixtures and accessories ➢ Oversee plumbing works Note: *Certified by the employer 4. Must have completed the 40-Hour Construction Safety Training Course (COSH) as per Department Order No. 13 s. 1998, Guidelines Governing Occupational Safety and Health in the Construction Industry conducted by OSHC and DOLE accredited Safety Training Organizations

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Existing Promulgated Training Regulations (Board Resolution No. 2006-22)	**Amendments**
Section 4 - Assessment and Certification Arrangements	
➢ **National Certificate (NC)** To attain the National Qualification f Plumbing NC III, the candidate must demonstrate competence in all the units listed in Section 1.	➢ **National Certificate (NC)** To attain the National Qualification for Plumbing NC III, the candidate must demonstrate competence through project-type assessment covering all the units listed in Section 1.

WHEREAS, during the 89th TESDA Board Meeting on October 01, 2014 at 2:00 p.m., the TESDA Board considered the proposed amendments and approved the promulgation of the Training Regulations for Plumbing NC I, NC II and NC III;

NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, October 01, 2014 at 2:00 p.m., approves the aforementioned amendments to the Training Regulations for Plumbing NC I, II and NC III;

BE IT RESOLVED FINALLY, that copies of this Resolution and abovementioned Training Regulations be published and disseminated to all concerned, and the same shall be effective fifteen (15) days upon publication thereof. All programs registered under these training regulations must comply with the requirements of the aforementioned training regulations. Graduates of TVET courses covered by the aforementioned training regulations shall be required to undergo mandatory assessment under the national assessment and certification program. All programs registered under the current Plumbing NC I, NC II and NC III will be required to migrate to and comply with the amended Plumbing NC I, NC II and NC III Training Regulations within one (1) year from the date of effectivity of this resolution.

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APPROVING THE AMENDMENTS OF THE TRAINING REGULATIONS FOR PLUMBING NC I, NC II and NC III

Adopted this 1st day of October 2014.

ATTY. IMELDA T. ONG
Board Secretary

Attested by:

SEC. EMMANUEL JOEL J. VILLANUEVA
Alternate Chair, TESDA Board
Director General, Technical Education and Skills Development Authority (TESDA)

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APPROVING THE PROMULGATION TO THE TRAINING REGULATIONS FOR SHIPS' CATERING NC III (SHIPS' COOKS)

WHEREAS, TESDA Board Resolution No. 2013-03 was issued "Approving and Promulgating the Training Regulations (TR) for Ship's Catering Services NC I, NC II and NC III" during the 85th TESDA Board Meeting last May 17, 2013;

WHEREAS, there is a need to review the existing Training Regulations for Ship's Catering Services NC II and NC III due to the following:

1. To ensure the compliance of the Philippine Government with the requirements of the Standard A3.2- Food and Catering, of the Maritime Labor Convention (MLC) 2006; and
2. To ensure the adoption of newly approved ILO Guidelines for the Training of Ships' Cooks;

WHEREAS, the Technical Working Group for Ships' Catering of the Maritime Sector as the lead industry experts had reviewed the Training Regulations for Ship's Catering Services NC II and NC III based on MLC 2006 and Approved ILO Guidelines for the Training of Ships' Cooks;

WHEREAS, the Technical Working Group (TWG) upon review of the Ship's Catering Services NC II and NC III recommended the integration of these TRs and formulated a new Training Regulations for Ships' Catering NC III (Ships' Cooks);

WHEREAS, for reasons stated above, during 73rd Standards Setting and Systems Development Committee (SSSDC) held on September 8, 2014 at 1:00 p.m., the Committee recommended the promulgation of the Training Regulations (TR) for Ships' Catering NC III (Ships' Cooks) as presented below:

Existing Promulgated TR (Board Resolution No. 2013-03)	**NEW Training Regulations**	**Existing Promulgated TR** (Board Resolution No. 2013-03)
Ship's Catering Services NC II	***Ships' Catering NC III (Ships' Cooks)***	**Ship's Catering Services NC III**
Section 1 – Definition of the Qualification		
The **SHIP'S CATERING SERVICES NC II** Qualification consists of competencies that a person must achieve in performing maintenance and sanitation of galley equipment and	***The SHIPS' CATERING NC III (SHIPS' COOKS) Qualification consists of competencies that a person must achieve in managing all galley operations, including both the***	The **SHIP'S CATERING SERVICES NC II** Qualification consists of competencies that a person must achieve in supervising the preparation of meals, performing victualing

APPROVING THE PROMULGATION TO THE TRAINING REGULATIONS FOR SHIPS' CATERING NC III (SHIPS' COOKS)

Existing Promulgated TR (Board Resolution No. 2013-03)	**NEW Training Regulations**	**Existing Promulgated TR** (Board Resolution No. 2013-03)
Ship's Catering Services NC II	***Ships' Catering NC III (Ships' Cooks)***	**Ship's Catering Services NC III**
facilities, preparing and cooking meat dishes, preparing stocks , sauces and soups, preparing appetizers, salads and sandwiches (hot and cold and open), preparing side dishes and breakfast meal, preparing and cooking poultry products and hot and cold dessert and performing stock control.	***procurement of supplies and practical food production in compliance with the national and international requirements for the duration and nature of the voyage. It also includes competencies in serving proper quantities of quality nutritious food that fulfills cultural, religious and hygiene requirements including storing and handling food hygienically***	services and supervising the maintenance and sanitation of galley equipment and utensils and related areas and establishing and maintaining catering standards.
Section 1: Components of the Qualification		
Basic Competencies	***Basic Competencies***	Basic Competencies
1) Participate in workplace communication 2) Work in a team environment 3) Practice career professionalism 4) Practice occupational health and safety procedure	***1) Lead workplace communication*** ***2) Lead small teams*** ***3) Develop and practice negotiating skills*** ***4) Solve problems related to work activities*** ***5) Use mathematical concepts and techniques*** ***6) Use relevant technologies***	1) Lead workplace communication 2) Lead small team 3) Develop and practice negotiating skills 4) Solve problems related to work activities 5) Use mathematical concepts and techniques 6) Use relevant technologies

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Existing Promulgated TR (Board Resolution No. 2013-03)	NEW Training Regulations	Existing Promulgated TR (Board Resolution No. 2013-03)
Ship's Catering Services NC II	**Ships' Catering NC III (Ships' Cooks)**	**Ship's Catering Services NC III**
Common Competencies	*Common Competencies*	Common Competencies
1) Observe personal hygiene 2) Practice food safety, sanitation and hygiene 3) Observe catering health and safety practices 4) Protect marine environment/waste segregation management 5) Work within multi-cultural and religious environment	*1) Survive at sea in the event of ship abandonment* *2) Minimize the risk of fire and maintain a state of readiness to respond to emergency situation involving fire* *3) Fight and extinguish fires* *4) Take immediate action upon encountering an accident or other medical emergency* *5) Comply with emergency procedures* *6) Take precautions to prevent pollution of the marine environment* *7) Observe safe working practices* *8) Demonstrate security awareness practices*	1) Observe personal hygiene 2) Practice food safety, sanitation and hygiene 3) Observe catering health and safety practices 4) Protect marine environment/waste segregation management 5) Work within multi-cultural and religious environment
Core Competencies	*Core Competencies*	Core Competencies
1. Perform maintenance and sanitation of galley equipment and facility 2. Prepare and cook meat dishes 3. Prepare appetizers, salads and sandwiches (Hot and Cold and Open) 4. Prepare side dishes and breakfast meal	1. *Prepare nutritionally-and health-balanced calendar menu* 2. *Demonstrate practical cookery* 3. *Practice food safety, sanitation and hygiene* 4. *Observe workplace health and safety practices* 5. *Implement waste management and disposal system*	1. Supervise preparation of meals 2. Perform victualing service 3. Supervise the maintenance and sanitation of galley equipment and utensils and related areas 4. Establish and maintain catering standards

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Existing Promulgated TR (Board Resolution No. 2013-03)	NEW Training Regulations	Existing Promulgated TR (Board Resolution No. 2013-03)
Ship's Catering Services NC II	**Ships' Catering NC III (Ships' Cooks)**	**Ship's Catering Services NC III**
Core Competencies	***Core Competencies***	Core Competencies
5. Prepare and cook poultry products 6. Prepare and cook seafood 7. Prepare bread products and hot and cold desserts 8. Perform stock control	6. ***Supervise/ administer galley area***	
Job Title:		
Ships' Cook	***Ships' Cook***	Chief Steward
Section 2 – Competency Standards **Updates/Changes were made consistent with the proposed amendments on Basic, Common and Core Competencies as indicated in the TR attached herewith.**		
Section 3 – Training Arrangements **3.1 Curriculum Design** **Updates/Changes were made consistent with the proposed amendments on Basic, Common and Core Competencies using the new template as indicated in the TR attached herewith.**		
Nominal Duration		
18 Hours – Basic 12 Hours – Common 50 Hours – Core **80 Hours**	***20 Hours – Basic*** ***60 Hours - Common*** ***80 Hours – Core*** ***160 Hours***	18 Hours – Basic 12 Hours – Common 20 Hours – Core **50 Hours**
3.3 Trainee Entry Requirements		
1. Must have at least 3 months relevant sea service 2. At least H.S. graduate 3. Can communicate in English language both oral and written 4. Must be physically and mentally fit as per MLC 2006 Regulation 1.2 – Medical Certificate	***1. Must be High School graduate*** ***2. Must have completed the Basic Training (BT), Ship Security Awareness and Seafarers with Designated Security Duties (SSA/SDSD)*** ***3. Must have at least 3 months relevant sea service OR/***	

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Existing Promulgated TR (Board Resolution No. 2013-03)	NEW Training Regulations	Existing Promulgated TR (Board Resolution No. 2013-03)
Ship's Catering Services NC II	**Ships' Catering NC III (Ships' Cooks)**	**Ship's Catering Services NC III**
	3.1 Graduate of Bachelor of Science in Hotel and Restaurant Management (BSHRM) *OR* *3.2 Completed prescribed culinary related course such as Commercial Cooking NC II, Cookery NCII, Ship's Catering Services NC II or NC III, Bread Pastry Production NC II OR* *3.3 Work as cook/ assistant cook in hotel or restaurant for at least one year as evidenced by Employment Certificate or* *3.4 Holder of TESDA National Certificate for Commercial Cooking NC II or Cookery NC II or Ship's Catering NC II or Bread and Pastry Production NC II* *4. Can communicate in English language both oral and written*	

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Existing Promulgated TR (Board Resolution No. 2013-03)	NEW Training Regulations	Existing Promulgated TR (Board Resolution No. 2013-03)
Ship's Catering Services NC II	**Ships' Catering NC III (Ships' Cooks)**	**Ship's Catering Services NC III**
	5. Must be physically and mentally fit to undergo Ships' Catering NC III (Ships' Cooks) training program	
3.4 Tools, Equipment and Materials **Listings were updated based from proposed amendments and are consistent with the competencies for Ships' Catering NC III (Ships' Cooks) and are applicable for the delivery of Core Competencies.**		
3.6 Trainer's Qualification		
1. National TVET Trainers Certificate I (NTTC I) holder 2. With 2 year relevant experience in Hotel and Restaurant OR 2 years on-board experience as Cook 3. *Must be a BS degree holder *May be required by the school or training center delivering the TVET program	*1. Must be a holder of Ships' Catering NCIII (Ships' Cooks) or valid Ship's Catering Services NC II* *2. Must be a holder of National TVET Trainer Certification (NTTC) Level I – in Ships' Catering NC III (Ships' Cooks) or Holder of IMO Model Course 6.09 and 3.12 shall follow the requirements per TESDA Circular No. 10 s. 2013 issued on July 23, 2013* *3. 12 months shipboard experience as Cook*	1. National TVET Trainers Certificate I (NTTC I) holder 2. With 2 years experience in Hotel and Restaurant OR 2 years on board experience as Chief Steward or Chief Cook 3. *Must be a BS degree holder *An institutional requirement that may be required by the school or training center delivering the TVET program

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Existing Promulgated TR (Board Resolution No. 2013-03)	NEW Training Regulations	Existing Promulgated TR (Board Resolution No. 2013-03)
Ship's Catering Services NC II	***Ships' Catering NC III (Ships' Cooks)***	**Ship's Catering Services NC III**
Section 4 - Assessment and Certification Arrangement		
A National Certificate (NC) is issued when a candidate has demonstrated competence in all the units of competency that comprise the relevant endorsed qualification. Candidate must have completed the prescribed course of instruction in all the units of competency contained in the SHIP'S CATERING SERVICES NC II *or* with equivalent sea service experience before applying for assessment and certification for Ship's Catering Services NC II. The following are qualified to apply for assessment and certification: 1. Those who have completed a Culinary Arts or equivalent course and with a minimum of at least 6 months relevant sea service; or 2. Seafarers with a minimum of 12 months (relevant sea service experience) as messman/cook	➢ ***A National Certificate (NC) is issued when a candidate has demonstrated competence in all the units of competency that comprise the Training Regulations of Ships' Catering NC III (Ships' Cooks) as follows:*** ***BASIC Competencies*** 1. *Utilize specialized communication skills* 2. *Develop teams and individuals* 3. *Apply problem solving techniques in the workplace* 4. *Collect, analyze and organize information* 5. *Plan and organize work* 6. *Promote environmental protection* ***COMMON Competencies*** 1. *Survive at sea in the event of ship abandonment* 2. *Minimize the risk of fire and maintain a state of readiness to respond to emergency situation involving fire*	*A National Certificate (NC) is issued when a candidate has demonstrated competence in all the units of competency that comprise the relevant endorsed qualification.* Candidate must have completed the prescribed course of instruction in all the units of competency contained in the SHIP'S CATERING SERVICES NC III *or* with equivalent sea service experience before applying for assessment and certification for Ship's Catering Services NC III. The following are qualified to apply for assessment and certification: 1. Those who have completed a Course on Culinary Arts *or* equivalent with a minimum of at least 6 months relevant sea service; or

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Existing Promulgated TR (Board Resolution No. 2013-03)	NEW Training Regulations	Existing Promulgated TR (Board Resolution No. 2013-03)
Ship's Catering Services NC II	***Ships' Catering NC III (Ships' Cooks)***	**Ship's Catering Services NC III**
	3. Fight and extinguish fire *4. Take immediate action upon encountering an accident or other medical emergency* *5. Comply with emergency procedures* *6. Take precautions to prevent pollution of the marine environment* *7. Observe safe working practices* *8. Demonstrate security awareness practices* ***CORE Competencies*** *1. Prepare nutritionally- and health-balanced calendar menu* *2. Demonstrate practical cookery* *3. Practice food safety, sanitation and hygiene* *4. Observe workplace health and safety practices* *5. Implement waste management and disposal system* *6. Supervise/administer galley area*	2. Seafarers with a minimum of 12 months (relevant sea service experience) as cook/ chief cook/chief steward

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Existing Promulgated TR (Board Resolution No. 2013-03)	NEW Training Regulations	Existing Promulgated TR (Board Resolution No. 2013-03)
Ship's Catering Services NC II	***Ships' Catering NC III (Ships' Cooks)***	**Ship's Catering Services NC III**
	➢ *Candidates applying for competency assessment and certification for Ships' Catering NC III (Ships' Cooks) must undergo either* ***1) Written Examination or 2) Written Examination plus Demonstration of Practical Cookery skills or 3) Portfolio Assessment; as follows:*** ***4.1.3.1 For Written Examination only, applies to:*** *4.1.3.1.1 Those who have completed the promulgated Ships' Catering NC III (Ships' Cooks)I training program as aligned to MLC 2006 Paragraphs 3 and 4 of Standard A.3.2* ***Or*** *4.1.3.1.2 Those who have trained and been certified under Ship's Catering Services NC II or Commercial Cooking NC II or Cookery NC II or Commercial Cooking NC III with* ***valid*** *National Certificate (NC)* ***4.1.3.2 For Written Examination plus Demonstration of Practical Cookery skills apply to:*** *4.1.3.2.1 Those who have completed the training programs on Ship's Catering Services NC II or Cookery NC II*	

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Existing Promulgated TR (Board Resolution No. 2013-03)	NEW Training Regulations	Existing Promulgated TR (Board Resolution No. 2013-03)
Ship's Catering Services NC II	***Ships' Catering NC III (Ships' Cooks)***	**Ship's Catering Services NC III**
	*or Commercial Cooking NC III or but are **not** National Certificate holders of the said qualifications* ***4.1.3.3 For Portfolio Assessment applies to:*** *4.1.3.3.1 Those who have at least three (3) months relevant shipboard experience as Cook or Assistant Cook or Catering personnel. However, the assessee must show sufficient evidences in their portfolio on the following documents: Seaman's Book, Passport, Attestation Letter (Optional)/ Certificate of Employment, Sea Services Certification, Certificates of Trainings, valid National Certificate on Ship's Catering Services NC II or Commercial Cooking NC II or Cookery NC II or Commercial Cooking NC III*	

WHEREAS, during the 89th TESDA Board Meeting on October 01, 2014 at 2:00 p.m., the TESDA Board considered and approved the promulgation of the new Training Regulations for Ships' Catering NC III (Ships' Cooks);

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APPROVING THE PROMULGATION TO THE TRAINING REGULATIONS FOR SHIPS' CATERING NC III (SHIPS' COOKS)

NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, October 01, 2014 at 2:00p.m., approves the promulgation of the Training Regulations for Ships' Catering NC III (Ships' Cooks);

BE IT RESOLVED FINALLY, that copies of this Resolution and abovementioned Training Regulations be published and disseminated to all concerned, and the same shall be effective fifteen (15) days upon publication thereof. All programs registered under these training regulations must comply with the requirements of the aforementioned training regulations. Graduates of TVET courses covered by the aforementioned training regulations shall be required to undergo mandatory assessment under the national assessment and certification program. All programs registered under the current Ship's Catering Services NC II and Ship's Catering NC III will be required to migrate to and comply with the newly developed Training Regulations for Ships' Catering NC III (Ships' Cooks) Training Regulations within one (1) year from the date of effectivity of this resolution.

Adopted this 1st day of October 2014.

ATTY. MELDA T. ONG
Board Secretary

Attested by:

SEC. EMMANUEL JOEL J. VILLANUEVA
Alternate Chair, TESDA Board
Director General, Technical Education and Skills Development Authority (TESDA)

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APPROVING THE AMENDMENTS TO THE TRAINING REGULATIONS FOR DOMESTIC WORK NC II

WHEREAS, TESDA Board Resolution No. 2013-15 was issued last 17 December 2013 during the TESDA Board Meeting approving and promulgating the amendments to Training Regulations (TR) for Household Services NC II which is now called Domestic Work NC II;

WHEREAS, there is a need to clarify the nominal duration and course description reflected in Section 3 of the foregoing Training Regulations considering the provision of elective competencies in curriculum development and program delivery;

WHEREAS, the Qualifications and Standards Office (QSO), which is tasked to review the Training Regulations in consultation with the industry experts, recommended the following amendments on Section 3 to read as follows;

Existing Promulgated TRs (Board Resolution No. 2013-15)		**Amendments**	
Qualification Title: Domestic Work NC II			
Curriculum Design			
Nominal Duration		**Nominal Duration**	
Basic	20hrs	Basic	20hrs
Common	40hrs	Common	40hrs
Core	158hrs	Core	158hrs
Elective	483hrs	Total Nominal Duration	218hrs
Total Nominal Duration	701hrs	Elective	483hrs

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East Service Road, South Superhighway, Taguig City

89th TESDA Board MEETING
01 October 2014, Wednesday, 2:00 p.m.
7th Floor TESDA Board Room, Office of the Chair
Taguig,City

Resolution No. 2014-08

APPROVING THE AMENDMENTS TO THE TRAINING REGULATIONS FOR DOMESTIC WORK NC II

Existing Promulgated TRs (Board Resolution No. 2013-15)	**Amendments**
Course Description	**Course Description**
It covers the basic, common and core competencies on cleaning living room, dining room, bedrooms, toilet and kitchen, washing and ironing clothes, linen and fabric, preparing hot and cold meals/food, and providing food and beverage service. This includes common competencies: maintain an effective relationship with clients/customers, and manage own performance. It also includes basic competencies such as, participate in workplace communication, work in a team environment, practice career professionalism, and practice occupational health and safety procedures. The common competency –Maintain an effective relationship with clients and customers has been contextualized to include the provisions of Kasambahay law, e.g. standard employment contract, rights and privileges, pre-employment requirements, working conditions, barangay registrations, social and other benefits, etc.	It covers the basic, common and core competencies on cleaning living room, dining room, bedrooms, toilet and kitchen, washing and ironing clothes, linen and fabric, preparing hot and cold meals/food, and providing food and beverage service. This course also includes the required basic and common competencies for NC II. Provision of the Kasambahay Law was also included in the common competency. Elective competencies are not mandatory for program registration. TVET Institution/Training Provider may opt to offer one or two or more competencies if they have the available resources and facilities. The ten (10) elective competencies were selected from the units of competency in the Training Regulations in Caregiving and Landscape Installation and Maintenance (Softscape) and two (2) new units of competencies in Animal Care developed by the Technical Experts invited during the development of the Training Regulations and Competency-Based Curriculum for the Domestic Work NC II as follows:

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APPROVING THE AMENDMENTS TO THE TRAINING REGULATIONS FOR DOMESTIC WORK NC II

Existing Promulgated TRs (Board Resolution No. 2013-15)	**Amendments**
Existing Promulgated TRs	**Amendments**
It also has ten (10) elective competencies as indicated below: *1.* Provide care and support to infants and toddlers (50 Hrs) 2. Provide care and support to children (50 Hrs) *3.* Provide care and support to elderly (150 Hrs) *4.* Provide care and support to people with special needs (150 Hrs) *5.* Assist in the care of animals (20 Hrs) *6.* Provide animal care hygiene routines (20 Hrs) *7.* Trim and Prune landscape plants (15 Hrs) *8.* Perform weeding and cultivation (15 Hrs) *9.* Water/irrigate plants (12 Hrs) *10.* Control and prevent plant pest and diseases (14 Hrs)	A. Four (4) core units of competency in **Caregiving**: 1. Provide care and support to infants and toddlers (50 hrs.) 2. Provide care and support to children (50 hrs.) 3. Provide care and support to elderly (150 hrs.) 4. Provide care and support to people with special needs (150 hrs.); and B. Four (4) core units of competency in **Landscape Installation and Maintenance (Softscape):** 1. Trim and prune landscape plants (15 hrs.) 2. Perform weeding and cultivation (15 hrs.) 3. Water/irrigate plants (12 hrs) 4. Control and prevent plant pest and diseases (14 hrs.) C. Two (2) units of competency in Animal Care such as: 1. Assist in the care of animals (20 hrs.) 2. Provide animal care hygiene routines (20 hrs.)

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APPROVING THE AMENDMENTS TO THE TRAINING REGULATIONS FOR DOMESTIC WORK NC II

Existing Promulgated TRs (Board Resolution No. 2013-15)	**Amendments**
The Elective competencies are additional core units of competencies that are useful but not absolutely necessary for enhancing the mobility/employability of a person. These competencies are considered important in the performance of the job and may be drawn from among the units of competency in the TRs promulgated for other sectors. These Elective Competencies where selected from the core units of competencies from the existing WTR in Caregiving and Landscape Installation and Maintenance (Softscape) and one (1) NTR on Animal Care with two (2) units of competencies by the Technical Experts invited during the development of the Training Regulation and Competency-Based Curriculum for the Domestic Work NC II.	

WHEREAS, during the 72nd SSSDC-TESDA Board-TESDA Secretariat Consultation Meeting held on 11 July 2014, the Committee agreed to recommend for approval and promulgation the amendment of the Training Regulations for **Domestic Work NC II**;

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APPROVING THE AMENDMENTS TOF THE TRAINING REGULATIONS FOR DOMESTIC WORK NC II

WHEREAS, during the 89th TESDA Board Meeting on 01 October 2014 at 2:00 p.m., the TESDA Board considered the proposed amendments and approved the promulgation of the **Training Regulations for Domestic Work NC II**;

NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 01 October 2014 at 2:00 p.m., approves the aforementioned amendments to the **Training Regulations for Domestic Work NC II.**

BE IT RESOLVED FINALLY, that copies of this Resolution and Training Regulations be published and disseminated to all concerned, and the same shall be effective fifteen (15) days upon publication thereof. All programs registered under these training regulations must comply with the requirements of the aforementioned training regulations. Graduates of TVET courses covered by the aforementioned training regulations shall be required to undergo mandatory assessment under the national assessment and certification program. All programs registered on the current Domestic Work NC II will be required to migrate to amended Domestic Work NCII Training Regulations within one (1) year from the date of effectivity of this resolution.

Adopted this 1st day of October 2014.

ATTY. IMELDA T. ONG
Board Secretary

Attested by:

SEC. EMMANUEL JOEL J. VILLANUEVA
Alternate Chair, TESDA Board
Director General, Technical Education and Skills Development Authority (TESDA)

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Resolution No. 2014- 09
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APPROVING THE AMENDMENTS TO THE TRAINING REGULATION FOR COOKERY NC II ON TRAINER'S QUALIFICATION

WHEREAS, TESDA Board Resolution No. 2012-12 was issued last 17 September 2013 during the 83rd TESDA Board Meeting approving and promulgating the Training Regulations (TR) for Cookery NC II;

WHEREAS, there is a need to review and amend Section 3 of the foregoing Training Regulations on Trainer's Qualifications in compliance with the Philippine TVET Trainers Qualification Framework (PTTQF) per TESDA Board Resolution No. 2010-05.

WHEREAS, the Qualifications and Standards Office (QSO), which is the office tasked to review the Training Regulations, in consultation with the industry experts recommended the following amendments on Item 3.6 of Section 3 on the Trainer's Qualifications, to read as follows;

Existing Promulgated Training Regulations (Board Resolution No. 2012-12)	**Amendments**
Section 3 - Training Standards	
3.6 Trainer's Qualification	
• Must be a holder of NC III or its equivalent • Must have undergone training on Training Methodology II (TM II) • Must be physically and mentally fit • *Must have at least 3-5 years job/ industry experience on supervisory/managerial *Optional. Only when required by the hiring institution Reference: TESDA Board Resolution No. 2-004-03	• Must be a holder of Cookery NC II or Commercial Cooking NC III • Must be a holder of NTTC I in Cookery NC II • Must be physically, mentally fit and holder of a valid Health Certificate (hepatitis-free or free of any communicable disease) • Must have at least 3 years job/industry experience. (Preferably on supervisory/managerial level in cookery or commercial cooking)

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APPROVING THE AMENDMENTS TO THE TRAINING REGULATIONS FOR COOKERY NC II ON TRAINER'S QUALIFICATION

WHEREAS, during the 72nd Standards Setting and Systems Development (SSSDC) Committee-TESDA Board-TESDA Secretariat Consultation Meetings held on 11 July 2014, the Committee favorably endorsed the abovementioned amendments to the Training Regulations for Cookery NC II;

WHEREAS, during the 89th TESDA Board Meeting on 01 October 2014 at 2:00 p.m., the TESDA Board considered the proposed amendments and approved the promulgation of the amended Training Regulations for Cookery NC II;

NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 01 October 2014 at 2:00 p.m., approves the aforementioned amendments to the Training Regulations for Cookery NC II;

BE IT RESOLVED FINALLY, that copies of this Resolution and the abovementioned Training Regulation be published and disseminated to all concerned, and the same shall be effective fifteen (15) days upon publication thereof. All TVI trainers offering this program must comply with the amendments on the Trainer's Qualification of the aforementioned Training Regulations within one (1) year from the date of the effectivity of this resolution.

Adopted this 1st day of October 2014.

ATTY. IMELDA T. ONG
Board Secretary

Attested by:

SEC. EMMANUEL JOEL J. VILLANUEVA
Alternate Chair, TESDA Board
Director General, Technical Education and Skills Development Authority (TESDA)

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

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APPROVING THE AMENDMENTS TO THE TRAINING REGULATIONS FOR CONTACT CENTER SERVICES NC II INCLUDING THE SUSPENSION OF IMPLEMENTATION OF COMPETENCY ASSESSMENT FOR THE QUALIFICATION

WHEREAS, TESDA Board Resolution No. 2006-30 was issued approving and promulgating the Training Regulations for Contact Center Services NC II last 14 December 2006 during the 45th 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 especially in fast-changing industries like ICT-BPO and electronics;

WHEREAS, the Contact Center Association of the Philippines (CCAP), Inc. Technical Expert Panel, with the assistance of the Qualifications and Standards Office (QSO) of TESDA, has recommended the amendments to the existing Training Regulations for Contact Center Services NC II promulgated by the TESDA Board during 53rd TESDA Board Meeting last 14 December 2006;

WHEREAS, during the 72nd Standards Setting and Systems Development (SSSD) Committee - TESDA Board-TESDA Secretariat Consultation Meeting held on 11 July 2014, the Committee favorably endorsed the following amendments of the abovementioned Training Regulations for Contact Center Services NC II as follows:

Existing Promulgated Training Regulations (Board Resolution No. 2006-30)	**Amendments**
Qualification Title	
Contact Center Services NC II	Contact Center Services NC II ***No Amendments***
Job Title	
• Telemarketing Officer • Customer Service Representative	• Inbound/Outbound Contact Center Service Agent, including entry-level positions for: o Inbound ▪ Sales ▪ Customer Service ▪ Technical Support ▪ IT Helpdesk o Outbound ▪ Sales ▪ Survey ▪ Collections

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Existing Promulgated Training Regulations (Board Resolution No. 2006-30)	**Amendments**
Section 1 - Definition of the Qualification	
The **CONTACT CENTER SERVICES NC II** Qualification consists of competencies that a person must achieve to interact with customers to provide information about products and services. It also covers handling of customer's complaints, inbound customer service, order taking and inquiry response handling, and outbound telemarketing.	The **CONTACT CENTER SERVICES NC II** Qualification consists of competencies that a person must achieve to interact with customers to provide information about products and services. It also covers communicating effectively in English for customer service, performing customer service delivery processes and demonstrating ability to effectively engage customers.
Section 1- Units of Competency	
Basic Competencies (Prescribed competencies for NC II)	**Basic Competencies** ***No Amendments***
Common Competencies (Prescribed competencies for NC II)	**Common Competencies** ***No Amendments***
Core Competencies 1. Communicate effectively using English language 2. Deliver quality customer service 3. Perform computer operation and internet navigation 4. Demonstrate understanding and knowledge for the American culture and geography	**Core Competencies** 1. Communicate effectively in English for customer service 2. Perform customer service delivery processes 3. Demonstrate ability to effectively engage customers

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APPROVING THE AMENDMENTS TO THE TRAINING REGULATIONS FOR CONTACT CENTER SERVICES NC II INCLUDING THE SUSPENSION OF IMPLEMENTATION OF COMPETENCY ASSESSMENT FOR THE QUALIFICATION

Existing Promulgated Training Regulations (Board Resolution No. 2006-30)	**Amendments**
Section 2 - Competency Standards Updates were made with the proposed amendments on Core Competencies as appended to this Resolution.	
Section 3 - Training Standards	
3.1 Curriculum Design	
Nominal Training Duration	
18 hrs – Basic Competencies 18 hrs – Common Competencies 320 hrs – Core Competencies --- 356 hrs - Total	18 hrs – Basic Competencies 18 hrs – Common Competencies 108 hrs – Core Competencies --- 144 hrs – TOTAL
3.2 Training Delivery	
The delivery of training should adhere to the design of the curriculum. Delivery should be guided by the 10 basic principles of the competency-based TVET. • The training is based on curriculum developed from the competency standards; • Learning is modular in its structure; • Training delivery is individualized and self-paced; • Training is based on work that must be performed; • Training materials are directly related to the competency standards and the curriculum modules; • Assessment is based in the collection of evidence of the performance of work to the industry required standard;	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;

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APPROVING THE AMENDMENTS TO THE TRAINING REGULATIONS FOR CONTACT CENTER SERVICES NC II INCLUDING THE SUSPENSION OF IMPLEMENTATION OF COMPETENCY ASSESSMENT FOR THE QUALIFICATION

Existing Promulgated Training Regulations (Board Resolution No. 2006-30)	**Amendments**
• Training is based both on and off-the-job components; • Allows for recognition of prior learning (RPL) or current competencies; • Training allows for multiple entry and exit; and • Approved training programs are nationally accredited. The competency-based TVET system recognizes various types of delivery modes, both on and off-the-job as long as the learning is driven by the competency standards specified by the industry. The following training modalities may be adopted when designing training programs: • The dualized mode of training delivery is preferred and recommended. Thus programs would contain both in-school and in-industry training or fieldwork components. Details can be referred to the Dual Training System (DTS) Implementing Rules and Regulations. • Modular/self-paced learning is a competency-based training modality wherein the trainee is allowed to progress at his own pace. The trainer only facilitates the training delivery. • Peer teaching/mentoring is a training modality wherein fast learners are given the opportunity to assist the slow learners. • Supervised industry training or on-the-job training is an approach in training designed to enhance the knowledge and skills of the trainee through actual experience in the workplace to acquire a specific competencies prescribed in the training regulations.	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: **2.1. Institution- Based:** • 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.

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Existing Promulgated Training Regulations (Board Resolution No. 2006-30)	**Amendments**
• 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.	**2.2. Enterprise-Based:** • **Enterprise-based Training-** where training is implemented within the company in accordance with the requirements of the specific company. Specific guidelines on this mode shall be issued by the TESDA Secretariat.
3.3 Trainee Entry Requirement	
Trainees or students should possess the following requirements: 1. can communicate either oral or written; 2. must be physically and mentally fit to undergo training 3. at least two (2) years college education 4. with good moral character; and 5. must pass the trainability/aptitude test (Pro-speak e4e level 3 or equivalent)	Trainees or students should possess the following requirements: 1. Must have completed at least 10 yrs. basic education or an Alternative Learning System (ALS) certificate of achievement with grade 10 equivalent holder 2. Can communicate in English either orally or in writing This list does not include specific institutional requirements such as educational attainment, appropriate work experience, and others that may be required of the trainees by the school or training center delivering the TVET program.

APPROVING THE AMENDMENTS TO THE TRAINING REGULATIONS FOR CONTACT CENTER SERVICES NC II INCLUDING THE SUSPENSION OF IMPLEMENTATION OF COMPETENCY ASSESSMENT FOR THE QUALIFICATION

Existing Promulgated Training Regulations (Board Resolution No. 2006-30)	Amendments

3.4 List of Tools, Equipment and Materials (per workstation)

EQUIPMENT

QTY.	ITEM
25 sets	Computer with peripherals
25 sets	Computer tables and chairs (ergonomic)
5 sets	Dialer
1 unit	Internet subscription
5 units	Telephone
25 pieces	Headset
2 units	UPS
1 unit	Server
1 unit	Hub – 26 port
1 unit	Modem
I unit	Fax machine
5 units	Voice recorder
1 unit	PC Video camera
1 unit	Integrated Voice Response System (IVRS) / Switchboard
1 piece	Whiteboard

MATERIALS

QTY	ITEM
25 sets	Software for voice communications
1 set	Basic system software
1 set	Software utilities
1	Simulation web site
1 set	Voice and data contact center solution
1 set	Call master
50 pieces	RJ 45
1 box	UTP cable
1 can	Contact cleaner
1 box	Tape (audio/digital)
2 reams	Bond paper
5 pieces	Voice sampling
5 pieces	Company manual / procedures
5 sets	Journals

EQUIPMENT

QTY.	ITEM
25 sets	Computer with peripherals (*for use in audio and video playback of reference and sample recordings*)
25 sets	Computer tables and chairs (ergonomic)
1 unit	LCD projector
1 unit	White board
1 facility	ESL laboratory (optional)
1 subscription	Internet access

MATERIALS

QTY	ITEM
25 sets	Software for office productivity
25 sets	Internet browser (Google Chrome, Safari, Firefox, etc. except Internet Explorer) updated to the latest version
25 sets	Macromedia Flash browser plug-in and application, updated to the latest version
1 set	Video and audio recordings (sample speech reference recordings)
1 set	Video and audio recordings (sample contact center recordings)

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Existing Promulgated Training Regulations (Board Resolution No. 2006-30)	**Amendments**
3.6 Trainer's Qualification	
1. Must be a holder of NC II or its equivalent qualification 2. Must have undergone training on Training Methodology II (TM II) 3. Must be computer literate 4. Must be physically and mentally fit 5. Must be e4e level 4 or its equivalent 6. *Must have at least 2 years job/industry experience 7. must be a civil service eligible (for government position or appropriate professional license issued by the Professional Regulatory Commission) 8. must qualify in any two of the following: o AB/BS degree holder o 18 months contact center experience o 12 months adult learning experience o Teacher/training certification * *Optional: Only when required by the hiring institution.*	1. Must be computer literate 2. Must be physically and mentally fit 3. Must have at least 18 months contact center experience 4. *Must have any two (2) of the following credentials/experience: o AB/BS degree holder o 12 months experience in training – or as a trainer * *Optional: Only when required by the hiring institution.*
3.7 Institutional Assessment	
Institutional Assessment is undertaken by trainees to determine their achievement of units of competency. A certificate of achievement is issued for each unit of competency.	Institutional assessment is undertaken by trainees to determine their achievement of units of competency. A certificate of achievement is issued for each unit of competency.

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Existing Promulgated Training Regulations (Board Resolution No. 2006-30)	**Amendments**
Section 4. National Assessment and Certification Arrangements	
4.1 There shall be no national assessment to be implemented for this qualification; 4.2 The recognized industry body for the contact center industry (ICT – BPO) sector may, however, determine the specific policies on assessment and certification to be implemented in the future.	There is no National Assessment for this TR. The industry association concerned shall develop a non-branded/non-proprietary assessment tools for the qualification within one year from the effectivity of these Training Regulations (TR).

WHEREAS, during the Special Standards Setting and Systems Development Committee (SSDC) Meeting last 22 September 2014 at 2:00 p.m., the TESDA Board considered the abovementioned amendments and approved the promulgation of the amended Training Regulations for Contact Center Services NC II subject to certain conditions as mentioned above;

NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 01 October 2014 at 2:00 p.m., approves the aforementioned amendments to the Training Regulations for Contact Center Services NC II subject to the suspension of the conduct of the national assessment for the said qualification for one (1) year from promulgation and the agreement between TESDA and the recognized industry body on the policies and procedures for assessment to be implemented;

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APPROVING THE AMENDMENTS TO THE TRAINING REGULATIONS FOR CONTACT CENTER SERVICES NC II INCLUDING THE SUSPENSION OF IMPLEMENTATION OF COMPETENCY ASSESSMENT FOR THE QUALIFICATION

BE IT RESOLVED FINALLY, that copy of this Resolution and Training Regulations be published and disseminated to all concerned, and the same shall be effective fifteen (15) days upon publication thereof. All programs registered under this training must comply with the requirements of the aforementioned training regulations. All programs registered under the current Contact Center Services NC II will be required to migrate to and comply with the amended Training Regulations within one (1) year from the date of effectivity of this resolution.

Adopted this 1st day of October 2014.

ATTY. IMELDA T. ONG
Board Secretary

Attested by:

SEC. EMMANUEL JOEL J. VILLANUEVA
Alternate Chair, TESDA Board
Director General, Technical Education and Skills Development Authority (TESDA)

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

90th TESDA BOARD MEETING
13 October 2014, Monday, 3:00 p.m.
7th Floor TESDA Board Room, Office of the Chair
Taguig, Metro Manila

Resolution No. 2014-11

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APPROVING THE AWARD OF CONTRACT TO ACMI OFFICE SYSTEMS PHILIPPINES, INC. FOR THE PROCUREMENT OF STARTER TOOLKITS FOR THE SPECIAL TRAINING FOR EMPLOYMENT PROGRAM (STEP) IN THE TOTAL AMOUNT OF THREE HUNDRED FORTY THREE MILLION FIVE HUNDRED EIGHTY THREE THOUSAND FOUR HUNDRED TWENTY THREE PESOS AND 00/100 (Php343,583,423.00)

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

WHEREAS, in the exercise of this power, the TESDA Board shall approve all contracts entered into by the TESDA;

WHEREAS, the Bids and Awards Committee (BAC) as mandated by Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, is the body tasked to post invitation to bid, conduct pre-bid conferences, determine the eligibility of prospective bidders, receive and open bids, conduct the evaluation of bids, undertake post-qualification proceedings and recommend award of contracts to the Head of the Procuring Entity;

WHEREAS, in view of the procurement of starter toolkits to be used in the implementation of the Special Training for Employment Program (STEP), the Director General created a Technical Working Group (TWG) that will identify the requirements for the implementation of STEP which shall necessarily include the identification of the qualifications and corresponding tools and equipment that will be covered by STEP. The TWG came out with the list of qualifications with corresponding tools and equipment in close coordination with the TESDA Regional Offices;

WHEREAS, the Technical Education and Skills Development Authority (TESDA) intends to apply the sum of Three Hundred Forty Six Million Seventy Two Thousand Three Hundred Five Pesos and 62/100 (Php346,072,305.62) being the total Approved Budget for the Contract (ABC) for the procurement of starter toolkits for STEP;

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13 October 2014, Monday, 3:00 p.m.
7th Floor TESDA Board Room, Office of the Chair
Taguig, Metro Manila

Resolution No. 2014-11

APPROVING THE AWARD OF CONTRACT TO ACMI OFFICE SYSTEMS PHILIPPINES, INC. FOR THE PROCUREMENT OF STARTER TOOLKITS FOR THE SPECIAL TRAINING FOR EMPLOYMENT PROGRAM (STEP) IN THE TOTAL AMOUNT OF THREE HUNDRED FORTY THREE MILLION FIVE HUNDRED EIGHTY THREE THOUSAND FOUR HUNDRED TWENTY THREE PESOS AND 00/100 (Php343,583,423.00)

WHEREAS, the BAC upon receipt of the TOR for the procurement of starter toolkits for STEP convened on 10 July 2014 at 2:15 p.m. at the AS Conference Room located at the 2nd Floor, TESDA Administration Building, TESDA Complex, Taguig City to conduct a pre-procurement conference with the end-user's representative in accordance with Section 20 of the Revised Implementing Rules and Regulations of Republic Act No. 9184;

WHEREAS, pursuant to Section 21 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, TESDA advertised on 16 July 2014 the Invitation to Bid for the procurement of starter toolkits for Special Training for Employment Program (STEP) in a newspaper of general circulation and posted the same in the PhilGEPS;

WHEREAS, a bid bulletin was issued to change the category of goods in the Invitation to Bid posted at the PhilGEPS for the procurement of starter toolkits for the STEP from Educational Materials and Supplies to Machine Tools;

WHEREAS, responding to the abovementioned Invitation to Bid, two (2) prospective bidders signified their interest to participate in said bidding process by purchasing bidding documents, namely: 1) B.C. Cuerpo Construction Corporation and 2) ACMI Office Systems Philippines, Inc;

WHEREAS, the Director General took the initiative of inviting several observers registered with PhilGEPS to witness the bidding activities particularly on the procurement of starter toolkits for the STEP for purposes of transparency and good governance. Pursuant to Section 13 of Revised Implementing Rules and Regulations of Republic Act No. 9184, the BAC invited the observers to attend the pre-bid conference on 30 July 2014 and the bid opening on 19 August 2014;

Republic of the Philippines
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East Service Road, South Superhighway, Taguig, Metro Manila

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WHEREAS, the pre-bid conference was held on 30 July 2014 at 2:17 p.m. at the AS Conference Room located at 2nd Floor of TESDA Administration Building in Taguig City;

WHEREAS, the issues and concerns of the bidders present during the pre-bid conference had been addressed to by the BAC through the issuance of Addendum No. 02 dated 30 July 2014 and Bid Bulletin No. 03 dated 11 August 2014;

WHEREAS, the bid opening was held on 19 August 2014 at 2:05 p.m. at the AS Conference Room located at 2nd Floor of TESDA Administration Building in Taguig City;

WHEREAS, B.C. Cuerpo Construction Corporation was declared ineligible due to its non-compliance with the requirement that the bidder must have completed, within the period specified in the Invitation to Bid, a single contract that is similar to the contract to be bid as prescribed by Section 23.5.1.3 of the Revised Implementing Rules and Regulations of Republic Act No. 9184. Hence, the BAC declared the bid of B.C. Cuerpo Construction Corporation as ineligible;

WHEREAS, only ACMI Office Systems Philippines, Inc. passed the eligibility requirements pursuant to Sections 23 and 25 of the Revised Implementing Rules and Regulations of Republic Act No. 9184;

WHEREAS, B.C. Cuerpo Construction Corporation has been given until 22 August 2014 within which to file their request for reconsideration pursuant to Section 55.1 of the Revised Implementing Rules and Regulations of Republic Act No. 9184. However, B.C. Cuerpo Construction Corporation through its representative informed the BAC that it will no longer file any request for reconsideration. Hence, B.C. Cuerpo Construction Corporation withdrew from the BAC its bidding documents on 19 August 2014;

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WHEREAS, accordingly, a Technical Evaluation Group (TEG) was created to conduct a bid evaluation vis-à-vis agency requirements taking into consideration the completeness of the bid in terms of technical specifications and pricing and to verify/check the performance of the bidders relative to their previous contracts with the government and private entities as provided by Section 34 of Rule X (Post-Qualification) of the Revised Implementing Rules and Regulations of Republic Act No. 9184;

WHEREAS, the TEG in its report found the bid offered by ACMI Office Systems Philippines, Inc. to be compliant with the legal, technical and financial requirements set forth by the agency pursuant to Section 34 of Rule X (Post-Qualification) of the Revised Implementing Rules and Regulations of Republic Act No. 9184;

WHEREAS, pursuant to Section 36 (b) of the Revised Implementing Rules and Regulations of Republic Act No. 9184, if after advertisement, more than one prospective bidder submits an LOI and/or applies for eligibility check, in accordance with the provisions of this IRR, but only one bidder meets the eligibility requirements or criteria, after which it submits a bid which is found to be responsive to the bidding requirements, the bid shall be considered a Single Calculated and Responsive Bid;

WHEREAS, ACMI Office Systems Philippines, Inc. met all the eligibility requirements prescribed by the agency and its bid had been found to be responsive to the bidding requirements. Hence, the BAC finds the bid of ACMI Office Systems Philippines, Inc. to be the Single Calculated and Responsive Bid;

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WHEREAS, the BAC through BAC Resolution No. 11-2014 issued on 10 September 2014 declared the bid of ACMI Office Systems Philippines, Inc. as the Single Calculated and Responsive Bid;

WHEREAS, during the 74th Finance Committee TESDA Board and TESDA Secretariat Consultation Meeting held last 12 September 2014, the TESDA Secretariat through the BAC recommended the award of contract to ACMI Office Systems Philippines, Inc. for the procurement of starter toolkits for the Special Training for Employment Program (STEP) in the total amount of Three Hundred Forty Three Million Five Hundred Eighty Three Thousand Four Hundred Twenty Three Pesos and 00/100 (Php343,583,423.00) subject to the condition that the TESDA Secretariat shall review a number of items with a price variance of fifteen percent (15%) or more from the ABC of the subject items;

WHEREAS, the following documents have been appended to this Resolution and shall form as an integral part hereof:

1. BAC Resolution No. 11-2014 and its attachments recommending the approval of the award of contract to ACMI Office Systems Philippines, Inc. for the procurement of starter toolkits for the Special Training for Employment Program (STEP) in the amount of Three Hundred Forty Three Million Five Hundred Eighty Three Thousand Four Hundred Twenty Three Pesos and 00/100 (Php343,583,423.00);

2. Duly Notarized Certification of the Agency Head Certifying that all Procedures are in Accordance with the Existing Laws;

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3. Letters to the Observers:
   a) Ateneo School of Government;
   b) Bishop Businessmen's Conference for Human Development;
   c) Brotherhood of Christian Businessmen and Professionals;
   d) Center for Participatory Governance;
   e) Commission on Audit;
   f) Makati Business Club;
   g) Philippine Chamber of Commerce and Industry;
   h) Philippine Institute for Certified Public Accountants;
   i) Research Cluster on Culture and Education and Social Issues;
   j) Sentro ng Alternatibong Lingap Panligal; and
   k) Transparency and Accountability Network;

4. Bidding Documents of ACMI Office Systems Philippines, Inc.

WHEREAS, in the 87th EXCOM-TESDA Board Meeting held last 23 September 2014, the members of the TESDA Board favorably endorsed the recommendation by the Finance Committee declaring the bid offered by ACMI Office Systems Philippines, Inc. as the Single Calculated and Responsive Bid pursuant to Section 36 (b) of the Revised Implementing Rules and Regulations of Republic Act No. 9184 and awarding the contract to ACMI Office Systems Philippines, Inc amounting to Three Hundred Forty Three Million Five Hundred Eighty Three Thousand Four Hundred Twenty Three Pesos and 00/100 (Php343,583,423.00) relative to the procurement of starter toolkits for the Special Training for Employment Program (STEP) after the condition on the review of several items with a price variance of fifteen percent (15%) or more from the ABC of the subject items was satisfactorily complied with by the TESDA Secretariat;

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WHEREAS, during the 89th TESDA Board Meeting held last 01 October 2014, the members of the TESDA Board present raised the following issues and concerns which they wanted to be clarified further and satisfactorily addressed:

1. Why conduct the bidding through a single bid for all lots and items and not by lot?
2. Why hold B. C. Cuerpo Construction Corporation ineligible to bid and allow ACMI Office Systems Philippines, Inc to bid?
3. How did TESDA arrive at the ABC?
4. What is the protection of TESDA from default or delay in the delivery of goods?
5. How was the determination of beneficiaries of STEP done?

WHEREAS, during the TESDA Board Meeting today, 13 October 2014, the foregoing issues and concerns were addressed as follows:

1. Based on experience, in December 2003, the bidding by lot has not been practical taking into consideration that it took TESDA three (3) years within which to complete the bidding process for the eleven (11) lots involved in the Foreign Assisted Projects (FAPs) such as EDET, LEPTES and ADBTES. Since 2006, TESDA has been practicing the single bid for all lots and all items. In this instance, that is the STEP of 2013, there is a need to fast track the bidding process, also because of the need to improve the utilization rate of TESDA funds as well as to complete the program by next year (2015).

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2. The disqualification of B. C. Cuerpo Construction Corporation to bid is based on its non-compliance with the requirement that the bidder must be able to present to the procuring entity a contract, ongoing or completed, with either a private or public entity which is similar to the contract to be bid and must be equivalent to at least fifty percent (50%) of the ABC. On the other hand, this eligibility requirement was satisfactorily satisfied by ACMI Office Systems Philippines, Inc.

3. The ABC was arrived at using the following formula:

   - Set A + Set B + Set C + Set D) / 4 = Average Price (four [4] sets of canvass price)
   - Average Price * 10% Deployment/Insurance/Testing/Commissioning = Product (1)
   - Average Price * 12% Cost of Money = Product (2)
   - Average Price + Product (1) + Product (2) = Suggested Price
   - Suggested Price * 12% VAT/Duties (Cost of all Taxes) = Agency Estimate
   - Agency Estimate * No. of Pax = Total Cost

4. TESDA is protected from default or delay in the delivery of goods by the following provisions of the law which are stipulated in the contract:

   4.1 Section 39 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 on Performance Security;
   4.2 Section 62 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 on Warranty;
   4.3 Section 67 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 on Civil Liability;

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4.4 Section 68 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 on Liquidated Damages; and
4.5 Section 69 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 on Imposition of Administrative Penalties.

In additional, a bid security in the amount of ten percent (10%) of the total price is required; furthermore, the winning bidder will be paid only after all the goods are delivered, inspected and accepted by TESDA.

5. A set of criteria was made for purposes of determining the beneficiaries of STEP that involved consultations between and among the TESDA regional and provincial/district offices and local government units (LGUs) and legislators before coming up with the list of qualifications and the corresponding tools and equipment this latter as determined by the TWG created by the Director General for such purpose. The Director General issued TESDA Circular Nos. 05 and 05-A, Series of 2014, on 10 February 2014 and 23 June 2014, respectively, on the Implementing Guidelines for 2014 Special Training for Employment Program (STEP).

NOW, THEREFORE, THE ISSUES HAVING BEEN ADDRESSED, BE IT RESOLVED AS IT IS HEREBY RESOLVED, that the TESDA Board in its meeting today, 13 October 2014, approves the award of contract to ACMI Office Systems Philippines, Inc. for the procurement of starter toolkits for the Special Training for Employment Program (STEP) in the total amount of Three Hundred Forty Three Million Five Hundred Eighty Three Thousand Four Hundred Twenty Three Pesos and 00/100 (Php343, 583,423.00).

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BE IT RESOLVED FURTHER, that the Board authorizes the Director General to sign the terms and conditions of the contract as spelled out in this Resolution for and in behalf of the TESDA Board.

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

Approved this 13th day of October 2014.

ATTY. IMELDA T. ONG
TESDA Board Secretary

Attested by:

SEC. EMMANUEL JOEL J. VILLANUEVA
Alternate Chair, TESDA Board
Director General, Technical Education and Skills Development Authority