TESDA CIRCULAR

Subject: Revised Guidelines in the Implementation of Apprenticeship and Learnership Programs		Number 120 Series of 2020 Page **1** of **25** pages
Date Issued: 13 October 2020	**Effectivity:** As indicated	**Supersedes:** TESDA Circular No. 16, s. 2004 TESDA Circular No. 19, s. 2005

To ensure a more effective and wider implementation of the Apprenticeship and Learnership Programs, expand private-public partnership in technical education and skills development (TESD) by encouraging active participation of enterprises as immediate beneficiaries of trained and skilled workforce and tapping their corporate social responsibility programs, among others, TESDA Circulars No. 16, Series of 2004 and No. 19, Series of 2005 are hereby revised:

1. GENERAL GUIDELINES

1.1 The Apprenticeship and Learnership Programs shall be implemented based on the following:

1.1.1. Republic Act No. 7796 (Technical Education and Skills Development Authority Act of 1994 (and its Implementing Rules and Regulations)
1.1.2. Presidential Decree No. 442 (Labor Code of the Philippines, as amended) and its Implementing Rules and Regulations
1.1.3. Executive Order No. 111 (amending Certain Provisions of the Labor Code of the Philippines) issued on December 24, 1986
1.1.4. Republic Act No. 11230 (Tulong Trabaho Act)
1.1.5. TESDA Circular No. 62, s. 2020 (Guidelines in Implementing Flexible Learning in TVET)

1.2. With the transfer of the Apprenticeship and Learnership Programs to TESDA by virtue of Republic Act No. 7796, all applicable systems and procedures in TESD shall be applied to said programs. The transfer of the supervision of TESDA to the Department of Trade and Industry (DTI) through Executive Order No. 67, Series of 2018 necessitates proper coordination with the DTI on the implementation of the Apprenticeship and Learnership Programs.

1.3. The Apprenticeship and Learnership Programs shall continue to be viewed as training within employment with greater emphasis and importance to skills acquisition of the apprentices and learners towards employment.

1.4. All qualifications with Training Regulations (TRs are automatically classified as apprenticeable or learnable occupations as per TESDA Board Resolution No.2020-48. The Resolution aims to expand the list of apprenticeable occupations in response to addressing the need of providing skills for enhanced employability of the labor force thereby contributing to the government's thrusts of generating jobs and productivity. Provided, that in case the TR has a nominal duration of more than six (6) months, only selected units of competencies relevant to the occupation shall be considered in the implementation of apprenticeship, the duration of which shall not exceed six (6) months.

To meet the immediate requirements of enterprises for skilled workers, the Regional Technical Education and Skills Development Committee (RTESDC) shall approve new apprenticeable or learnable occupations.

Programs to be registered can cover a qualification, cluster of competencies or unit/s of competency/ies and in no way shall be more than 6 months for apprenticeship and more than 3 months for learnership.

In addition to the existing TR, the enterprise may utilize developed competencies on new, emerging and advanced technologies.

The Apprenticeship and Learnership Programs shall be registered as No Training Regulations (NTR) in qualifications with no existing Training Regulations. The re-registration of the program from NTR to With Training Regulation (WTR) shall be made within one (1) year after the conduct of training for Regional Lead Assessors on the newly approved TR and shall be issued a new Certificate of Apprenticeship or Learnership Program Registration bearing the title of the appropriate TR.

1.5. The programs for Apprenticeship or Learnership covering a cluster of units of competencies or unit of competency shall follow the titling in the Unified TVET Program Registration and Accreditation System (UTPRAS), e.g. Bread Making.

- Leading to Bread and Pastry Production NC II

1.6. Bundling of qualifications or training regulations shall be allowed in the registration and implementation of Apprenticeship Programs to provide skill progression and multi-skilling among the apprentices.

1.7. Pursuant to Article 69, Book II Title II of the Labor Code of the Philippines, as amended, the related theoretical instructions to apprentices may be undertaken in the enterprise or in partnership with a Technical Vocational Institution (TVI).

1.8. Upon completion of the program and compliance with all the requirements of the enterprise, the apprentice or learner shall be issued a certificate of completion, and shall be considered a graduate of the Apprenticeship or Learnership Program. The certificate of completion shall be equivalent to a training certificate issued by a TVI with a TVET registered program.

1.9. No enterprise shall be allowed to take in an apprentice or learner unless its Apprenticeship or Learnership program is approved by TESDA.

1.10. The provisions applicable to a TVI within the purview of TESDA Circular No. 62, s. 2020 or any amendments therein, shall be made applicable to an enterprise with a registered apprenticeship or learnership program.

To ensure the health and safety of all parties involved in Apprenticeship and Learnership programs, compliance with existing laws, rules, regulations and other related issuances relative to Covid-19 and other public emergencies shall be strictly followed.

1.11. Persons with Disabilities may be hired as apprentices or learners if their handicap is not such as to effectively impede the performance of job operations in the particular occupations for which they are hired.

1.12. The enterprise shall observe and promote gender sensitive and gender responsive implementation of the Apprenticeship and Learnership program.

1.13. Any form of discrimination in the acceptance of apprentices or learners shall not be tolerated and shall be dealt with in accordance with the provisions of the anti-discrimination laws of the country.

2. OBJECTIVES

The objectives of Apprenticeship and Learnership programs are:

2.1. To help meet the demand of the economy for a competent workforce;
2.2. To establish apprenticeship and learnership standards for the protection of apprentices and learners;
2.3. To promote the engagement of young workers through training and development;
2.4. To increase productivity and competitiveness of enterprises by ensuring the availability of skilled human resource; and
2.5. To harness corporate social responsibility towards the development of skilled manpower to meet the requirements of industries.

3. DEFINITION OF TERMS

The following terms are defined as used in the context of this Guidelines:

3. 1. **Apprentice** – refers to a person undergoing training for an approved apprenticeable occupation during an established period assured by an apprenticeship agreement. (Letter k. Sec. 4 TESDA Act of 1994/R.A. No. 7796)

3. 2. **Apprenticeship** – refers to training within employment with compulsory related theoretical instructions involving a contract between an apprentice and an employer on an approved apprenticeable occupation for a duration not exceeding six (6) months. (Letter j. Sec. 4 TESDA Act of 1994/R.A. No. 7796)

3. 3. **Apprenticeship Agreement** – refers to a contract wherein a prospective employer binds oneself to train the apprentice who in turn accepts the terms of training for a recognized apprenticeable occupation emphasizing the rights, duties and responsibilities of each party. (Letter I. Sec. 4 TESDA Act of 1994/R.A. No. 7796)

3. 4. **Apprenticeable Occupation** – refers to trades, occupations and qualifications approved for apprenticeship by the Technical Education and Skills Development Authority (TESDA) which requires for proficiency more than three months of practical training on the job supplemented by related theoretical instructions.

3. 5. **Board** – refers to the TESDA Board.

3. 6. **Bundling of Qualifications** - refers to a multi-qualification program intended to produce multi-skilled graduates; registered on a per qualification basis which is a) composed of same qualifications with different NC levels; or (b) qualifications within the same sector. (2019 TVET Glossary of Terms, page 9.)

3. 7. **Certificate of Apprenticeship or Learnership Program Registration (CALPR)** – refers to a document issued by TESDA which grants authority to a juridical enterprise to offer a certain program in an apprenticeable or learnable occupation.

3. 8. **Certificate of Competency (COC)** – refers to a document issued by TESDA to individuals who were assessed as competent in single unit or cluster of related units of competency as defined in Section 4 of the National Assessment and Certification Arrangements of the Training Regulations. (2019 TVET Glossary of Terms, page 10)

3. 9. **Cluster or Clustering of Units of Competency** – refers to a group of competencies as defined in the Training Regulations that corresponds to a Certificate of Competency. A cluster of units of competency includes the basic, common and core competencies addressing a Certificate of Competency that can be offered as a registered program. (2019 TVET Glossary of Terms, page 12)

3. 10. **Competency Assessment** – refers to the process of collecting evidence to determine the acquired knowledge, skills and attitude of an individual in accordance with the standard performance expected at the workplace. (2019 TVET Glossary of Terms, page 13)

3. 11. **Competency Standards** – defines the knowledge, skills and values required for competent performance in the industry. (2019 TVET Glossary of Terms, page 14)

3. 12. **Compliance Audit** – refers to a process to check compliance of whether a training institution is continuously complying with the UTPRAS requirements and guidelines for its registered TVET Program/s. (2019 TVET Glossary of Terms, page 14)

In Apprenticeship and Learnership, the enterprise offering the registered program is treated as a training institution within the purview of compliance audit.

3. 13. **Duration of Training** – refers to the learning period for the Apprenticeship or Learnership Program set forth by law and stipulated under the Apprenticeship or Learnership Agreement.

The apprenticeship period shall be for more than three (3) months practical training on the job supplemented by related theoretical instructions but shall not exceed six (6) months. The enterprise has the option to hire the apprentices based on their job performance even prior to the completion of the apprenticeship period.

The duration of the Learnership program, on the other hand, shall not be more than three (3) months.

3.14. **Enterprise** – refers to a participating establishment or company that is duly registered and existing under Philippine laws, which directly engages an apprentice or learner based on a registered Apprenticeship and Learnership Program.

3.15. **Hazardous Workplace** – refers to an authorized venue for apprenticeship which relatively exposes the apprentice to dangerous environmental elements, contaminants or in other highly vulnerable working conditions such as construction manufacturing or handling of explosives, or that which requires engagement with too-heavy or power-driven equipment, tools or machineries.

A workplace is deemed hazardous if:

3.15.1. The nature of the work exposes workers to dangerous environmental elements, contaminants or work conditions, including ionizing radiation, chemicals, fire, flammable substances, noxious components, and the like;
3.15.2. The workers are engaged in construction work, logging, fire-fighting, mining, quarrying, blasting, stevedoring, dock work, deep-sea fishing and mechanized farming;
3.15.3. The workers use or are exposed to heavy or power-driven machinery or explosive powder-actuated equipment;
3.15.4. The workers are engaged in the manufacture or handling of explosives and other pyrotechnic products;
3.15.5. The workers use or are exposed to biological agents such as bacteria, viruses and other parasites. (Source: DOLE Bureau of Working Conditions - Occupational Safety and Health Standards)

3.16. **Highly Technical Industries** – refers to trade, business, enterprise, industry, or other activity, which is engaged in the application of advanced technology. (Sec. 2, letter j, Rule VI, Book II, Omnibus Guidelines Implementing the Labor Code)

3.17. **Learner** – refers to a person hired as trainee in industrial occupations which are non-apprenticeable and which may be learned through practical training on the job not exceeding three (3) months, whether or not such practical training is supplemented by theoretical instructions. (Section 1, Rule VII, Book II, Omnibus Rules Implementing the Labor Code)

3.18. **Learnership** – refers to any practical training on a learnable occupation which may or may not be supplemented by related theoretical instructions for a period not exceeding three (3) months. (2019 Glossary of Terms, page 39)

3.19. **Learnership Agreement** – refers to the employment and training contract entered into between the employer and the learner.

3.20. **No Training Regulation (NTR) Apprenticeship or Learnership Program** – refers to a program registered under the Apprenticeship or Learnership Program Guidelines not yet covered under any appropriate Training Regulations.

This may include Competency Standards developed from new, emerging and advanced technologies.

3.21. **Plant Learnership or Apprenticeship Committee (PLAC)** – refers to a group established by the enterprise which may be composed of representatives from labor, management and government responsible for monitoring program implementation, and recommending measures for effective program implementation.

3.21. **Provincial Office (PO)** – for purposes of this Circular, Provincial Office shall also refer to the District Office of TESDA National Capital Region.

3.22. **Qualification** – refers to a package of competencies describing a particular function, job or role existing in an economic sector covering the work activities required to undertake a particular job. Depending on the breadth, depth and scope of competency, a qualification may fall under National Certificate level I, II, III, IV or Diploma. A Training Regulations is a full qualification while a Certificate of Competency is leading to a qualification. (2019 TVET Glossary of Terms, page 58)

3.23. **TESDA** – refers to the Technical Education and Skills Development Authority.

3.24. **Training Plan (TP)** – refers to the specification for the apprenticeship or learnership program of an enterprise which describes all the learning experience an apprentice or learner undergoes, which generally includes the competencies

to be acquired within the program, the underpinning knowledge, theories and principles, and the assessment arrangement.

The TP shall likewise indicate the mode by which the training shall be conducted. The Apprenticeship or Learnership program shall consider flexible learning modes as indicated in the Guidelines in Implementing Flexible Learning in TVET taking into consideration the new normal protocols.

Each learning module shall be allotted a corresponding number of hours where completion of which shall be the basis for the computation of hours worked by the apprentice or learner.

3.25. **Unit of Competency** – refers to a component of the competency standard stating a specific key function or role in a particular job or occupation serving as a basis for training an individual to gain specific knowledge, skills and attitude needed to satisfy the special demands or requirements of a particular situation. (2019 TVET Glossary of Terms, page 79)

3.26. **Wage** – refers to the amount of remuneration that an employer is required to pay the wage earners for the work performed during a given period which cannot be reduced by any agreement or individual contract.

In the case of an apprentice or learner, the amount should not be less than seventy-five percent (75%) of the applicable minimum wage for every eight (8) hours of training in the enterprise.

3.27. **With Training Regulation (WTR) Apprenticeship or Learnership Program** – refers to a program registered under the Apprenticeship or Learnership program guidelines with the appropriate promulgated Training Regulations as basis for registration.

4. QUALIFICATIONS OF ENTERPRISES, APPRENTICES, LEARNERS AND TRAINERS

4.1. Employer/ Enterprise

4.1.1. Any enterprise with ten (10) or more regular workers and is duly registered with the appropriate government authority/ies shall be allowed to apply for Apprenticeship or Learnership Program Registration.

4.1.2. Only employers in the highly technical industries may employ apprentices and only in apprenticeable occupations/qualifications approved by TESDA.

4.1.3. Any entity, whether or not organized for profit, may establish or sponsor apprenticeship or learnership programs and employ apprentices/learners.

4.1.4. The number of apprentices to be accepted by the participating enterprise shall not be more than twenty percent (20%) of its total regular workforce.

4.2. Apprentice

To qualify as an apprentice, a person should:

4.2.1. Be at least fifteen (15) years of age; provided that those who are at least fifteen but not more than eighteen (18) years of age may be eligible for apprenticeship only in non-hazardous occupations;

4.2.2. Be physically fit for the occupation in which the apprentice intends to be trained;

4.2.3. Possess good moral character, vocational aptitude and capacity for apprenticeship as determined by the enterprise;

4.2.4. Have the ability to comprehend and follow oral and written instructions;

4.2.5. Not be a graduate of any apprenticeship program of the registered company provider; and

4.2.6. Have met the specific requirements of the Training Regulations.

4.3. Learner

4.3.1. Any unemployed person who is fifteen (15) years old and above may apply for Learnership with any participating enterprise. Those below eighteen (18) years of age may only be employed in non-hazardous occupations.

4.3.2. Learners may be hired in semi-skilled and other industrial occupations which are registered/recognized learnable occupations/ qualifications as approved by TESDA or in non-apprenticeable occupations.

4.4. Trainer

4.4.1. To ensure competence of trainers in the delivery of Apprenticeship and Learnership programs, a trainer should have at least six months of relevant experience as trainer or an appropriate trainer's certification.

4.5. Plant Learnership or Apprenticeship Committee (PLAC)

4.5.1. The creation of PLAC in participating enterprises shall be necessary. The PLAC shall be tripartite in nature composed of representatives from management, labor and government. However, if a tripartite PLAC is not feasible, a bipartite PLAC composed of a) technical personnel in the plant, trade or industry; and b) labor and management representatives shall be created.

5. RESPONSIBILITIES OF PARTIES IN APPRENTICESHIP AND LEARNERSHIP PROGRAMS

The responsibilities of the following parties are as follows:

5.1. Enterprise

5.1.1. Apply for registration of its Apprenticeship/ Learnership program with the PO;
5.1.2. Provide appropriate aptitude examinations in the selection of apprentices or learners;
5.1.3. Furnish a copy of the Apprenticeship/Learnership Agreement to the apprentice/learner and the PO within five (5) working days following its execution by the parties;
5.1.4. Undertake the conduct of supplementary theoretical instruction that is required in Apprenticeship. If the employer is not prepared to assume the responsibility, the same may be delegated to a TVI with a TESDA registered program related to the Apprenticeship or Learnership program being offered by the enterprise;
5.1.5. Pay the corresponding wages of the apprentices or learners and other benefits required by law;
5.1.6. Ensure that the TP is being followed and that the competency assessment and certification of the apprentice/learner after the Apprenticeship/ Learnership program is accomplished;
5.1.7. Observe health and safety protocols of the enterprise and precautions issued by appropriate authorities;
5.1.8. Comply with the reporting requirements of TESDA on the Apprenticeship/Learnership program being offered by the Authority including all of its pertinent rules and regulations.
5.1.9. Issue the Certificate of Completion to the apprentice/learner upon completion of the program;
5.1.10. Notify TESDA of any intent to discontinue the Apprenticeship/Learnership program; and
5.1.11. Allow TESDA personnel to conduct on-site validation or compliance audit on the registered enterprise.

5.2. Apprentice and Learner

5.2.1. Observe rules of behavior for the duration of the Apprenticeship/Learnership program;
5.2.2. Use the company's tools, instruments, machines and other equipment with due care;
5.2.3. Not reveal any business nor trade secrets that have come to his/her knowledge in the course of the Apprenticeship/Learnership;
5.2.4. Comply with program requirements including the completion of learning modules under the new normal arrangements;
5.2.5. Take National Competency Assessment or appropriate competency assessment tool developed by the enterprise after completion of the training program; and
5.2.6. Inform the PLAC of any matter affecting the implementation of the Apprenticeship or Learnership program, whether positive or negative.

5.3. Plant Apprenticeship and Learnership Committee (PLAC)

5.3.1. Monitor the Apprenticeship or Learnership program implementation in the enterprise;
5.3.2. Recommend measures for the effective implementation of the Apprenticeship or Learnership program in the enterprise; and
5.3.3. Mediate and settle in the first instance differences between the enterprise management and the apprentices/learners arising out of an apprenticeship/learnership agreement.

6. PROGRAM ADMINISTRATION

The responsibilities of the following TESDA Offices shall be as follows:

6.1. Partnerships and Linkages Office (PLO)

6.1.1. Formulate policies and guidelines in the implementation of the Apprenticeship and Learnership Programs;
6.1.2. Develop information materials and conduct advocacy activities at national and local levels;
6.1.3. Monitor and evaluate program implementation; and
6.1.4. Build and maintain the registry of apprenticeable and learnable occupations, participating enterprises, apprentices/learners and company trainers.

6.2. Regional and Provincial Offices (ROPO)

6.2.1. Recommend to the PLO measures to improve, strengthen and sustain the implementation of the programs;
6.2.2. Monitor and evaluate program implementation;
6.2.3. Coordinate with the DOLE in the implementation of its inspectorate function;
6.2.4. Coordinate with their counterparts from the DOLE for any violations on the general labor standards, occupational safety and health standards, among others;
6.2.5. Provide assistance to the participating enterprises in the registration of their apprenticeship or learnership program, conduct of competency assessment to their graduates, conduct of capability building of their trainers, and in the availment of incentives;
6.2.6. Upon request of an employer who wishes to avail of the tax deduction on account of the Apprenticeship program, ROPO shall facilitate the issuance of a certification that Apprenticeship program was operational during the taxable year concerned;
6.2.7. The Regional Office shall facilitate the approval of new apprenticeable and learnable occupations by the RTESDC as mentioned in 7.3.5; and
6.2.8. All Regional Offices shall furnish PLO a copy of the RTESDC resolution approving the new apprenticeable or learnable occupation.

6.3. Central Office/Regional Office/Provincial Office (COROPO)

The COROPO shall include the following strategies in the promotion and advocacy of the Apprenticeship and Learnership Programs:

6.3.1. Sectoral and area-based approach giving more focus on critical skills and priority sectors;
6.3.2. Establishment of strong linkages with industry associations/chambers of commerce and industry/employers' organization and labor unions/workers' organizations;
6.3.3. Documentation and use of good practices and success stories in the implementation of the Apprenticeship and Learnership Programs; and
6.3.4. Provision of recognition and awards to enterprises with good practices in the implementation of the Apprenticeship and Learnership Programs.

7. PROCEDURES IN THE REGISTRATION OF APPRENTICESHIP AND LEARNERSHIP PROGRAMS

7.1. Fundamental Activities and Requirements

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To ensure compliance with the prescribed Process Cycle Time (PCT) for the registration of Apprenticeship and Learnership programs, the following fundamental activities and requirements must be complied with by all ROPO:

7.1.1. Comprehensive Orientation of Applicant Enterprise. The concerned ROPO shall conduct orientation on apprenticeship and learnership programs for the applicant enterprise. The Enterprise should have understood all the requirements for program registration. Part I of the Checklist of Requirements for the Registration of Apprenticeship and Learnership Program (TESDA-OP-PLO-01-F02) on Orientation on Apprenticeship and Learnership Programs shall be signed by the representative of the Enterprise as proof that they have fully understood the requirements for program registration.

7.1.2. Availability and Development of Trainer for the Program. The PO shall implement continuing Trainer Development Program and Portfolio Assessment for In-Company Trainers, supported by the Training for Work Scholarship Program, if available.

7.1.3. The applicant enterprises should have the complete facilities, tools and equipment as specified in the TRs and TP before the submission of application documents, to avoid delay in the processing of program/s application.

7.1.4. Site validation (technical inspection) shall be scheduled and conducted by the PO Inspection Team prior to submission of complete and correct application documents. Result of the site validation shall be reflected in the Site Validation Report Form (TESDA-OP-PLO-01-F06). Stringent social distancing measures shall be observed in the conduct of site validation following the pronouncements of government relative to Covid-19 or other public emergencies.

7.1.5. The RO Apprenticeship and Learnership Focal shall regularly conduct calibration among PO Apprenticeship and Learnership Focals to ensure all documents are in order prior to submission to RO. The PO shall perform the complete and correct staff work to reduce the time spent for review of documents at the RO.

7.1.6. Applications for the registration of apprenticeship and learnership programs shall be filed electronically unless it is not practicable. Electronic application shall observe the following rules:

7.1.6.1. Documents required to be submitted as well as forms that require signatures can bear e-signatures and saved in Portable Data Format (PDF).

7.1.6.2. Online submission and transmittal of documents shall be filed using email or any other applicable online applications for the purpose.

7.1.6.3. Conduct of orientation and on-site inspection/validation shall be done using video conferencing applications or face-to-face as may be applicable.

7.1.6.4. Payment of registration fee shall be made through online transaction directly to the account of the PO. Payment shall be made through the PO's official account with other payment application systems. Proof of payment shall be forwarded to the PO.

7.2. Registration of With Training Regulation (WTR) Apprenticeship or Learnership Programs

7.2.1. The enterprise shall submit its Application Letter (TESDA-OP-PLO-01-F01) and the following application requirements to the nearest PO.

7.2.1.1. Checklist of Requirements (TESDA-OP-PLO-01-F02);
7.2.1.2. Training Plan (TESDA-OP-PLO-01-F03);
7.2.1.3. Certification of an authorized representative of the enterprise that the number of apprentices to be accepted is not more than twenty percent (20%) of the total regular and locally hired workforce (TESDA-OP-PLO-01-F04) for Apprenticeship;
7.2.1.4. List of Trainers with Profile (TESDA-OP-PLO-01-F05);
7.2.1.5. Certificate of SEC Registration, or DTI Certificate or Barangay Registration for Sole Proprietorship/ Articles of Incorporation/Partnership, or Approved By-laws for Joint Venture/ Latest General Information Sheet for Corporations;
7.2.1.6. Assessment Tool developed by the Enterprise for NTR Programs; and
7.2.1.7. Validation Report (TESDA-OP-PLO-01-F06)

7.2.2. The PO shall review and evaluate the application documents. Evaluation shall include checking the completeness and correctness of documents. If found complete, the PO Apprenticeship and Learnership Focal shall stamp "Received Complete/Correct Documents" on the Checklist of Requirements (TESDA-OP-PLO-01-F02) with appropriate remarks and/or comments, if any, return the original checklist to the applicant and retain a copy of it. The applicant enterprise shall pay the registration fee of P2,000.00 on the day the PO receives the application documents.

7.2.3. The PD shall submit to the RD the results of review and recommendations using the Recommendation Form (TESDA-OP-PLO-01-F07) not later the following day.

7.2.4. The RD shall review the recommendations, the documentary requirements for program registration, and shall issue a Certificate of Apprenticeship/Learnership Program Registration (CALPR)/ or a Letter of Denial.

7.2.5. The RO shall immediately transmit back to the PO the application documents with the CALPR and Recommendation Form not later than the following day.

7.2.6. The PO shall transmit to the enterprise the CALPR/Letter of Denial as soon as receipt from the RO. A post registration orientation shall be conducted for enterprises with issued CALPR.

7.2.7. Should an enterprise with an existing Apprenticeship/Learnership program wish to implement its program to any of its branches/plants after it has already been issued a CALPR, a separate CALPR shall be obtained. In this case, the enterprise shall submit only a copy of the previously issued CALPR together with the TP specifying the branch or plant where the program will be implemented as requirements and shall pay the corresponding registration fee of P2,000.00.

7.3. **Registration of No Training Regulation (NTR) Apprenticeship or Learnership Programs**

7.3.1. Programs for qualifications/occupations with No Training Regulations or are covered by Competency Standards shall be registered as NTR Apprenticeship Program or NTR Learnership Program.

The List of DOLE Apprenticeable and Learnable Occupations or Work Processes (Annex B) uploaded in the website with no equivalent or existing TRs shall be registered as NTR until such time a TR is developed and delisted from the registry of apprenticeable and learnable occupations.

7.3.2. The procedure in the registration of WTR Apprenticeship/Learnership programs shall be adopted for NTR Apprenticeship/Learnership programs. In addition to the requirements in 7.2.1, the applicant enterprise shall submit a justification for the request for approval of the qualification/occupation as apprenticeable/learnable. The justification shall indicate the prospective employment opportunities for the apprentices or learners once they have completed the apprenticeship/learnership period.

7.3.3. The PO shall include in the agenda of the Provincial TESD Committee (PTESDC) the request for the approval of the qualification/occupation as apprenticeable or learnable prior to the issuance of the Certificate of Apprenticeship or Learnership Program Registration.

7.3.4 The PTESDC shall deliberate on the request of the PO and shall issue a resolution either disapproving the request or endorsing the same to the RTESDC.

7.3.5. The RTESDC shall deliberate on the PTESDC Resolution and shall issue a resolution either approving or disapproving the qualification/occupation in the list of apprenticeable or learnable occupations. The resolution approving an Apprenticeable or Learnable Occupation shall be furnished to the PLO.

7.4. Re-registration of Programs

7.4.1. The re-registration of an NTR Apprenticeship/Learnership program as WTR Apprenticeship/Learnership program shall be in accordance with the requirements and procedures in the registration of WTR programs.

7.4.2. The migration period or the re-registration of a WTR Program covered by a newly promulgated TR shall be made within one year after the effectivity of the new TR.

7.5. Process Cycle Time for Program Registration

7.5.1. In compliance with Republic Act No. 11032, or The Ease of Doing Business and Efficient Delivery of Government Services Act of 2018, the standard PCT for the processing and approval of applications for Apprenticeship and Learnership Program Registration shall be three (3) days.

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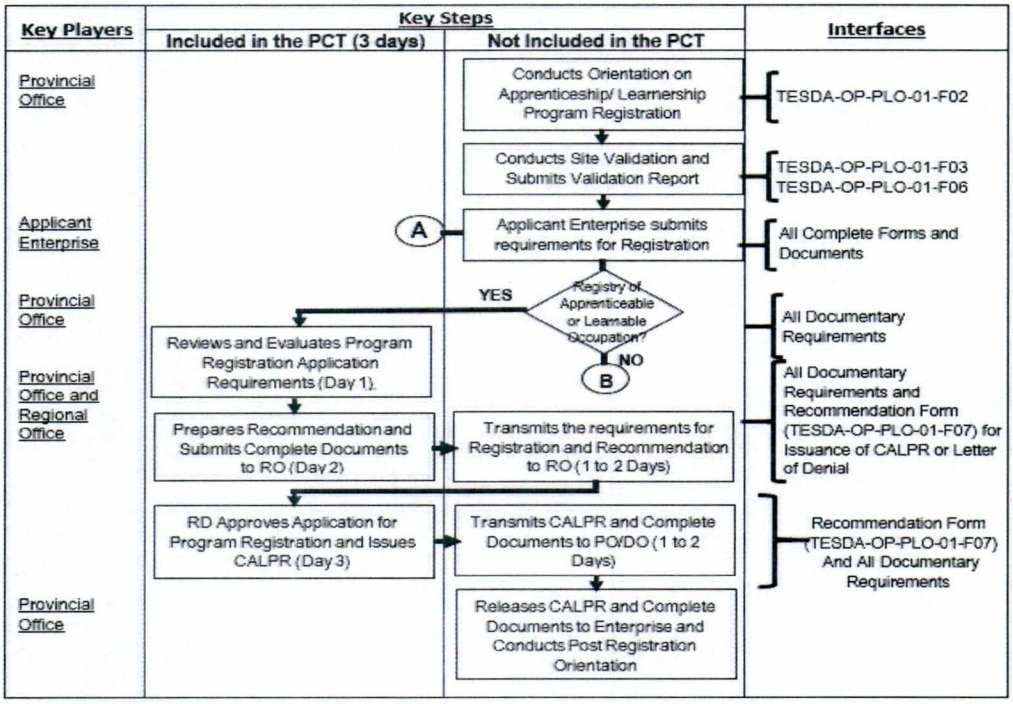

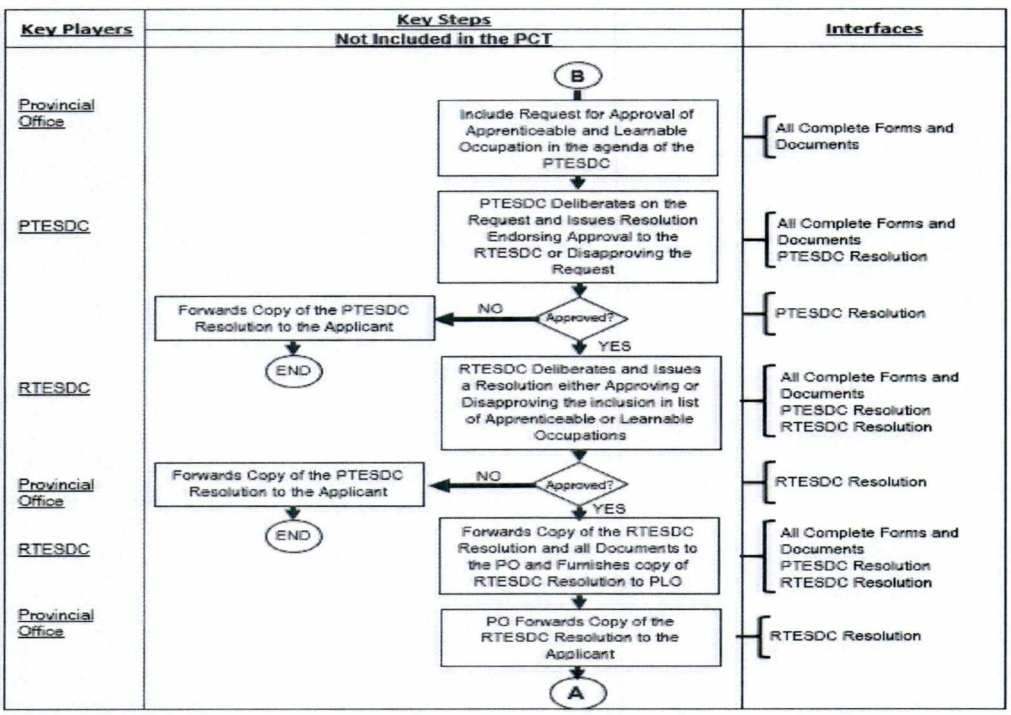

8. ISSUANCE OF CERTIFICATE OF APPRENTICESHIP/ LEARNERSHIP PROGRAM REGISTRATION (CALPR)

8.1. The numbering system for the CALPR shall follow the 14-digit data configuration:

WTR/NTR	AP/LP No.	Year	Region	Province	Level	Sequence	-	Branch
WTR	AP No.	00	00	00	00	0000	-	00
NTR	LP No.	00	00	00	00	0000	-	00

The Regional and Provincial code shall be based on the Unified Account Code Structure Manual-DBM and DOF Joint Circular No. 2013-1 except for NCR District Offices attached as ANNEX A of this guidelines.

Example: Region VI (06)

PROVINCE	CODE
Aklan	04
Antique	06
Capiz	19
Negros Occidental	45

8.2. The Level Code shall follow the coding as listed below:

Qualification Level	Number Code
National Certificate I	01
National Certificate II	02
National Certificate III	03
National Certificate IV	04
Certificate of Competency	00

8.3. The Sequence number is the registered Apprenticeship or Learnership program's number as listed in the roster of registered programs in the given year. Thus, 001 refers to the first program registered. On the onset of new year, the series number will be reset to 001.

8.4. The Branch number shall indicate the number of branches or plants to be utilized as additional venues for practical training.

Example No. 1

Certificate of Apprenticeship Program Registration
WTR AP No. 150604020001-01
Program Title: Bread and Pastry Production NC II
This is a Certificate of Apprenticeship Program Registration, With Training Regulation Bread and Pastry Production NC II issued in 2015 at Region 6, Aklan

Province listed as No. 001 in the PO's list of registered apprenticeship programs with one (1) additional venue for practical training.
Example No. 2

Certificate of Learnership Program Registration
WTR LP No. 150604000002-00
Program Title: Bread Making Leading to Bread and Pastry Production NC II

This is a Certificate of Learnership Program Registration, With Training Regulation Bread Making Leading to Bread and Pastry Production NC II issued in 2015 at Region 6, Aklan Province for a unit of competency listed as No. 002 in the PO's list of registered Learnership programs with no additional venue for practical training.

9. POST-REGISTRATION CONCERNS

9.1. The PLO shall facilitate the uploading and updating of the list of Apprenticeable and Learnable Qualifications/Occupations and the Registry of Enterprises with Apprenticeship and Learnership Programs in the TESDA website.

9.2. PO shall closely monitor the implementation of the Apprenticeship and Learnership Programs to ensure that the TP is being implemented so that possible areas for assistance or intervention may be provided.

9.3. PO shall submit reports on Registered Apprenticeship and Learnership Programs including enrollment, graduation and employment data via T2MIS every 5th day of the succeeding month.

10. APPRENTICESHIP AGREEMENT

10.1. No apprenticeship program will commence until an Apprenticeship Agreement has been forged between an enterprise and an apprentice. Every Apprenticeship Agreement shall be signed by the employer or by his/her duly authorized agent and by the apprentice. In case of a minor, the Apprenticeship Agreement shall be signed by the apprentice with the conformity of his/her parent or guardian. Every Apprenticeship Agreement shall be ratified by the PLAC and a copy thereof shall be furnished to both the employer and the apprentice.

10.2. The apprenticeship agreement must conform with the rules issued by TESDA and shall include the following:

10.2.1. Full names and addresses of the contracting parties;
10.2.2. Date of birth of the apprentice;

10.2.3. Name of the trade, occupation, job or qualification in which the apprentice will be trained and the dates on which such training will begin and will approximately end;

10.2.4. Wage which in no case shall start below seventy-five percent (75%) of the applicable minimum wage, benefits entitled to an apprentice under existing laws and other benefits depending on the enterprise's capability, be it in cash or in kind that an apprentice may enjoy;

10.2.5. Provision of accident or disability insurance policy for the apprentice;

10.2.6. Schedule of payment for the wage;

10.2.7. Working condition of the apprentice;

10.2.8. Issuance of a Training Certificate by the enterprise;

10.2.9. Statement that the apprentice shall undergo Assessment and Certification for WTR programs or Institutional/In-Company Assessment in case of NTR programs;

10.2.10. Valid causes to terminate the agreement;

10.2.11. Process for the termination of apprenticeship agreement;

10.2.12. Duties and obligations of both parties; and

10.2.13. Apprenticeship Scheme

Enterprises with registered apprenticeship programs may choose from any of the following apprenticeship schemes:

10.2.13.1. Involving a company or group of companies and an identified training institution;

10.2.13.2. Conducted entirely by a company with demonstrated capacity to conduct theoretical instruction; and

10.2.13.3. Involving an industry training center and a company or group of companies.

10.3. The TP to be attached as ANNEX A of the Apprenticeship Agreement shall include, among others, the nature of training, the competencies/learning outcomes, time/duration of training, the methodology to be employed during the conduct of training in reference to the training regulations, and other details deemed necessary.

10.4. The normal ratio of theoretical instruction and on-the-job training is one (1) hour of theoretical instructions for every twenty (20) hours of practical or on-the-job training. (Sec. 28, Rule VI, Book II, Omnibus Implementing Rules of the Labor Code)

11. LEARNERSHIP AGREEMENT

11.1. Any employer who wants to employ learners shall enter into a Learnership Agreement with the latter. The Agreement shall include:

11.1.1. Names and addresses of the employer and learner;
11.1.2. Occupation to be learned and the duration of the Learnership which shall not exceed three (3) months;
11.1.3 Wage or salary rate of the learner which shall not be less than seventy-five percent (75%) of the applicable minimum wage, benefits entitled a learner under existing laws including accident or disability insurance policy and other benefits depending on the enterprise's capability, be it in cash or in kind that a learner may enjoy;
11.1.4. Working condition of the learner;
11.1.5. A commitment to employ the learner as a regular employee upon completion of the Learnership program. However, the learner has the option to decide otherwise. A learner who has been allowed or suffered to work during the first two (2) months shall be deemed a regular employee if training is terminated by the employer before the end of the stipulated period through no fault of the learner. If such is the case, the learner is considered a graduate of the Learnership program;
11.1.6. Duties and obligations of both parties;
11.1.7. Valid causes to terminate the Learnership Agreement; and
11.1.8. Process for the termination of Learnership Agreement.

11.2. The TP shall be attached as ANNEX A of the Learnership Agreement.

11.3. No Learnership program will commence until the Learnership Agreement has been forged between an enterprise and a learner. Every Learnership Agreement shall be signed by the employer or by his/her duly authorized agent and by the learner. In case of a minor, the Learnership Agreement shall be signed by the learner with the conformity of his/her parent or guardian. Every Learnership Agreement shall be ratified by the PLAC and a copy thereof shall be furnished to both the employer and the learner.

12. WORKING CONDITIONS OF APPRENTICES AND LEARNERS

12.1 Apprentices and learners who are below 18 years of age shall not be allowed to work for more than eight (8) hours a day, and in no case beyond forty (40) hours a week. They shall not be allowed to work between ten o'clock in the evening and six o'clock in the morning of the following day. They shall not also be engaged in hazardous workplaces and occupations.

12.2 Apprentices and learners who are eighteen (18) years of age and above can work overtime provided there is no available regular worker to do the job. The time spent on overtime work shall be duly credited to their training hours based on the approved TP.

An apprentice or learner may render training beyond the normal daily training hours provided the following minimum requirements are present:

12.2.1. The Night training is rendered within the required period consistent with existing laws, rules and regulations and shall not constitute the whole in-plant training;

12.2.2. The apprentice/learner shall be paid a night shift differential of not less than ten percent (10%) of the minimum wage in the region for each hour of work performed between ten o'clock in the evening and six o'clock in the morning;

12.2.3. The apprentice/learner shall be entitled to an Overtime Pay, if applicable;

12.2.4. The apprentice/learner should not be below eighteen (18) years old; and

12.2.5. The minimum requirements above are agreed or may be improved by the company, the training provider and the labor union. In the absence of a union the appropriate labor representative in the Labor Management Council of the enterprise.

13. ASSESSMENT AND CERTIFICATION OF APPRENTICES AND LEARNERS

13.1. Apprentices or learners in occupations covered by TRs shall be required to take the competency assessment upon completion of their Apprenticeship or Learnership except those who have already acquired a National Certificate (NC) or COC for the same qualification.

13.2. The enterprise shall notify the concerned PO on the assessment of its apprentices or learners at least one (1) month before the completion of the Apprenticeship or Learnership period. The PO shall arrange the schedule of the competency assessment of the apprentices or learners upon receipt of the notification. The NC or COC shall be issued by TESDA to apprentices or learners who pass the competency assessment.

13.3. For programs not covered by any TR, the appropriate competency assessment tools developed by the enterprise shall be used to assess the apprentices and learners.

14. INCENTIVES TO PARTICIPATING ENTERPRISES

14.1. Participating enterprises shall be entitled to an additional deduction from taxable income of one-half (½) of the value of labor training expenses incurred for developing the productivity and efficiency of apprentices. Said incentives shall be given provided that such deduction shall not exceed ten percent (10%) of direct

labor wage and that the enterprise which wishes to avail of these incentives should pay the apprentices the minimum wage. (Article 71, PD No. 442 ,May 1, 1974)

14.2. TESDA shall provide incentives to participating enterprises in the form of capability building programs and other technical assistance to its personnel to enhance their knowledge and skills in the implementation of the Apprenticeship and Learnership programs.

14.3. Any participating enterprise/company may also avail of the funds provided under the Tulong Trabaho Act, as specified in its Implementing Rules and Regulations, for re-tooling and/or upskilling of its existing workforce and to subsidize other labor training expenses.

15. INVESTIGATION OF VIOLATION OF APPRENTICESHIP OR LEARNERSHIP AGREEMENT AND SETTLEMENT OF DISPUTE

15.1. The PLAC shall, motu proprio or upon complaint of any interested party, have initial responsibility for settling differences arising out of Apprenticeship or Learnership Agreements.

15.2. In case it is not able to settle such differences, the PTESDC shall investigate and submit a recommendation to the RTESDC which shall render a decision pursuant to pertinent rules and regulations as may be prescribed by TESDA.

15.3. The decision of the RTESDC may be appealed by any aggrieved person to the TESDA Director General through the Regional Director within five (5) days from receipt of the decision.

15.4. Any appeal by the aggrieved party/ies shall be elevated to the Director General, who in turn shall forward the appeal to the Interim Internal Affairs Services (IIAS) for proper review and recommendation to the Director General. The decision of the Director General shall be final and executory.

16. TERMINATION OF APPRENTICESHIP OR LEARNERSHIP AGREEMENT

The following are the valid causes to terminate the Apprenticeship or Learnership Agreement:

16.1. By the Enterprise:

16.1.1. When the apprentice or learner is hired by the enterprise as regular employee prior to the completion of the Apprenticeship or Learnership program;

16.1.2. Habitual absenteeism of the apprentice or learner during the on-the-job training and related theoretical instructions activities;
16.1.3. Failure of the apprentice or learner to comply or submit requirements as part of modules specified in the TP;
16.1.4. Willful disobedience of the apprentice or learner of company rules or insubordination of lawful order of a superior;
16.1.5. Poor physical condition, prolonged illness, and permanent disability which incapacitates the apprentice or learner to continue the program;
16.1.6. Theft or malicious destruction of company property or equipment;
16.1.7. Inefficiency, or poor performance while on the job or in the classroom for a prolonged period despite warnings duly given; and
16.1.8. Engaging in violence or other forms of misconduct inside the enterprise's premises.

16.2. By the Apprentice or Learner:

16.2.1. Substandard or harmful working condition within the enterprise's premises;
16.2.2. Repeated violations by the enterprise of the terms of the Apprenticeship or Learnership Agreement;
16.2.3. Cruel or inhumane treatment;
16.2.4. Problems that are personal in nature, which in the opinion of the apprentice or learner, shall prevent the satisfactory performance of the job; and
16.2.5. Poor health and continuing illness of the apprentice or learner.

17. GROUNDS FOR REVOCATION OF CERTIFICATE OF APPRENTICESHIP OR LEARNERSHIP PROGRAM REGISTRATION

The Certificate of Apprenticeship or Learnership Program Registration shall be revoked on the following grounds.

17.1. Offering of an unregistered training course, qualification or program.
17.2. Any false declaration, fraud or deceit in connection with the company's submission of documentary requirements on its application for program registration.
17.3. Failure of the enterprise to migrate its program from NTR to WTR or from old WTR to updated WTR within the prescribed period indicated in the implementing guidelines of the relevant Training Regulations.
17.4. Failure of the company to submit the required reports within the prescribed period for three consecutive offerings.
17.5. Fraud, falsification, misrepresentation, or any other similar acts by the company which tend to undermine, destroy and cast doubt on the credibility of conduct of TESDA scholarship programs.
17.6. Ghost Trainees/ Apprentices/ Learners
17.7. Exaction of any unauthorized fees from the apprentices/learners.

17.8. The Certificate of Apprenticeship Program Registration shall be revoked when the company fails to enroll apprentices for three (3) consecutive years.

18. COMPLIANCE AUDIT

All registered Apprenticeship and Learnership Programs whether WTR or NTR shall be subjected to compliance audit a year after the issuance of the CALPR and every two (2) years thereafter. This is in addition to the regular inspection visits that the DOLE may conduct.

19. TRANSITORY PROVISION

Enterprises with existing Apprenticeship and/or Learnership program/s shall apply for apprenticeship and/or learnership program registration under these guidelines within one (1) year after its effectivity. All existing/on-going Apprenticeship and Learnership programs shall remain valid until their completion.

20. REVIEW AND AMENDMENT

The implementation of the Apprenticeship and Learnership programs shall be reviewed and evaluated annually and guidelines may be amended by the TESDA Secretariat based on the results of evaluation.

21. REPEALING CLAUSE

All prior issuances which are inconsistent with the provisions of this Guidelines are hereby amended, repealed or modified accordingly.

22. EFFECTIVITY CLAUSE

This Circular shall take effect fifteen (15) days upon completion of its publication.

23. SEPARABILITY CLAUSE

If any provision of this Circular shall be declared unconstitutional and invalid, the other sections or provisions not affected shall remain in full force and effect.

These guidelines shall take effect immediately.

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

TESDA CIRCULAR

Subject: Revised Guidelines in the Implementation of Apprenticeship and Learnership Programs		Number 120 Series of 2020 Page **25** of **25** pages
Date Issued: 13 October 2020	**Effectivity:** As indicated	**Supersedes:** TESDA Circular No. 16, s. 2004 TESDA Circular No. 19, s. 2005

Attachments:

1. Application for Program Registration (TESDA-OP-PLO-01-F01)
2. Checklist of Requirements (TESDA-OP-PLO-01-F02)
3. Training Plan (TESDA-OP-PLO-01-F03)
4. Certification on the No. of Apprentices (TESDA-OP-PLO-01-F04)
5. List of Trainers (TESDA-OP-PLO-01-F05)
6. Site Validation Report Form (TESDA-OP-PLO-01-F06)
7. Recommendation form (TESDA-OP-PLO-01-F07)
8. Template of Certificate of Registration
9. Sample Apprenticeship Agreement
10. Sample Learnership Agreement
11. Regional and Provincial Codes (Annex A)
12. List of Apprenticeable and Learnable Occupations or Work Processes (Annex B)

TESDA-OP-PLO-01-F01

(Letter Head of the Enterprise)

APPLICATION FOR PROGRAM REGISTRATION

☐ **APPRENTICESHIP** ☐ **LEARNERSHIP**

_____
Date

The Provincial Director
The District Director (for the NCR)
_____
_____

Dear Sir/Madam:

We would like to express our intention to be your partner in providing our new entrants to the labor force the opportunity to develop their skills through the Apprenticeship/ Learnership Program.

In this regard, may we apply for the following apprenticeable/ learnable occupation/s.

Program	Training Duration
_____	_____

Enclosed herewith are the documentary requirements as listed in the Checklist of Requirements (TESDA AL Form 02).

We hope for your immediate action on this application.

Very truly yours,

_____
Name

_____
Position

_____
Name of Company

_____
Contact Person

_____
Address

_____
Telephone No.

_____
Mobile No.

_____
Email Address

TESDA-OP-PLO-01-F02

Technical Education and Skills Development Authority

CHECKLIST OF REQUIREMENTS FOR THE REGISTRATION OF APPRENTICESHIP AND LEARNERSHIP PROGRAM

Please check (✓) the appropriate box.

☐ Apprenticeship ☐ Learnership

PART I. Orientation on Apprenticeship and Learnership Programs

Date of Orientation: _____ Orientation given by: _____
Name and Signature of PO Personnel

Attended by: _____ Position: _____
Name and Signature of Enterprise Representative

Name of Enterprise: _____

PART II. DOCUMENTARY REQUIREMENTS

Program Title: _____
(Title of Qualification/s /Competency/ies and Level for TR-based Training Plan or Title of Program for NTR programs)

Requirements	Compliant		Remarks
	Yes	No	
1. Application Letter (TESDA-OP-PLO-01-F01)			
2. Checklist of Documentary Requirements (TESDA-OP-PLO-01-F02)			
3. Training Plan (TESDA-OP-PLO-01-F03)			
4. Certification of an authorized representative of the enterprise that the number of apprentices to be accepted is not more than twenty-percent (20%) of the specified number of total regular and locally hired workforce for Apprenticeship Program (TESDA-OP-PLO-01-F04)			
5. List of Trainers with profile (TESDA-OP-PLO-01-F05)			
6. List of Members of the Plant Learnership/ Apprenticeship Committee			
7. Certificate of SEC Registration; or DTI Certificate or Barangay Registration for Sole Proprietorship/ Articles of Incorporation/Partnership, or Approved By-laws for Joint Venture/ Latest General Information Sheet for Corporations			
8. Assessment Tool developed by the Enterprise for NTR Programs			
General Comments:			

Prepared by:

_____
Name and Signature of Enterprise Representative

Received by:

_____
Name and Signature of TESDA PO Personnel

Date: _____

TESDA-OP-PLO-01-F03

ANNEX A

TRAINING PLAN

Program Title:	Type of Program:	Total Training Hours:
Name of Enterprise:	Address of Enterprise:	

Competencies to be Achieved and Learning Outcomes	**Training Period** (Month/Year)	**Training Duration** (Hours/Days/Months)	**Training Method**	**Relevant Personnel**	**Method of Assessment**	**Support Mechanism Based on Trainees' Need**
Total						

Prepared by:

_____

Name and Signature of Enterprise Representative

Date: _____

Noted by:

_____

Name and Signature of PLAC Representative

Date: _____

Approved by:

_____

Name and Signature of Provincial Director

Date: _____

TESDA-OP-PLO-01-F03

ANNEX A

TRAINING PLAN

Program Title:	Type of Program: *(Apprenticeship or Learnership)*	Total Training Hours:
Name of Enterprise:	Address of Enterprise:	

Competencies to be Achieved and Learning Outcomes	**Training Period** (Month/Year)	**Training Duration** (Hours/Days/Months)	**Training Method**	**Relevant Personnel**	**Method of Assessment**	**Support Mechanism Based on Trainees' Need**
List of Competencies and Learning Outcomes that Trainees need to learn	*Time frame in achieving the competencies*		*May include but not limited to the following:* • *Oral presentations* • *Simulation activities* • *Group work* • *Demonstration* • *Laboratory work* • *Assign* • *Computer-based learning* • *Group discussion* • *Lecture/Virtual*	*May include:* • *workplace supervisor* • *training manager* • *other trainer/ facilitator/ assessor* • *training or assessment personnel* *workers whose own jobs may be affected by the proposed changes*	*Trainees competency may be assessed through:* • *work related project* • *portfolio with interview* • *third party report* • *written exam demonstration with oral questioning*	*May include:* • *learning partners* • *contact numbers of other trainees* • *equipment/ tools/ material needs* • *contact numbers for help or guidance* • *on-line or e-mail tutoring*
Total						

Prepared by:

_____

Name and Signature of Enterprise Representative

Date: _____

Noted by:

_____

Name and Signature of PLAC Representative

Date: _____

Approved by:

_____

Name and Signature of Provincial Director

Date: _____

TESDA-OP-PLO-01- F04

(Letter Head of the Enterprise)

CERTIFICATION

This is to certify that ____(Name of Enterprise)_____ with business address at _____ will train apprentices equivalent to twenty percent (20%) of its total regular workforce of (number of personnel) as of (_____date_____).

This certification is being issued as part of the application requirements for Apprenticeship Program Registration.

_____
Name of President/Authorized Representative

_____
Designation

_____
Name of Company

_____
Address

_____
Email Address

_____
Tel. No./ Mobile No.

TESDA-OP-PLO-01-F05

Name of Enterprise: _____
Address of Enterprise: _____
Program Title: _____
Type of Program: (Apprenticeship or Learnership) Total No. of Hours: _____

WTR: ☐ ☐ NTR:

List of Trainers

Name	Profile
	(Profile shall include the qualifications, areas of expertise, and courses/seminars attended with supporting evidence available, such as relevant NTTC/trainer qualification certificates (National Certificate for In-Company Trainer or other Trainer Methodology Certificates) and evidence of specialization of the trainer of the program. A certified true copy of notarized contract of employment by the Trainer is required.)

_____
Name of President/Authorized Representative

_____
Designation

_____
Name of Company

_____
Address

_____
Email Address

_____
Tel. No./ Mobile No.

TESDA-OP-PLO-01-F06

Site Validation Report Form
Apprenticeship and Learnership Registration System

Region: _____
Province:_____
Date of Validation:_____

I. BASIC INFORMATION

Name of Enterprise/Company:

_____

Address:

_____

II. PROGRAM APPLIED

Please tick (✓) appropriate box

Apprenticeship: ☐ Learnership: ☐ WTR: ☐ NTR: ☐

Title of Program:

_____

Total No. of Hours: _____

III. FINDINGS

Program Registration Requirements	Compliant	Non-Compliant	Remarks
1. Physical Layout and Off-Campus Physical Facilities			
2. Shop Layout of training facilities indicating the floor area			
3. Support Services			
a. Health services are available to the apprentices/learners			
b. Job Linkaging and Networking Services, Career Guidance services are available to the apprentices/learners (Career Profiling, Monitoring and Tracking of Graduates)			
c. Corporate Social Responsibility/ Community Outreach Program			

IV. RECOMMENDATION

Please tick (✓) appropriate box	**Recommended Action**
	Recommended to offer program applied for
	Subject for re-validation on (mm/dd/yy):
	Others (please specify):

V. CONCURRED

Name of Applicant Enterprise/Company Representative and Designation	**Signature**	**Date**
Prepared by: **Validation Team Representatives**		
Name	**Signature**	**Date**
1.		
2.		
3.		
Reviewed/Attested by: Provincial Director		

TESDA-OP-PLO-01-F07

(TESDA Letterhead)

RECOMMENDATION FORM

Apprenticeship and Learnership Registration System

Region: _____
Province: _____
Date: _____

VI. BASIC INFORMATION

Name of Enterprise/Company: _____
Address: _____

VII. PROGRAM APPLIED
Please tick (✓) appropriate box

Apprenticeship: ☐ Learnership: ☐ WTR: ☐ NTR: ☐

Title of Program: _____
Total No. of Hours: _____

VIII. RECOMMENDATION

☐ Issuance of Certificate of Apprenticeship Program Registration

☐ Issuance of Certificate of Learnership Program Registration

☐ Denial of application for registration due to:

- ☐ Failure of the enterprise/company to comply with the deficiencies noted in the review of the submitted documents
- ☐ Failure of the enterprise or company to comply with the deficiencies noted during the validation conducted last (date of site validation).
- ☐ Others: (Please specify valid reason/s for denial of application)

_____

_____

Prepared by:

_____
Name and Signature
Provincial Office Personnel

Endorsed by:

_____
Name and Signature
Provincial Director

Approved by:

_____
Name and Signature
Regional Director

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Region _____

Certificate of Registration (1)

of _____(2)_____ **Program**
____(3)____ ____(4)____ **No.**_____(5)_____

This Certificate of _____(6)_____ Program Registration

is hereby awarded to

Name of Enterprise (7)

Address (8)

for

Title of Qualification/Occupation (9)

whose application papers were duly evaluated by the Technical Education and Skills Development Authority (TESDA) in accordance with the provisions of TESDA Circular No. ____, series of _____.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of this Office to be affixed at _____(10)_____ in the year of our Lord _____(11)_____.

_____(12)_____
Regional Director

NOTE:
What to fill in the blanks
Item 2 = Apprenticeship or Learnership
Item 3 = WTR of NTR
Item 4 = AP for Apprenticeship Program or
LP for Learnership Program
Item 5 = Year, Province, Region, Province, Sequence, Branch/Plant (if any)
Item 10 = Place of issuance
Item 11 = Date of issuance

All Alphanumeric characters shall use Font Arial and default Font Size 12.
Except the following:
Item 1 = Size 20, Bold
Items 2 to 5 = Bold
Items 7 and 9 = Size 16, Bold
Item 8 = Size 10

SAMPLE

APPRENTICESHIP AGREEMENT

(Between Enterprise and Apprentice)

KNOW ALL MEN BY THESE PRESENTS:

This AGREEMENT duly entered into this day of _____ 202___ by and between _____(Name of Enterprise)_____ with business address at _____(Address of Enterprise)_____ represented in this act by its __(Position of the Designated Officer)___, ___(Complete Name of the Official signatory)___, and herein referred to as the **FIRST PARTY**,

and

_____(Name of Apprentice)_____-_____

born on _____ and residing at_____(Address of Apprentice)_____
herein referred to as the **SECOND PARTY**, and being a minor is represented by his/her guardian, (Complete Name of Guardian) hereinafter represented to as the **GUARDIAN.**

WITNESSETH THAT:

WHEREAS, the Apprenticeship Program is a training within employment with compulsory related theoretical instructions involving a contract between an apprentice and an employer on an approved apprenticeable occupation for a duration not exceeding six (6) months;

WHEREAS, the FIRST PARTY has a TESDA-Registered Apprenticeship program on (title of qualification/occupation) with a duration of _____ hours and has the capacity to implement the training given its TESDA registration, personnel, facilities and equipment, and technical qualifications as required for under the implementing guidelines set by TESDA;

WHEREAS, the SECOND PARTY is willing to undergo training within the enterprise as apprentice subject to the provisions of the implementing guidelines set by TESDA and other applicable laws, rules and regulations;

WHEREAS, both parties recognize the need for a joint effort towards the implementation of the Apprenticeship program in the country through programs that make industry-responsive education and skills training accessible to the Filipino as a stem in nation-building thereby improving productivity and improving lives;

WHEREAS, there exists a Plant Apprenticeship Committee (PAC) that shall settle any case of any differences between the **FIRST PARTY** or its management and the **SECOND PARTY** arising out of this agreement. In case the issue is not settled at first instance, it shall be referred to the Provincial Technical Education and Skills Development Committee and shall follow the procedures promulgated by TESDA;

NOW, THEREFORE, for and in consideration of the foregoing premises and subject to conditions hereunder set forth the parties involved hereby agree as follows:

1. GENERAL PROVISION

1.1 The duration of the (Title of Qualification/Program) is for a total of (Total number of hours) as specified in the Training Plan attached as "ANNEX A". The program shall start on _____ and shall approximately end on _____;

1.2 That the **SECOND PARTY** shall engage in training within the enterprise for a duration equivalent to eight (8) hours a day in the course of his/her apprenticeship. The **SECOND PARTY** shall be entitled to a daily wage equivalent to a rate of Php_____ which is not less than seventy-five percent (75%) of the prevailing minimum wage to be remitted at least twice a month. Overtime work may be allowed provided the hours of work rendered are duly credited towards hours of training with the effect of shortening the period of apprenticeship. The SECOND PARTY shall be entitled to the corresponding overtime pay for services rendered beyond eight (8) hours a day provided there are no available regular workers to do the job and the time spent shall be duly credited to his/her training hours based on the approved Training Plan;

1.3 Inasmuch as the SECOND PARTY falls under the category of an apprentice, FIRST PARTY shall impose the necessary disciplinary action when required, subject to due process, depending on the attendant circumstances;

2. RESPONSIBILITIES OF THE FIRST PARTY

2.1 To train within the enterprise the SECOND PARTY who agrees to apply himself diligently and faithfully as an apprentice;

2.2 Undertake the conduct of supplementary theoretical instruction or delegate the same to a technical vocational institution with a TESDA-registered program being offered;

2.3 Provide the necessary Personal Protective Equipment (PPE) to the SECOND PARTY during the Apprenticeship period;

2.4 Pay the corresponding wage of the SECOND PARTY at least twice a month;

2.5 Enroll the SECOND PARTY in an accident or disability insurance in accordance with the Implementing Guidelines for the Apprenticeship and Learnership Programs promulgated by TESDA;

2.6 Ensure that the Training Plan is being followed;

2.7 Ensure the competency assessment and certification of the SECOND PARTY after completion of the Apprenticeship;

2.8 Issue the Certificate of Completion to the SECOND PARTY upon completion of the Apprenticeship;

2.9 Observe labor standards, occupational safety and health standards and other applicable laws, rules and regulations to ensure the safety and well-being of the apprentice.

3. RESPONSIBILITY OF THE SECOND PARTY

3.1 Observe rules of behavior for the duration of the Apprenticeship;

3.2 Use the FIRST PARTY's tools, equipment, machines and other equipment with due care;

3.3 Not reveal any business nor trade secrets that have come to his/her knowledge in the course of the Apprenticeship;

3.4 Take the competency assessment or appropriate institutional assessment after completion of the training program;

3.5 Inform the Plant Apprenticeship Committee of any matter affecting the implementation of the Apprenticeship program, whether positive or negative; and

3.6 Observe company rules and regulations as part of the terms and conditions of this Apprenticeship Agreement.

4. TERMINATION OF AGREEMENT

4.1 The following are the valid causes to terminate this Apprenticeship Agreement;

4.1.1 By the FIRST PARTY:

4.1.1.1 When the apprentice is hired by the enterprise as regular employee prior to the completion of the Apprenticeship program;
4.1.1.2 Habitual absenteeism of the apprentice in on-the-job training and related theoretical instructions activities;
4.1.1.3 Willful disobedience of the apprentice of company rules or insubordination of lawful order of a superior;
4.1.1.4 Poor physical condition, prolonged illness permanent disability which incapacitates the apprentice to continue the program;
4.1.1.5 Theft or malicious destruction of company property or equipment;
4.1.1.6 Inefficiency, or poor performance on the job or in the classroom for a prolonged period despite warnings duly given; and
4.1.1.7 Engaging in violence or other forms of misconduct inside the enterprise's premises.

4.1.2 By the SECOND PARTY:

4.1.2.1 Substandard or harmful working condition within the enterprise's premises;
4.1.2.2 Repeated violations by the FIRST PARTY of the terms of the Apprenticeship Agreement;
4.1.2.3 Cruel or inhumane treatment;
4.1.2.4 Problems which are personal in nature, which in the opinion of the apprentice, shall prevent the satisfactory performance of the job; and
4.1.2.5 Poor health and continuing illness of the apprentice.

5. SETTLEMENT OF DISPUTE

5.1 The Plant Apprenticeship Committee shall, motu proprio or upon complaint of any interested party, have initial responsibility for settling differences arising out of the Apprenticeship Agreement.

5.2 In case the PAC is not able to settle such differences, the Provincial Technical Education and Skills Development Committee (PTESDC) shall investigate and submit a recommendation to the Regional Technical Education and Skills Development Committee (RTESDC) who shall render a decision pursuant to pertinent rules and regulations as may be prescribed by the TESDA Board.

5.3 The decision of the RTESDC coursed through the TESDA Regional Director as RTESDC Secretariat may be appealed by any aggrieved person to the TESDA Director General within five (5) days from receipt of the decision. The decision of the TESDA Director General shall be final and executory.

6. EFFECTIVITY

6.1 This Agreement shall take effect immediately upon signing hereof, and shall continue until the completion of the Apprenticeship program. Either party may terminate this Agreement at anytime by serving a written notice indicating the compelling reason for termination to the other party thirty (30) days prior the intended date of termination.

IN WITNESS WHEREOF, the parties hereunto affixed their signatures this day of _____ 202____ at _____.

FIRST PARTY **SECOND PARTY**

By:

_____ _____
Name and Signature of Enterprise Representative Name and Signature of Apprentice

GUARDIAN

_____
Name of Guardian

WITNESSES

_____ _____
Name and Signature Name and Signature

This is to certify that the foregoing Apprenticeship Agreement has been ratified by the Plant Apprenticeship Committee this _____day of _____ 202 ____ at_____, Philippines.

_____

Name and Signature of PAC Representative

SAMPLE

LEARNERSHIP AGREEMENT

(Between Enterprise and Learner)

KNOW ALL MEN BY THESE PRESENTS:

This AGREEMENT duly entered into this day of _____ 202___ by and between _____(Name of Enterprise)_____ with business address at _____(Address of Enterprise)_____ represented in this act by its __(Position of the Designated Officer)___, ___(Complete Name of the Official signatory)___, and herein referred to as the **FIRST PARTY**,

and

_____(Name of Learner)_____
born on _____ and residing at_____(Address of Learner)_____ herein referred to as the **SECOND PARTY**, and being a minor is represented by his/her guardian, (Complete Name of Guardian) hereinafter represented to as the **GUARDIAN.**

WITNESSETH THAT:

WHEREAS, Learnership is a practical training on a learnable occupation which may or may not be supplemented by related theoretical instructions for a period not exceeding three (3) months;

WHEREAS, the FIRST PARTY has a TESDA-Registered Learnership program on (title of program) with a duration of _____ hours and has the capacity to implement the training given its TESDA registration, personnel, facilities and equipment, and technical qualifications as required for under the implementing guidelines set by TESDA;

WHEREAS, the SECOND PARTY is willing to undergo training within the enterprise as a learner subject to the provisions of the implementing guidelines set by TESDA and other applicable laws, rules and regulations;

WHEREAS, both parties recognize the need for a joint effort towards the implementation of the Learnership program in the country through programs that make industry-responsive education and skills training accessible to the Filipino as a stem in nation-building thereby improving productivity and improving lives;

WHEREAS, there exists a Plant Learnership Committee (PLC) that shall settle any case of any differences between the **FIRST PARTY** or its management and the **SECOND PARTY** arising out of this agreement. In case the issue is not settled at first instance, it shall be referred to the Provincial Technical Education and Skills Development Committee and shall follow the procedures promulgated by TESDA;

NOW, THEREFORE, for and in consideration of the foregoing premises and subject to conditions hereunder set forth the parties involved hereby agree as follows:

2. GENERAL PROVISION

2.1 The duration of the (Title of Program) is for a total of (Total number of hours) as specified in the Training Plan attached as "ANNEX A". The program shall start on _____ and shall approximately end on _____;

2.2 The **SECOND PARTY** shall engage in training within the enterprise for a duration equivalent to eight (8) hours a day in the course of his/her learnership. The **SECOND PARTY** shall be entitled to a daily wage equivalent to a rate of Php_____ which is not less than seventy-five percent (75%) of the prevailing minimum wage to be remitted at least twice a month. Overtime work may be allowed for learners who are eighteen years of age and above provided the hours of work rendered are duly credited towards hours of training with the effect of shortening the period of Learnership. The SECOND PARTY shall be entitled to the corresponding overtime pay for services rendered beyond eight (8) hours a day provided there are no available regular workers to do the job and the time spent shall be duly credited to his/her training hours based on the approved Training Plan;

2.3 Inasmuch as the SECOND PARTY falls under the category of an learner, the FIRST PARTY shall impose the necessary disciplinary action when required, subject to due process, depending on the attendant circumstances;

2.4 The FIRST PARTY may employ the learners as regular employees upon completion of the Learnership program. If the SECOND PARTY has been allowed or suffered to work during the first two (2) months and training is terminated by the FIRST PARTY before the end of the stipulated period of the Learnership through no fault of the SECOND PARTY, the SECOND PARTY shall be deemed a regular employee. In this case the SECOND PARTY shall be considered a graduate of the Learnership program.

3. RESPONSIBILITIES OF THE FIRST PARTY

3.1 To employ the SECOND PARTY who agrees to apply himself diligently and faithfully as a learner;

3.2 Provide the necessary Personal Protective Equipment (PPE) to the SECOND PARTY during the Learnership period;

3.3 Pay the corresponding wage of the SECOND PARTY at least twice a month;

3.4 Enroll the SECOND PARTY in an accident or disability insurance in accordance with the Implementing Guidelines for the Apprenticeship and Learnership Programs promulgated by TESDA;

3.5 Ensure that the Training Plan is being followed;

3.6 Ensure the competency assessment and certification of the SECOND PARTY after completion of the Learnership;

3.7 Issue the Certificate of Completion to the SECOND PARTY upon completion of the Learnership;

3.8 Observe labor standards, occupational safety and health standards and other applicable laws, rules and regulations to ensure the safety and well-being of the learner.

4. RESPONSIBILITIES OF THE SECOND PARTY

4.1 Observe rules of behavior for the duration of the Learnership;

4.2 Use the FIRST PARTY's tools, equipment, machines and other equipment with due care;

4.3 Not reveal any business nor trade secrets that have come to his/her knowledge in the course of the Learnership;

4.4 Take the competency assessment or appropriate institutional assessment after completion of the training program;

4.5 Inform the Plant Learnership Committee of any matter affecting the implementation of the Learnership program, whether positive or negative; and

4.6 Observe company rules and regulations as part of the terms and conditions of this Learnership Agreement.

5. TERMINATION OF AGREEMENT

5.1 The following are the valid causes to terminate this Learnership Agreement;

5.1.1 By the FIRST PARTY:

5.1.1.1 When the learner is hired by the enterprise as regular employee prior to the completion of the Learnership program;
5.1.1.2 Habitual absenteeism of the learner in on-the-job training and related theoretical instructions activities;
5.1.1.3 Willful disobedience of the learner of company rules or insubordination of lawful order of a superior;
5.1.1.4 Poor physical condition, prolonged illness permanent disability which incapacitates the learner to continue the program;
5.1.1.5 Theft or malicious destruction of company property or equipment;
5.1.1.6 Inefficiency, or poor performance on the job or in the classroom for a prolonged period despite warnings duly given; and
5.1.1.7 Engaging in violence or other forms of misconduct inside the enterprise's premises.

5.1.2 By the SECOND PARTY:

5.1.2.1 Substandard or harmful working condition within the enterprise's premises;
5.1.2.2 Repeated violations by the FIRST PARTY of the terms of the Learnership Agreement;
5.1.2.3 Cruel or inhumane treatment;

5.1.2.4 Problems which are personal in nature, which in the opinion of the learner, shall prevent the satisfactory performance of the job; and

5.1.2.5 Poor health and continuing illness of the learner.

6. SETTLEMENT OF DISPUTE

6.1 The Plant Learnership Committee shall, motu proprio or upon complaint of any interested party, have initial responsibility for settling differences arising out of the Learnership Agreement.

6.2 In case the PAC is not able to settle such differences, the Provincial Technical Education and Skills Development Committee (PTESDC) shall investigate and submit a recommendation to the Regional Technical Education and Skills Development Committee (RTESDC) who shall render a decision pursuant to pertinent rules and regulations as may be prescribed by the TESDA Board.

6.3 The decision of the RTESDC coursed through the TESDA Regional Director as RTESDC Secretariat may be appealed by any aggrieved person to the TESDA Director General within five (5) days from receipt of the decision. The decision of the TESDA Director General shall be final and executory.

7. EFFECTIVITY

7.1 This Agreement shall take effect immediately upon signing hereof, and shall continue until the completion of the Learnership program. Either party may terminate this Agreement at anytime by serving a written notice indicating the compelling reason for termination to the other party thirty (30) days prior the intended date of termination.

IN WITNESS WHEREOF, the parties hereunto affixed their signatures this day of _____ 202____ at _____.

FIRST PARTY
By:

_____
Name and Signature of Enterprise Representative

SECOND PARTY

_____
Name and Signature of Learner

GUARDIAN

_____
Name of Guardian

WITNESSES

_____
Name and Signature

_____
Name and Signature

ANNEX A

This is to certify that the foregoing Learnership Agreement has been ratified by the Plant Learnership Committee (PLC) this _____day of _____ 202 ____ at_____, Philippines.

_____
Name and Signature of PLC Representative

REGIONAL AND PROVINCIAL CODES
(Based on Unified Account Code Structure Manual – DBM and DOF Joint Circular except for NCR District Offices)

Region	Code	Region	Code
Region I – Ilocos Region	**01**	**NCR – National Capital Region**	**13**
1. Ilocos Norte	28	1. Caloocan	01
2. Ilocos Sur	29	2. Las Piñas	02
4. La Union	33	3. Makati	03
5. Pangasinan	55	4. Malabon	04
		5. Mandaluyong	05
Region II – Cagayan Valley	**02**	6. Manila	06
1. Batanes	09	7. Marikina	07
2. Cagayan	15	8. Muntinlupa	08
3. Isabela	31	9. Navotas	09
4. Nueva Vizcaya	50	10. Parañaque	10
5. Quirino	57	11. Pasay	11
		12. Pasig	12
Region III – Central Luzon	**03**	13. Pateros	13
1. Aurora	77	14. Quezon City	14
2. Bataan	08	15. San Juan	15
3. Bulacan	14	16. Taguig	16
4. Nueva Ecija	49	17. Valenzuela	17
5. Pampanga	54		
6. Tarlac	69	**Region VI – Western Visayas**	**06**
7. Zambales	71	1. Aklan	04
		2. Antique	06
Region IV-A – CALABARZON	**04**	3. Capiz	19
1. Batangas	10	4. Guimaras	79
2. Cavite	21	5. Iloilo	30
3. Laguna	34	6. Negros Occidental	45
4. Quezon	56		
5. Rizal	58	**Region VII – Central Visayas**	**07**
		1. Bohol	12
Region IV-B - MIMAROPA	**17**	2. Cebu	22
1. Marinduque	40	3. Negros Oriental	46
4. Mindoro Occidental	51	5. Siquijor	61
6. Mindoro Oriental	52		
7. Palawan	53	**Region VIII – Eastern Visayas**	**08**
8. Romblon	59	1. Biliran	78
		2. Eastern Samar	26
Region V – Bicol Region	**05**	3. Leyte	37

1. Albay	05	4. Northern Samar	48
2. Camarines Norte	16	5. Southern Samar	64
3. Camarines Sur	17	6. Samar (Western Samar)	60
4. Catanduanes	20		
5. Masbate	41		
6. Sorsogon	62		

Region	Code	Region	Code
Region IX – Zamboanga Peninsula	**09**	**CAR – Cordillera Administrative Region**	**14**
1. Zamboanga del Norte	72	1. Abra	01
2. Zamboanga del Sur (Zamboanga City)	73	2. Apayao	81
		3. Benguet	11
3. Zamboanga Sibugay	83	4. Ifugao	27
4. City of Isabela	97	5. Kalinga	32
		6. Mt. Province	44
Region X – Northern Mindanao	**10**		
1. Bukidnon	13	**BARMM – Bangsamoro Autonomous Region in Muslim Mindanao**	**15**
2. Camiguin	18		
3. Lanao del Norte	35		
4. Misamis Occidental	42	1. Basilan	07
5. Misamis Oriental	43	2. Lanao del Sur	36
		3. Maguindanao	38
Region XI – Davao Region	**11**	4. Sulu	66
1. Davao del Norte	23	5. Tawi-tawi	70
2. Davao Oriental	25		
3. Davao del Sur	24	**Region XIII – CARAGA**	**16**
4. Compostela Valley	82	1. Agusan del Norte	02
5. Davao Occidental	86	2. Agusan del Sur	03
		3. Surigao del Sur	68
Region XII – SOCCSKSARGEN	**12**	4. Surigao del Norte	67
		5. Dinagat Islands	85
1. South Cotabato	63		
2. North Cotabato	47		
3. Sultan Kudarat	65		
4. Saranggani	80		
5. Cotabato City	98		

ANNEX B_1

LIST OF APPRENTICEABLE AND LEARNABLE OCCUPATIONS

PROMULGATED TRAINING REGULATIONS (as of AUGUST 2020)

Sector	No.	Qualification Title	Qualification Code	Nominal Duration (# Hours)	Nominal Duration (# Days)	Board Resolution#	Date Promulgated	Date Published
Agriculture Forestry and Fishery (38 Qualifications)	1	Grains Production NC II	AFFGRP215	423	52.88	2015-25	12/16/15	12/27-28/15
	2	Sugarcane Production NC II	AFFSCP215	603	75.38	2015-26		
	3	Seaweeds Production NC II	AFFSWP215	652	81.5	2015-27		
		Aquaculture NC II **(Superseded)**	AFFAQC204	1276	159.5	2004-21	12/09/04	01/23-24/05
	4	Aquaculture (Hatchery Operation) NC II	AFFAHO220	266*	0.00	2020-23	06/09/20	8/14/20
	5	Aquaculture (Grow-out Operation) NC II	AFFAGO220	490*	0.00	2020-24		
	6	Aquaculture (Tilapia Culture) NC II	AFFACT220	769*	0.00	2020-25		
	7	Fish Capture NC I	AFFFSC105	352	44	2005-15	08/04/05	09/22-23/05
	8	Agricultural Crops Production NC I	AFFACP105	302	37.75			
	9	Agricultural Crops Production NC III	AFFACP306	445	55.63	2006-09	04/20/06	06/01-02/06
	10	Fish Capture NC II	AFFFSC206	318	39.75			
	11	Horticulture NC III	AFFHTC306	445	55.63			
	12	Animal Health Care and Management NC III	AFFAHC307	208	26	2007-14	04/20/07	06/15-16/07
	13	Fishing Gear Repair and Maintenance NC III	AFFFGR307	152	19			
	14	Pest Management (Vegetables) NC II	AFFPMV207	312	39	2007-23	07/27/07	9/21/07
	15	Fishport/Wharf Operation NC I	AFFFWO107	96	12	2007-37	11/22/07	1/15/08
	16	Rice Machinery Operations NC II	AFFRMO207	232	29	2007-55	12/19/07	1/15/08
	17	Landscape Installation and Maintenance (Softscape) NC II	AFFLIM208	212	26.5	2008-06	04/11/08	6/2/08
	18	Artificial Insemination (Large Ruminants) NC II	AFFAIR212	220*	27.5	2012-04	05/09/12	05/20-21/12
	19	Artificial Insemination (Swine) NC II	AFFAIS212	175*	21.88			
	20	Rubber Processing NC II	AFFRPC212	162*	20.25	2012-05		
	21	Rubber Production NC II	AFFRPT212	322*	40.25			
	22	Organic Agriculture Production NC II	AFFOAP212	232*	29	2012-09	09/17/12	10/5 & 7/12
	23	Animal Production (Poultry-Chicken) NC II	AFFAPP213	266*	33.25	2013-10	12/17/13	12/23&28/13
	24	Animal Production (Swine) NC II	AFFAPS213	306	38.25			
	25	Animal Production (Ruminants) NC II	AFFAPR213	306	38.25			
	26	Agricultural Crops Production NC II	AFFACP213	336	42			
	27	Agricultural Machinery Operations NC II	AFFAMO216	284	35.5	2016-03	03/30/16	4/17-18/2016
	28	Milking Operation NC II	AFFMLO217	160	20	2017-07	02/03/17	03/03-04/17
	29	Drying and Milling Plant Servicing NC III	AFFDMS317	256	32	2017-06		
	30	Agroentrepreneurship NC II	AFFAGE217	239	29.88	2017-05		
	31	Agroentrepreneurship NC III	AFFAGE317	445	55.63			
	32	Agroentrepreneurship NC IV	AFFAGE417	715	89.38			
	33	Bamboo Production NC II	AFFBPN217	195	24.38	2017-52	12/18/17	01/18-19/18
	34	Bamboo Processing (Engineered-Bamboo) NC II	AFFBPE219	414*	51.75	2019-03	01/11/19	2/13/19
	35	Agricultural Machinery Servicing (4-Wheel Tractor) NC III	AFFAMS319	847*	105.88	2019-02		
	36	Pressurized Irrigation System Installation and Maintenance NC II	AFFPIM219	179*	22.38	2019-04		
	37	Biogas Plant Installation NC III	AFFBPI320	304*	38.00	2020-03	02/18/20	3/16/20
	38	Beekeeping NC II	AFFBEE220	190*	23.75	2020-32	08/12/20	
Automotive and Land Transportation (40 Qualifications)	39	Automotive Body Painting/Finishing NC II	ALTABP204	158	19.75	2004-20	12/09/04	01/23-24/05
	40	Auto Engine Rebuilding NC II	ALTAER204	158	19.75	2004-21	12/09/04	01/23-24/05
	41	Automotive Body Repairing NC II	ALTABR204	118	14.75			
	42	Motorcycle/Small Engine Servicing NC II	ALTMSE215	650	81.25	2015-20	12/16/15	12/27-28/15
	43	Automotive Body Painting/Finishing NC I	ALTABP106	120	15	2006-22	10/26/06	01/12-13/07
	44	Automotive Body Painting/Finishing NC III	ALTABP306	183	22.88			
	45	Foundry Pattern Making NC II	ALTFPM207	158	19.75	2007-42	11/22/07	1/15/08
	46	Foundry Melting/Casting NC II	ALTFME207	128	16			
	47	Foundry Molding NC II	ALTFMO207	158	19.75			
	48	Automotive Mechanical Assembly NC II	ALTAMA207	143	17.88	2007-54	12/19/07	1/15/08
	49	Automotive Electrical Assembly NC II	ALTAEA207	143	17.88			
	50	Plastic Machine Operation NC II	ALTPMO208	143	17.88	2008-03	04/11/08	6/2/08
	51	Laboratory and Metrology/Calibration Services NC II	ALTLMC208	94	11.75			
	52	Process Inspection NC II	ALTPRI208	98	12.25			
	53	Painting Machine Operation NC II	ALTPMO208	178	22.25			
	54	Tinsmithing (Automotive Manufacturing) NC II	ALTTAM208	126	15.75			
	55	Foundry Melting/Casting NC III	ALTFME308	108	13.5	2008-36	12/18/08	01/11-12/09
	56	Foundry Molding NC III	ALTFMO308	112	14			
	57	Foundry Pattern Making NC III	ALTFPA308	112	14			
	58	Automotive Electrical Assembly NC III	ALTAEA308	240	30			
	59	Automotive Mechanical Assembly NC III	ALTAMA308	480	60			
	60	Heat Treatment NC II	ALTHET208	86	10.75			
	61	Plastic Machine Operation NC III	ALTPLO308	145	18.13			

***Included (Practical Training, OJT, SIT, and Elective)**

Sector	No.	Qualification Title	Qualification Code	Nominal Duration (# Hours)	Nominal Duration (# Days)	Board Resolution#	Date Promulgated	Date Published
Automotive and Land Transportation	62	Process Inspection NC III	ALTPRI309	85	10.63	2009-06	03/16/09	03/29-30/09
	63	Automotive Wiring Harness Assembly NC II	ALTWHA209	134	16.75			
	64	Laboratory and Metrology/Calibration Services NC III	ALTLMC309	96	12			
	65	Moldmaking NC II	ALTMMK209	106	13.25			
	66	Metal Stamping NC II	ALTMST209	294	36.75			
	67	Forging NC II	ALTFRG209	106	13.25			
	68	Forging NC III	ALTFRG309	112	14			
	69	Driving NC II	ALTDRV204	118	14.75	2004-20	12/09/04	01/23-24/05
	70	Driving (Passenger Bus/Straight Truck) NC III	ALTDRB311	122	15.25	2011-01	01/14/11	02/3 & 6/11
	71	Driving (Articulated Vehicle) NC III	ALTDRA311	108	13.5			
	72	Automotive Servicing NC I	ALTATS118	469	58.63	2018-03	02/27/18	04/09-10/18
		Automotive Servicing NC I **(Amended)**	ALTATS113	156	19.5	2013-11	12/17/13	12/23&28/13
		Automotive Servicing NC II **(Superseded)**	ALTATS213	676	84.5	2013-11	12/17/13	12/23&28/13
	73	Automotive Servicing (Chassis Repair) NC II	ALTASC220	545*	0.00	2020-33	08/12/20	
	74	Automotive Servicing (Electrical Repair) NC II	ALTASL220	588*	0.00	2020-34		
	75	Automotive Servicing (Engine Repair) NC II	ALTASN220	465*	0.00	2020-35		
	76	Speed Limitation Device Servicing NC II	ALTSLD220	277*	0.00	2020-31		
	77	Automotive Servicing NC III	ALTATS313	596*	74.5	2013-11	12/17/13	12/23&28/13
	78	Automotive Servicing NC IV	ALTATS413	804	100.5			
Creative Sector (3 Qualifications)	79	Lighting for Live Performances NC II	CRELLP219	340*	42.5	2019-68	12/17/19	1/27/20
	80	Audio Production Servics NC I	CREAPS119	307*	38.37	2019-69		
	81	Handloom Weaving (Upright) NC II	CREHWU220	509	63.63	2020--02	02/18/20	3/16/20
Chemicals/ Plastics/ Petrochemicals (1 Qualification)	82	Chemical Process Operations NC III	CPPCPO316	300	37.5	2016-06	03/30/16	4/17-18/16
Construction (43 Qualifications)	83	Carpentry NC II	CONCAR218	301	37.63	2018-35	10/29/18	12/12/18
		Carpentry NC II **(Amended)**	CONROC205	162	20.25	2005-03	03/18/05	04/30/04 & 05/02/05
	84	Carpentry NC III	CONCAR318	224	28.00	2018-35	10/29/18	12/12/18
		Carpentry NC III **(Amended)**	CONFIC306	364	45.50	2006-09	04/20/06	06/01-02/06
	85	Masonry NC I	CONMAS118	123	15.38	2018-31	10/29/18	12/12/18
		Masonry NC I **(Amended)**	CONMAS106	104	13.00	2006-09	04/20/06	06/01-02/06
	86	Masonry NC II	CONMAS218	181	22.6	2018-31	10/29/18	12/12/18
		Masonry NC II **(Amended)**	CONMAS205	258	32.3	2005-03	03/18/05	04/30/04 & 05/02/05
	87	Masonry NC III	CONMAS318	144	18	2018-31	10/29/18	12/12/18
		Masonry NC III **(Amended)**	CONMAS306	364	46	2006-09	04/20/06	06/01-02/06
	88	Construction Painting NC II	CONCOP215	178	22.25	2015-07	06/16/15	07/17&19/15
	89	Construction Painting NC III	CONCOP306	202	25.25	2006-22	10/26/06	01/12-13/07
	90	Heavy Equipment Servicing (Mechanical) NC II	CONHEM206	362	45.25	2006-28	12/14/06	01/10-11/07
	91	Heavy Equipment Operation (Bulldozer) NC II	CONBUL207	156	19.5	2007-20	07/27/07	9/21/07
	92	HEO (Crawler Crane) NC III	CONCCO319	224*	28.0	2019-65	11/07/19	12/20/19
		HEO (Crawler Crane) NC II **(Amended)**	CONCCO207	156	19.5	2007-20	07/27/07	9/21/07
	93	HEO (Forklift) NC II	COCFOR219	221*	27.62	2019-61	11/07/19	12/20/19
		HEO (Forklift) NC II **(Amended)**	CONFOR207	156	19.5	2007-20	07/27/07	9/21/07
	94	HEO (Hydraulic Excavator) NC II	CONHEO219	221*	27.62	2019-62	11/07/19	12/20/19
		HEO (Hydraulic Excavator) NC II **(Amended)**	CONHEO207	156	19.5	2007-20	07/27/07	9/21/07
	95	HEO (Motor Grader) NC II	CONMGO207	156	19.5	2007-20	07/27/07	9/21/07
	96	HEO (Rough Terrain Crane) NC III	CONRTC319	264*	33.0	2019-64	11/07/19	12/20/19
		HEO (Rough Terrain Crane) NC II **(Amended)**	CONRTC207	156	19.5	2007-20	07/27/07	9/21/07
	97	HEO (Tower Crane) NC III	CONTCO319	264*	33.0	2019-66	11/07/19	12/20/19
		HEO (Tower Crane) NC II **(Amended)**	CONTCO207	156	19.5	2007-20	07/27/07	9/21/07
	98	HEO (Truck Mounted Crane) NC III	CONTMC319	264*	33.0	2019-63	11/07/19	12/20/19
		HEO (Truck Mounted Crane) NC II **(Amended)**	CONTMC207	156	19.5	2007-20	07/27/07	9/21/07
	99	HEO (Wheel Loader) NC II	CONWLO207	156	19.5			
	100	Scaffolding Works NC II (Supported Type Scaffold)	CONSCA218	181	22.63	2018-34	10/29/18	12/12/18
		Scaffold Erection NC II **(Amended)**	CONSCA207	82	10.25	2007-21	07/27/07	9/21/07
	101	Tile Setting NC II	CONTIL218	117	14.63	2018-33	10/29/18	12/12/18
		Tile Setting NC II **(Amended)**	CONTIL207	82	10.25	2007-21	07/27/07	9/21/07

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Sector	No.	Qualification Title	Qualification Code	Nominal Duration (# Hours)	Nominal Duration (# Days)	Board Resolution#	Date Promulgated	Date Published
Construction	102	HEO (Articulated Off-Higway Dump Truck) NC II	CONART207	122	15.25	2007-39	11/22/07	1/15/08
	103	HEO (Concrete Pump) NC II	CONCPO207	122	15.25			
	104	HEO (Paver) NC II	CONPAV207	122	15.25			
	105	Rigging NC I	CONRGG107	116	14.5			
	106	HEO (Rigid Off-Highway Dump Truck) NC II	CONRIG207	162	20.25			
	107	HEO (Road Roller) NC II	CONRRO207	162	20.25			
	108	HEO (Transit Mixer) NC II	CONTMO207	122	15.25			
	109	HEO (Rigid On-Highway Dump Truck) NC II	CONROH219	221*	27.62	2019-60	11/07/19	12/20/19
		HEO (Rigid On-Highway Dump Truck) NC II **(Amended)**	CONROH207	122	15.25	2007-57	12/19/07	1/15/08
	110	HEO (Backhoe Loader) NC II	CONBLO207	122	15.25			
	111	HEO (Overhead and Gantry Crane) NC III	CONTMC319	264*	33.0	2019-67	11/07/19	12/20/19
		HEO (Gantry Crane) NC II **(Amended)**	CONGCO207	106	13.25	2007-57	12/19/07	1/15/08
	112	HEO (Container Stacker) NC II	CONCSO207	122	15.25			
	113	HEO (Screed) NC I	CONSCR107	100	12.5			
	114	Structural Erection NC II	CONSSW208	162	20.25	2008-05	04/11/08	6/2/08
	115	Pipefitting (Metallic) NC II	CONPIP218	221	27.63	2018-32	10/29/18	12/12/18
		Pipefitting NC II **(Amended)**	CONPIP208	202	25.25	2008-05	04/11/08	6/2/08
	116	Technical Drafting NC II	CONTEC210	206*	25.75	2010-03	04/08/10	05/13-14/10
	117	Plumbing NC I	CONPLM114	168	21	2014-06	10/01/14	10/22-25/14
	118	Plumbing NC II	CONPLM214	202	25.25			
	119	Plumbing NC III	CONPLM314	248	31			
	120	PV System Design NC III	CONPVD308	148	18.5	2008-33	12/18/08	01/11-12/09
	121	PV Systems Installation NC II	CONPVI208	284	35.5			
	122	PV Systems Servicing NC III	CONPVS308	158	19.75			
	123	Construction Lift Passenger/Material Elevator Operation NC II	CONLPO212	140*	17.5	2012-06	05/09/12	05/20-21/12
	124	System Formworks Installation NC II	CONSFI212	156*	19.5			
	125	Reinforcing Steel Works NC II	CONRSW213	162	20.25	2013-12	12/17/13	12/23&28/13
Decorative Crafts (2 Qualifications)	126	Jewelry Making (Fine Jewelry) NC II	DCRJMF210	842	105.25	2010-17	11/25/10	12/12-13/10
	127	Jewelry Making (Fine Jewelry) NC III	DCRJMF310	1,964	245.5			
Electrical & Electronics (19 Qualifications)	128	Electrical Installation and Maintenance NC II	ELCEIM215	196	24.5	2015-17	12/16/15	12/27-28/15
	129	Electrical Installation and Maintenance NC III	ELCEIM315	160	20			
	130	Electrical Installation and Maintenance NC IV	ELCEIM408	516	64.5	2008-22	09/19/08	10/20/08
	131	Instrumentation and Control Servicing NC II	ELCICS206	238	29.75	2006-28	12/14/06	01/10-11/07
	132	Instrumentation and Control Servicing NC III	ELCICS306	176	22			
	133	Instrumentation and Control Servicing NC IV	ELCICS406	170	21.25			
	134	Consumer Electronics Servicing NC III	ELCCES306	176	22			
	135	Consumer Electronics Servicing NC IV	ELCCES406	176	22			
	136	Mechatronics Servicing NC II	ELCMEC215	158	19.75	2015-08	06/16/15	07/17&19/15
	137	Mechatronics Servicing NC III	ELCMEC315	196	24.5	2015-09		
	138	Mechatronics Servicing NC IV	ELCMEC415	200	25	2015-18	12/16/15	12/27-28/15
	139	Computer Systems Servicing NC II	ELCCSS213	280	35	2013-13	12/17/13	12/23&28/13
	140	Electronics Products Assembly and Servicing NC II	ELCEPA213	260	32.5			
	141	Elecronics Back-End Operation NC II	ELCEBO215	80	10	2015-21	12/16/15	12/27-28/15
	142	Elecronics Front-of-Line Operation NC II	ELCEFO215	80	10			
	143	Semiconductor Back-End Operation NC II	ELCSBO215	80	10			
	144	Semiconductor Front-of-Line Operation NC II	ELCSFO215	80	10			
	145	Hard Disk Drive (HDD) Front-of-line Operation NC II	ELCHFO215	80	10			
	146	Electronics/Semiconductor Production Line Machine Servicing NC III	ELCESM317	574*	71.75	2017-50	12/18/17	01/18-19/18
Footwear & Leathergoods (1 Qualification)	147	Footwear Making NC II	FLGFWM204	682	85.25	2004-20	12/09/04	01/23-24/05
Furniture and Fixtures (1 Qualification)	148	Furniture Making (Finishing) NC II	FURFIN207	212	26.5	2007-62	12/19/07	1/15/08
Garments (3 Qualifications)	149	Dressmaking NC II	GRMDRM205	275	34.38	2005-03	03/18/05	04/30/05 & 05/02/05
	150	Tailoring NC II	GRMTLR205	275	34.38			
	151	Fashion Design (Apparel) NC III	GRMFAD311	397	49.63	2011-11	10/07/11	11/6-7/11

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Human Health / Health Care (17 Qualifications)	152	Health Care Services NC II	HHCHCS205	996	124.5	2005-15	08/04/05	09/23-24/05
	153	Hilot (Wellness Massage) NC II	HHCHIL208	120	15	2008-19	8/29/08	11/24/08
	154	Pharmacy Services NC III	HHCPHA315	1048*	131	2015-16	12/16/15	12/27-28/15
	155	Biomedical Equipment Services NC II	HHCBES206	960	120	2006-09	04/20/06	06/01-02/06
		Massage Therapy NC II **(Amended)**	HHCMAT206	560	70	2006-09	04/20/06	06/01-02/06
	156	Massage Therapy NC II	HHCMAT217	700	87.5	2017-08	02/03/17	03/03-04/17
	157	Emergency Medical Services NC II	HHCEMS213	280	35	2013-16	12/17/13	12/23&28/13
	158	Barangay Health Services NC II	HHCBHS219	463*	57.87	2019-08	01/11/19	2/13/19
		Barangay Health Services NC II(**Amended**)	HHCBHS206	560	70	2006-28	12/14/06	01/10-11/07
		Caregiving NC II (**Superseded**)	HHCCGV207	786	98.25	2007-01	01/16/07	02/13 & 17/07
	159	Caregiving (Newborn to Pre-Schooler) NC II	HHCCGN220	625*	0.00	2020-19	06/09/20	8/14/20
	160	Caregiving (Grade Schooler to Adolescent) NC II	HHCCGG220	549*	0.00	2020-20		
	161	Caregiving (Elderly) NC II	HHCCGE220	561*	0.00	2020-21		
	162	Caregiving (Clients with Special Needs) NC II	HHCCGC220	813	101.63	2020-22		
	163	Ophthalmic Lens Services NC II	HHCOLS207	254	31.75	2007-59	12/19/07	1/15/08
	164	Dental Laboratory Technology Services NC I	HHCDLT108	976	122	2008-04	04/11/08	6/2/08
	165	Dental Laboratory Technology Services (Fixed Dentures/Restorations) NC II	HHCDSF210	808	101	2010-01	04/08/10	05/13-14/10
	166	Dental Laboratory Technology Services (Removable Dentures/Appliances) NC II	HHCDSR210	1446*	183.25			
	167	Dental Hygiene NC IV	HHCDHY419	3499*	437.38	2019-07	01/11/19	2/13/19
		Dental Hygiene NC IV (**Amended**)	HHCDHY410	3499*	437.38	2010-02	04/08/10	05/13-14/10
	168	Dental Technology NC IV	HHCDTK410	4555*	569.38			
Heating, Ventilation, Airconditioning and Refrigeration (6 Qualifications)	169	Land-based Transport Refrigeration Servicing NC II	HVCTRS215	540	67.5	2015-19	12/16/15	12/27-28/15
	170	Ice Plant Refrigeration Servicing NC III	HVCIPR306	672	84	2006-28	12/14/2006	01/10 & 12/08
	171	Air Duct Servicing NC II	HVCADS206	596	74.5			
	172	RAC Servicing (DomRAC) NC II	HVCWAC211	480*	60	2011-12	10/07/11	11/6-7/11
	173	RAC Servicing (PACU-CRE) NC III	HVCPCR312	226	28.25	2012-11	09/17/12	10/5 & 7/2012
	174	Transport RAC Servicing NC II	HVCTAC205	212	26.5	2005-04	3/18/2005	4/30/2005
Information and Communication Technology (19 Qualifications)	175	Contact Center Services NC II	ICTCCS214	144	18	2014-10	10/01/14	10/22-25/14
	176	Medical Transcription NC II	ICTMDT206	396	49.5	2006-24	10/26/06	01/25-26/07
		2D Animation NC III (**Amended**)	ICTA2D307	840	105	2007-22	07/27/07	9/21/07
	177	2D Animation NC III	ICT2DA318	968	121	2018-04	02/27/18	04/09-10/18
		3D Animation NC III (**Amended**)	ICTA2D307	840	105	2007-22	07/27/07	9/21/07
	178	3D Animation NC III	ICT3DA318	1,100	137.5	2018-04	02/27/18	04/09-10/18
		Animation NC II (**Amended**)	ICTANM207	516	64.5	2007-22	07/27/07	9/21/07
	179	Animation NC II	ICTANM218	616	77	2018-04	02/27/18	04/09-10/18
	180	Cable TV Installation NC II	ICTCTV207	362	45.25	2007-40	11/22/07	1/15/08
	181	Cable TV Operation and Maintenance NC III	ICTCTV307	692	86.5	2007-60	12/19/07	1/15/08
		Visual Graphic Design NC III (**Amended**)	ICTVGD307	487	60.88	2007-58	12/19/07	1/15/08
	182	Visual Graphic Design NC III	ICTVGD318	501	62.63	2018-04	02/27/18	04/09-10/18
	183	Web Development NC III	ICTWBD318	1,188	148.5	2018-05	02/27/18	05/09-10/18
	184	Broadband Installation (Fixed Wireless Systems) NC II	ICTBBI208	116	14.5	2008-20	08/29/08	10/20/08
	185	Telecom OSP and Subscriber Line Installation (Copper Cable/POTS and DSL) NC II	ICTTCC211	480*	60	2011-10	10/07/11	11/6-7/11
	186	Telecom OSP Installation (Fiber Optic Cable) NC II	ICTTFO211	320*	40			
	187	2D Game Art Development NC III	ICT2GA312	1134*	141.75	2012-03	05/09/12	05/20-21/12
	188	3D Game Art Development NC III	ICT3GA312	1364	170.5	2012-10	09/17/12	10/5 & 7/2012
	189	Game Programming NC III	ICTGPR312	1234	154.25			
	190	Programming (.Net Technology) NC III	ICTPRN313	552*	69	2013-14	12/17/13	12/23&28/13
	191	Programming (Java) NC III	ICTPRJ313	240	30			
	192	Programming (Oracle Database) NC III	ICTPRO313	240	30			
	193	Medical Coding and Claims Processing NC III	ICTMCC315	210	26.25	2015-04	06/16/15	07/17&19/15
Logistics (3 Qualifications)	194	Warehousing Services NC II	LOGWHS215	202	25.25	2015-24	12/16/15	12/27-28/15
	195	Warehousing Services NC III	LOGWHS319	248*	31.00	2019-73	12/17/19	1/27/20
	196	Warehousing Services NC IV	LOGWHS419	537*	67.12	2019-74		
Maritime (3 Qualifications)	197	Marine Electricity NC II	MTMMEL208	342	42.75	2008-23	09/19/08	10/20/08
	198	Ship's Catering Services NC I	MTMSCS113	50	6.25	2013-03	05/17/13	7/5-6/2013
	199	Ships' Catering NC III (Ships' Cooks)	MTMSCC314	160	20	2014-07	10/01/14	10/22-25/14
Metals and Engineering (34 Qualifications)	200	Machining NC II	MEEMCG205	337	42.13	2005-03	03/18/05	4/30/05 & 5/2/05
	201	Machining NC I	MEEMCG119	1590*	198.75	2019-06	01/11/19	2/13/19
		Machining NC I (**Amended**)	MEEMCG106	374	46.75	2006-09	04/20/06	06/01-02/06
	202	Machining NC III	MEEMCG306	342	42.75			
	203	Shielded Metal Arc Welding (SMAW) NC I	MEEEAW106	268	33.5	2006-22	10/26/06	01/12-13/07
	204	Shielded Metal Arc Welding (SMAW) NC III	MEEEAW306	120	15			
	205	Shielded Metal Arc Welding (SMAW) NC IV	MEEEAW406	168	21			
	206	Gas Metal Arc Welding (GMAW) NC I	MEEMIG106	268	33.5	2006-28	12/14/06	01/10-11/07
	207	Gas Metal Arc Welding (GMAW) NC II	MEEMIG206	268	33.5			
	208	Gas Metal Arc Welding (GMAW) NC III	MEEMIG306	148	18.5			

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Metals and Engineering	209	Flux Cored Arc Welding (FCAW) NC I	MEEFCW106	156	19.5	2006-28	12/14/06	01/10-11/07
	210	Flux Cored Arc Welding (FCAW) NC II	MEEFCW206	268	33.5			
	211	Flux Cored Arc Welding (FCAW) NC III	MEEFCW306	148	18.5			
	212	Gas Tungsten Arc Welding (GTAW) NC II	MEETIG206	268	33.5			
	213	Gas Tungsten Arc Welding (GTAW) NC IV	MEETIG406	294	36.75			
	214	Submerged Arc Welding (SAW) NC I	MEESAW106	124	15.5			
	215	Submerged Arc Welding (SAW) NC II	MEESAW206	194	24.25			
	216	Gas Welding NC I	MEEGSW106	156	19.5			
	217	Gas Welding NC II	MEEGSW206	312	39			
	218	Shielded Metal Arc Welding (SMAW) NC II	MEEEAW206	268	33.5	2006-29	12/14/06	01/10-11/07
	219	Mechanical Drafting NC I	MEEDFT108	218	27.25	2008-13	05/21/08	6/22-23/08
	220	Plant Maintenance NC I	MEEPMM108	358	44.75			
	221	Press Machine Operation NC I	MEEPMO108	294	36.75			
	222	Tool and Die Making NC II	MEETDM208	598	74.75			
	223	CNC Lathe Machine Operation NC II	MEECLO209	236	29.5	2009-09	07/13/09	7/31/09 & 8/2/09
	224	CNC Lathe Machine Operation NC III	MEECLO309	234	29.25			
	225	CNC Milling Machine Operation NC II	MEECMO209	236	29.5			
	226	CNC Milling Machine Operation NC III	MEECMO309	234	29.25			
	227	CAD/CAM Operation NC III	MEECCO309	234	29.25			
	228	Electric Discharge Machine (EDM) Sinking Operation NC II	MEEESO219	301	37.62	2019-28	05/21/19	6/17/19
	229	CNC Electric Discharge Machine (EDM) Wire Cut Operation NC III	MEEEWO319	296	37.00	2019-29		
	230	5-Axis CNC Machine Operation NCIII	MEEAMO319	432	54.00	2019-30		
	231	Mold Making NC III	MEEMOM319	612	76.50	2019-031		
	232	Mold Designing NC IV	MEEMOD419	399	49.87	2019-032		
	233	Die Designing NC IV	MEEDID419	424	53.00	2019-033		
Processed Food & Beverages (7 Qualifications)	234	Food Processing NC II	PFBFOP215	552	69	2015-06	06/16/15	07/17&19/15
	235	Fish Products Packaging NC II	PFBFPP207	152	19	2007-24	07/27/07	9/21/07
	236	Food Processing NC I	PFBFOP119	197	25	2019-05	01/11/19	2/13/19
		Food Processing NC I **(Amended)**	PFBFOP107	480	60	2007-56	12/19/07	1/15/08
	237	Food Processing NC III	PFBFOP307	900	112.5			
	238	Slaughtering Operations (Large Animal) NC II	PFBSLL216	360	45	2016-07	03/30/16	4/17-18/16
	239	Slaughtering Operations (Swine) NC II	PFBSLS216	280	35	2016-08		
	240	Food Processing NC IV	PFBFOP407	576	72	2007-56	12/19/07	1/15/08
Pyrotechnics (1 Qualification)	241	Pyrotechnics NC II	PYRPYT205	242	30.25	2005-10	05/19/05	08/06-07/05
Social, Community Development and Other Services (22 Qualifications)		**Personal Care**						
		Hairdressing NC II **(Amended)**	SOCHDR210	656	82	2010-18	11/25/10	12/12-13/10
	242	Hairdressing NC II	SOCHDR220	581	72.63	2020-26	06/09/20	8/14/20
		Hairdressing NC III **(Amended)**	SOCHDR310	638*	79.75	2010-18	11/25/10	12/12-13/10
	243	Hairdressing NC III	SOCHDR320	244	30.50	2020-27	06/09/20	8/14/20
	244	Beauty Care (Skin Care) Services NC II	SOCBEC219	277*	34.62	2019-09	01/11/19	2/13/19
		Beauty Care NC II **(Amended)**	SOCBEC205	1098	137.25	2005-15	08/04/05	09/23-24/05
	245	Beauty Care NC III	SOCBEC305	398	49.75	2005-15	08/04/05	09/23-24/05
		Beauty Care Services (Nail Care) NC II **(Amended)**	SOCBCN211	216*	27	2011-15	10/07/11	11/6-7/11
	246	Beauty Care Services (Nail Services) NC II	SOCBCN220	421	52.63	2020-28	06/09/20	8/14/20
		Beauty Care Services (Nail Care) NC III **(Amended)**	SOCBCN311	198*	24.75	2011-15	10/07/11	11/6-7/11
	247	Beauty Care Services (Nail Enhancement Technology) NC III	SOCBCN320	218	27.25	2020-29	06/09/20	8/14/20
		Barbering NC II **(Amended)**	SOCBRB210	656	82	2010-18	11/25/10	12/12-13/10
	248	Barbering NC II	SOCBRB220	325	40.63	2020-30	06/09/20	8/14/20
		Household Services						
		Domestic Work NC II **(Amended)**	SOCDOW214	218	27.25	2014-08	10/1/2014	10/22-25/14
	249	Domestic Work NC II	SOCDOW217	714*	89.25	2017-09	2/3/2017	03/03-04/17
		Performing Arts						
	250	Performing Arts (Dance) NC II	SOCPAD205	271	33.88	2005-15	08/04/05	09/23-24/05
	251	Performing Arts (Song) NC II	SOCPAS205	271	33.88			
	252	Performing Arts (Ballroom Dancing) NC II	SOCBRD207	300	37.5	2007-61	12/19/07	6/22-23/08
	253	Performing Arts (Magician)	SOCPMG203	272	34	2003-18	09/04/03	
		Security Services						
	254	Security Services NC I	SOCSES105	170	21.25	2005-15	08/04/05	09/23-24/05
	255	Security Services NC II	SOCSES207	223	27.88	2007-12	04/20/07	06/15-16/07
		Others						
	256	Bookkeeping NC III	SOCBKP307	292	36.5	2007-38	11/22/07	1/15/08
	257	Microinsurance Services (Mutual Benefit) NC II	SOCMIS219	457	57.13	2019-72	12/17/19	1/27/20
	258	Microfinance Technology NC II	SOCMIC210	403	50.38	2010-04	04/08/10	05/13-14/10
	259	Microfinance Technology NC IV	SOCMIC412	885*	110.63	2012-13	09/17/12	10/5 & 7/12
	260	Lifeguard Services NC II	SOCLGS215	980	122.5	2015-23	12/16/15	12/27-28/15
	261	Lifeguard Services NC III	SOCLGS315	1780*	222.5			
	262	Real Estate Services NC II	SOCRES219	149*	18.6	2019-10	01/11/19	2/13/19
	263	Public Employment Services NC IV	SOCPES419	1093*	136.63	2019-75	12/17/19	1/27/20

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Transport and Logistics (3 Qualifications)	264	Multimodal Transport Operation and Logistics (Seafreight Import) Services NC II	TLSMTO219	273*	34.13	2019-76	12/17/19	1/27/20
	265	Multimodal Transport Operation and Logistics (Seafreight Import) Services NC III	TLSMTO319	261*	32.63	2019-77		
	266	Multimodal Transport Operation and Logistics (Seafreight Import) Services NC III	TLSMTO419	205*	25.6	2019-78		
Tourism (Hotel and Restaurant) (21 Qualifications)	267	Bread and Pastry Production NC II	TRSBPP209	141	17.63	2009-12	07/13/09	7/31/9&8/2/9
	268	Food Production (Professional Cookery) NC III	TRSCOK319	711*	88.90	2019-58	11/07/19	12/20/19
		Commercial Cooking NC III (**Amended**)	TRSCOK307	244	30.5	2007-13	04/20/07	06/15-16/07
	269	Food Production (Professional Cookery) NCIV	TRSCOK419	862*	107.8	2019-59	11/07/19	12/20/19
		Commercial Cooking NC IV (**Amended**)	TRSCOK407	260	32.5	2007-13	04/20/07	06/15-16/07
	270	Food and Beverage Services NC III	TRSFBS318	350	43.75	2018-30	10/29/18	12/12/18
		Food and Beverage Services NC III **(Amended)**	TRSFBS313	230	28.75	2013-17	12/17/13	12/23 & 28/13
	271	Food and Beverage Service NC IV	TRSFBS418	392	49.00	2018-30	10/29/18	12/12/18
		Food and Beverage Service NC IV **(Amended)**	TRSFBS407	160*	20.00	2007-13	04/20/07	06/15-16/07
	272	Housekeeping NC III	TRSHSK319	264*	33.0	2019-56	10/15/19	11/18/19
	273	Housekeeping NC IV	TRSHSK419	357*	44.6	2019-57		
		Housekeeping NC III (**Amended**)	TRSHSK319	76	9.5	2007-41	11/22/07	1/15/08
		Housekeeping NC IV (**Amended**)	TRSHSK419	112	14			
	274	Events Management Services NC III	TRSEVM307	108	13.5			
	275	Attraction & Theme Parks Operation NC II	TRSATP207	126*	15.75			
	276	Tourism Promotion Services NC II	TRSTPS215	76	9.5	2015-05	06/16/15	7/17&19/15
	277	Cookery NC II	TRSCOK214	316	39.5	2014-09	10/01/14	10/22-25/14
	278	Barista NC II	TRSBRT213	178	22.25	2013-17	12/17/13	12/23&28/13
	279	Local Guiding Services NC II	TRSLGS213	196	24.5			
	280	Tour Packaging (FIT AD HOC DOMESTIC) Services NC II	TRSTOP219	337*	42.1	2019-13	01/11/19	2/13/19
	281	Travel Services NC II	TRSTVS219	337*	42.1	2019-11	01/11/19	
		Travel Services NC II (**Amended**)	TRSTVS213	328	41	2013-17	12/17/13	12/23&28/13
	282	Front Office Services NC II	TRSFOS213	442	55.25			
	283	Food and Beverage Services NC II	TRSFBS213	356	44.5			
	284	Bartending NC II	TRSBAR213	438*	54.75			
	285	Housekeeping NC II	TRSHSK213	436	54.5			
	286	Front Office Services NC III	TRSFOS319	420*	52.5	2019-70	12/17/19	1/27/20
	287	Front Office Services NC IV	TRSFOS419	516*	64.5	2019-71		
TVET (3 Qualifications)	288	Trainers Methodology Level I (Trainer/Assessor)	TVETRM111	264	33	2011-08	05/25/11	06/1-2/11
	289	Trainers Methodology Level II (Training Designer/Developer)	TVETRM211	568	71			
	290	Trainers Methodology Level I (In-Company Trainer)	TVEICT118	204	25.5	2018-06	02/27/18	04/09-10/18
Utilities (12 Qualifications)	291	Diesel Power Plant Maintenance NC III	UTLDPM308	352	44	2008-18	08/29/08	10/20/08
	292	Diesel Power Plant Operation and Maintenance NC II	UTLDPP208	262	32.75			
	293	Diesel Power Plant Operation and Maintenance NC III	UTLDPP308	302	37.75			
		Transmission Line Installation and Maintenance NC II (**Amended**)	UTLTXL208	646	80.75	2008-35	12/18/08	01/11-12/09
	294	Transmission Line Installation and Maintenance NC II	UTLTXL217	324	40.5	2017-51	12/18/17	01/18-19/18
		Transmission Line Installation and Maintenance NC III (**Amended**)	UTLTXL308	210	26.25	2008-35	12/18/08	01/11-12/09
	295	Transmission Line Installation and Maintenance NC III	UTLTXL317	208	26	2017-51	12/18/17	01/18-19/17
	296	Transmission Line Installation and Maintenance NC IV	UTLTXL417	154	19.25			

***Included (Practical Training, OJT, SIT, and Elective)**

Sector	No.	Qualification Title	Qualification Code	Nominal Duration (# Hours)	Nominal Duration (# Days)	Board Resolution#	Date Promulgated	Date Published
Utilities		Electric Power Distribution Line Construction NC II **(Amended)**	UTLDLC210	306	38.25	2010-15	11/25/10	12/12-13/10
	297	Electric Power Distribution Line Construction NC II	UTLEPD218	336*	42	2018-13	06/27/18	7/23/18
	298	Electric Power Distribution Operation and Maintenance NC III	UTLEPD318	220	27.5	2018-14		
	299	Electric Power Distribution Operation and Maintenance NC IV	UTLEPD418	234*	29.25			
	300	Garbage Collection NC I	UTLGBC115	104	13	2015-02	06/16/15	07/17&19/15
	301	Sanitary Landfill Operations NC III	UTLSLO315	160	20	2015-03		
	302	Sanitary Landfill Operations NC II	UTLSLO215	102	12.75	2015-22	12/16/15	12/27-28/15
Visual Arts (2 Qualifications)	303	Photography NC II	VSAPHO207	132	16.5	2007-36	11/22/07	1/15/08
	304	Illustration NC II	VSAILU208	234	29.25	2008-24	09/19/08	10/20/08
Wholesale and Retail Trading (1 Qualification)	305	Customer Services NC II	WRTCSR208	236*	29.5	2008-34	12/18/08	01/11-12/09

***Included (Practical Training, OJT, SIT, and Elective)**

ANNEX B_2

LIST OF APPRENTICEABLE AND LEARNABLE OCCUPATIONS (From DOLE List)

With Matching Training Regulations

	SECTOR	APPRENTICEABLE/ LEARNABLE TRADE OCCUPATION	DURATION	MATCHING TRAINING REGULATIONS	DURATION OF MATCHED TR (If any)
1	Construction	Bridge and Structural Erector	1200	Structural Erection NC II	162
2		Carpenter	1000	Carpentry NC II	301
				Carpentry NC III	224
3		Cement Mason	1000	Masonry NC I	123
				Masonry NC II	181
				Masonry NC III	144
4		Electric Repairman	1200	Electrical Installation and Maintenance NC II	196
				Electrical Installation and Maintenance NC III	160
5		Electrician	1200	Electrical Installation and Maintenance NC II	196
				Electrical Installation and Maintenance NC III	160
6		Electric Lineman	1200	Transmission Line Installation and Maintenance NC II	324
				Transmission Line Installation and' Maintenance NC III	208
7		Heavy Equipment Mechanic	1200	Heavy Equipment Servicing (Mechanical) NC II	362
8		Hollow Block Maker	600	None	----
9		Industrial Electrician	1200	Electrical installation and Maintenance NC III	160
10		Light Bulb Assembler	1000	None	----
11		Maintenance Electrician	1200	Electrical installation and Maintenance NC II	196
				Electrical installation and Maintenance NC III	160
12		Marble Setter	1000	None	----
13		Painter Sprayer	1000	Construction Painting NC II	178
				Construction Painting NC III	202
14		Plumber-Pipe Fitter	1200	Plumbing NC I	168
				Plumbing NC II	202

	Construction	Plumber-Pipe Fitter	1200	Plumbing NC III	248
				Pipefitting NC II	221
15		Plywood Builder	1200	None	----
16		Power House Electrician	1200	Diesel Power Plant Maintenance NC III	302
17		Heavy Equipment Mechanic	1200	Heavy Equipment Servicing (Mechanical) NC II	362
18		Heavy Equipment Operator	1200	HEO (Hydraulic Excavator) NC II	221
				HEO (Wheel Loader) NC II	156
				HEO (Bulldozer) NC II	156
				HEO (Motor Grader) NC II	156
				HEO (Road Roller) NC II	162
				HEO (Rough Terrain Crane) NC III	264
				HEO (Crawler Crane) NC III	224
				HEO (Truck Mounted Crane) NC III	264
				HEO (Tower Crane) NC III	264
				HEO (Forklift) NC II	221
				HEO (Articulated Off-Highway Dump Truck) NC II	122
				HEO (Transit Mixer) NC II	122
				HEO (Rigid On-Highway Dump Truck) NC II	221
				HEO (Backhoe Loader) NC II	122
				HEO (Overhead and Gantry Crane) NC III	264
				HEO (Container Stacker) NC II	122
				HEO (Screed) NC I	100
				HEO Concrete Pump NC II	122
				HEO (Paver) NC II	122
				HEO (Rigid Off-Highway Dump Truck) NC II	162

19	**Footwear and Leather Goods**	Footwear Maker	1000	Footwear Making NC II	682
20		Luggage-Leather Products Maker	800	None	----
21		Picker Maker (Textile Leather Spare Parts)	600	None	----
22	**Furniture and Fixture**	Cabinet Maker	800	None	0
23		Furniture Finisher	1000	Furniture Making (Finishing) NC II	212
24		Furniture Maker	1200	None	----
25		Machinist (Wood)	1000	None	----
26		Upholster	1000	None	----
27		Coppersmith	1200	None	----
28		Cutting Die Maker	1200	Tool and Die Making NC II	598
29		Forging Roll Operator	1000	None	----
30		Foundry Man	1200	Foundry Molding NC II	
31		Rubber Molder	600	None	----
32		Machinist (Wood)	1200	None	----
33		Machine Operator (Aluminum)	960	None	----
34		Machine Tool Mechanical Repairman	1000	Plant Maintenance NC I	358
35		Master Dyer	1000	None	----
36		Millwright	1200	Plant Maintenance NC I	358
37		Mold Maker	1200	Mold Making NC II	106
				Mold Making NC III	612
38		Molder and Core Maker	1200	Foundry Molding NC III	112
39	**Metals and Engineering**	Pattern Maker (Metal)	1000	None	----
40		Plastic Molder	1000	None	----
41		Rubber Molder (Coating and Wrapping)	1000	None	----
42		Rubber Molder (Injection)	800	None	----
43		Rubber Product Manufacturing Technician	1000	None	----
44		Sheet Metal Worker	1000	Tinsmithing (Auto Manufacturing) NC II	126
45		Tinsmith Welder	1200	Gas Welding NC I	156
				Gas Welding NC II	312
46		Tool and Cutter Grinder	1200	None	----
47		Tool and Die Maker	1200	Tool and Die Making NC II	598
48		Tool and Die Repairman	1200	Tool and Die Making NC II	598

49	**Metals and Engineering**	Watch Clock Repairman	800	None	----
50		Machinist	1200	Machining NC I	1590
				Machining NC II	337
				Machining NC III	342
51		Steel Forming Machine Operator	600	None	----
52	**Shipbuilding**	Carpenter (Shipwright)	800	None	----
53		Iron Shipbuilder	1200	None	----
54		Ship Electrician	1200	Marine Electricity NC II	342
55		Ship Fitter	1200	None	----
56		Sponger	1200	None	----
57	**Tourism**	Baker (Hotel and Restaurant)	1000	Bread and Pastry Production NC II	141
58		Cook (Hotel and Restaurant)	1000	Cookery NC II	436
59		Kitchen Dispatcher	580	None	
60		Manager, Fast Food Services	1000	Food and Beverage Services NC IV	392
61		Waiter, General	580	Food and Beverage Service NC II	356
62	**Manufacturing**	Battery Maker (Wet cell)	1000	None	----
63		Electric Meter Assembler	900	None	----
64		Electric Motor Assembler	1000	None	----
65		Gas Lighter Maker	1200	None	----
66		Magnetic Reader Assembler	1000	None	----
67		Water Heater Assembler	900	None	----
68		Water Meter Assembler	900	None	----
69		Hook and Line Assembler	600	None	----
70		Foam Manufacturing Worker	600	None	----
71		Hat Maker	600	None	----
72		Paper Puncher Maker	600	None	----
73		Plastic Balloon Maker	600	None	----
74		Plastic Products Maker	600	None	----
75		Rope Maker	600	None	----
76		Switch Assembler	600	None	----
77	**Electronics**	Circuit Breaker Maker	800	None	----
78		Core Assembler	1000	None	----
79		Electronic Assembler (Audio and Video)	1200	Electronics Products Assembly Servicing NC II	260
80		Electronic Assembler	1000	Electronics Products Assembly Servicing NC II	260

81	**Electronics**	Electronic Technician	1200	All Electronic Qualifications	
				EPAS NC II	260
				Mechatronics Servicing NC II	158
				Instrumentation and Control Servicinq NC II	238
82		Industrial Instrument Technician	1000	None	----
83		Instrumentation Technician	1200	Instrumentation and Control Servicinq NC II	238
				Instrumentation and Control Servicinq NC III	176
				Instrumentation and Control Servicinq NC IV	170
84		Integrated Circuit Assembler	870	None	----
85		Process Technician	1200	None	----
86		Wire Drawer	800	None	----
87	**Heating, Ventilation, Air-conditioning and Refrigeration**	Heating/Ventilation/ Aircon Mechanic	1200	RAC Servicing (PACU-CRE) NC II	226
				Transport RAC Servicing NC II	212
				Airduct Servicing NC II	596
88		Refrigeration Mechanic	1200	· RAC Servicing (DOMRAC) NC II	480
				· Land-based Transport Refrigeration Servicing NC II	540
89		Refrigeration Plant Operator	1000	Ice Plant Refrigeration Servicjnq NC III	672
90	**Information Technology (these occupations are under the Creative Sector)**	Audio Operator	504	Audio Services NC I	307
91		Camera Operator	504	None	----
92		Lights Operator	504	Lighting for Live Performance NC II	340
93		Studio Engineer	504	None	----
94		Technical Director	504	None	----
95		Animation (Motion Picture)	1200	2D Animation NC III	968
			1200	Animation NC II	516

96		Boiler Operator	1200	None	----
97		Industrial Gas Plant Operator	1200	None	----
98		Lineman	1200	Electrical Power Distribution Line Construction NC II	336
				Electric Power Distribution Operation and Maintenance NC III	220
				Transmission Line Installation and Maintenance NC II	324
				Transmission Line Installation and Maintenance NC III	208
99		Power House and Engine Maintenance	1200	Diesel Power Plant Maintenance NC III (DPD)	352
100	**Utilities**	Power House Operator	1200	Diesel Power Operation and Maintenance NC II	262
				Diesel Power Operation and Maintenance NC III	302
101		Refinery Transfer Pump Hose Cager	1200	None	----
102		Refinery Water Treating Plant Operator	1200	None	----
103		Telephone Technician	1000	Telephone OSP and Subscriber Line Installation (Copper cable/POTS and DSL) NC II	480
				Telecom OSP Installation (Fiber Optic Cable) NC II	320
104		Telephone Switchboard Operator	600	None	----
105		Power House Electrician	1200	None	----
106	**Health, Social and Other Community Dev't Services**	Counter Sales Clerk (Drug Store)	600	Pharmacy Services NC III	1048 Hrs.
		Optical Frame Maker	800	NONE	NONE
107	**Household Services**	Launderer/Laundry Service/Washing	568	Housekeeping NC II	436 Hrs.
108	**Personal Care Services**	Wig Maker	1000	NONE	NONE

109	Others	Accounting Clerk	600	Bookkeeping NC III	292 Hrs.
110		Building Maintenance Worker (Janitorial)	600	Housekeeping NC II	436 Hrs.
111		Cargo Handler	600	Warehousing Services NC II	202 Hrs.
112		Cashier (Cash Deck)	600	NONE	NONE
113		Clerk (Payroll and Time Keeping	600	NONE	NONE
114		Executive Secretary	600	NONE	NONE
115		General Clerk	600	NONE	NONE
116		General Maintenance Mechanic (Gasoline Dispensing Pump)	1236	NONE	NONE
117		Message Handling Specialist	576	NONE	NONE
118		Office Clerk (General)	600	NONE	NONE
119		Office Secretary	600	NONE	NONE
120		Panel Board Assembler	600	NONE	NONE
121		Personal Clerk	600	NONE	NONE
122		Salesman/Saleslady/ Sales Girl)	600	Customer Services NC II	236 Hrs.
123		Stock Records Clerk/Stockman/Stock clerk	590	NONE	NONE
124	Printing	Bookbinder	1000	NONE	NONE
125		Chemical Operator	1200	NONE	NONE
126		Compositor	1200	NONE	NONE
127		Continuous Form Pressman	1200	NONE	NONE
128		Electroplater	1200	NONE	NONE
129		Electrotyper	1200	NONE	NONE
130		Lithographic Pressman	1200	NONE	NONE
131		Metal Engraver (Pantograph)	1000	NONE	NONE
132		Photoengraver	1200	NONE	NONE
133		Photo Lithographer	1200	NONE	NONE
134		Platen Pressman	1200	NONE	NONE
135		Pressman-Automatic Press	1200	NONE	NONE
136		Pressman-Offset	1200	NONE	NONE
137		Printer Slotter	800	NONE	NONE
138		Silk Screen Printer and Cutter	1000	NONE	NONE
138		Stripper (Printing)	1200	NONE	NONE
140	Wholesale and Retail Trading Sector	Waybill Clerk	600	Customer Services NC II	236 Hrs.
141		Packer (Assorted Medical Products)	500	Customer Services NC II	236 Hrs.