# TESDA CIRCULAR

| SUBJECT: Implementing Guidelines on the Deployment of Competency Standards (CS) for Digital Fabrication Machine Operation Level III | | Page 1 of 4 pages<br><br>Number 018 series of 2025 |
|---|---|---|
| Date Issued: JAN 28 2025 | Effectivity: Immediately | Supersedes: |

In the interest of the service and to provide quality and uniform program delivery, the following Guidelines in the deployment of the Competency Standards (CS) for **Digital Fabrication Machine Operation Level III** are hereby issued:

## I. BACKGROUND/LEGAL BASIS

A. The TESDA Act of 1994 (Republic Act No. 7796) defined TESDA as the authority in the "establishment and administration of National Trade Skills Standards (NTSS)." The NTSS eventually evolved into the present-day training regulations (TRs) following the reforms instituted by the agency for the country's TVET, particularly along competency-based, education and training. As such, TESDA is mandated by law to develop and update the competence of the country's industry workers to enhance their employability and ensure long-term economic development.

B. The institutionalization of the Area-Based and Demand Driven (ABDD) process in the registration of the new and emerging skills under the No Training Regulation (NTR) program has paved the way for the localized development of Competency Standards.

C. The abovementioned Competency Standard (CS) was developed through extensive consultation meetings and workshops with the industry's technical experts from Fabrication Laboratories, SUCs, TTIs and the Department of Trade and Industry which was facilitated by the TESDA Cebu.

## II. OBJECTIVES

A. To immediately respond to the industry skills requirements for digital fabrication machine operation with the goal to produce competent individuals equipped with 21st Century Skills and compliant with the existing industry standards and practices;

B. To expand TVET's scope to include innovative service offerings, such as Research & Development (R&D), product and service enhancement, business incubation and startup support, consulting, prototyping, and other services;

C. To elevate Fabrication Laboratories through skills training in digital fabrication

D. To ensure that the education and training providers shall deliver the programs in accordance with the abovementioned CS as required for the development of industry workers in the Metals and Engineering Sector;

## III. SCOPE/COVERAGE

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

## IV. IMPLEMENTATION MECHANICS

### A. Utilization of the Developed CS

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

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

### B. Program Registration

1. All Regional/Provincial/District Directors are hereby instructed to process applications for program registration as "No Training Regulations" (NTR) following the Omnibus Guidelines on Technical Vocational Education and Training (TVET) Program Registration (TESDA Circular No. 107 series of 2021) and within the allowable process cycle time (PCT) of three (3) working days indicated in the existing guidelines (TESDA Circular No. 073, Series of 2019). Further, the education and training providers shall develop and submit the competency-based curriculum with number of training hours and appropriate lists of tools, materials, equipment and facilities for training and assessment.

2. To standardize the program implementation and ensure that they are in accordance with the CS, the Qualifications and Standards Office (QSO) and Regional Offices/ Provincial Offices/ District Offices (RO/PO/DOs) shall assist in the development of the Competency-Based Curriculum (CBC).

3. The following codes shall be applied for this CS:

| Qualification Title | Digital Fabrication Machine Operation Level III |
|---|---|
| Qualification Code | ABMEEDFO0730600324 |
| | |
| Unit Code | Unit Title |
| **Basic Competencies** | |
| 400311210 | Participate in workplace communication |
| 400311211 | Work in a team environment |
| 400311212 | Solve/address general workplace problems |
| 400311213 | Develop career and life decisions |
| 400311214 | Contribute to workplace innovation |
| 400311215 | Present relevant information |
| 400311216 | Practice occupational safety and health policies and procedures |
| 400311217 | Exercise efficient and effective sustainable practices in the workplace |
| 400311218 | Practice entrepreneurial skills in the workplace |
| **Common Competencies** | |
| MEE721202 | Interpret Drawings and Sketches |
| MEE721210 | Perform Basic Workshop Measurements & Computations |
| MEE721211 | Contribute to Quality Management System |
| MEE721205 | Use Hand Tools |
| MEE721212 | Prepare Materials and Consumables |
| **Core Competencies** | |
| AB-MEE0730600732301 | Process Designs |
| AB-MEE0730600732302 | Perform Prototyping and Mass Production |

### C. Institutional Assessment of Graduates

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

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

## V. SCHOLARSHIP PROVISION

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

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

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## VI. RISK MANAGEMENT

The wide implementation of this program has potential risks, such as but not limited to the following:

1. Standard implementation of competency standard across all regions.
2. Limited number of registered training providers to offer CS.
3. Non-existence of policy to address the migration of No Training Regulations (NTR) programs to NTR with Competency Standards (CS).

To mitigate, if not eliminate the risks, the following measures shall be undertaken.

1. Deploy the competency standards and its implementing guidelines for common understanding and uniform implementation.
2. For the ROPODO to extensively encourage providers to utilize the CS for program registration.
3. To discuss with relevant offices on the development of policy on migrating NTR programs with developed CS.

## VII. MONITORING AND FEEDBACK SYSTEM

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

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

## VIII. EFFECTIVITY

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

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(Deputy Director General Policies and Planning)