TESDA CIRCULAR

SUBJECT: Implementing Guidelines on the Deployment of Competency Standards (CS) for Warehouse Inventory Analysis and Control Level III		Page 1 of 4 pages Number 024 series of 2025
Date Issued: FEB 06 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 **Warehouse Inventory Analysis and Control 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 demand for warehouse inventory analysis and control services has increased in recent years, aside from the regular warehouse operation needs but particularly with the birth of e-commerce and online selling and business. This type of service is vital in the survival of the distribution and logistics-oriented community during the height of the pandemic and has provided a multi-level job for the community. With this newly developed standard, the warehouse inventory analysis and control will be professionalized and recognized as an essential set of skills and competency in the logistics industry.

D. The abovementioned Competency Standard (CS) was developed through extensive consultation meetings and workshops with the industry's technical experts, including professionals in the field of logistics, ensuring that it is reflective of current best practices and industry expertise which was facilitated by the Regional Office of National Capital Region (NCR).

II. OBJECTIVES

A. To immediately respond to the industry skills requirements for warehouse inventory analyst/controller with the goal to produce competent individuals equipped with 21st Century Skills and compliant with the existing industry standards and practices;
B. To ensure that the education and training providers shall deliver the programs in accordance with the abovementioned CS as required by the logistics sector.

TESDA CIRCULAR

SUBJECT: Implementing Guidelines on the Deployment of Competency Standards (CS) for Warehouse Inventory Analysis and Control Level III		Page 2 of 4 pages Number 024 series of 2025
Date Issued: FEB 06 2025	Effectivity: Immediately	Supersedes:

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 with 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. 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 and Provincial/District Offices (ROPODO) shall assist in the development of the Competency-Based Curriculum (CBC).

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

Qualification Title	**Warehouse Inventory Analysis and Control Level III**
Qualification Code	**AB-LOGWIA1381100325**

Unit Code	Unit Title
Basic Competencies	
400311319	Lead workplace communication
400311320	Lead small teams

400311321	Apply critical thinking and problem-solving techniques in the workplace
400311322	Work in a diverse environment
400311323	Propose methods of applying learning and innovation in the organizations
400311324	Use information systematically
400311325	Evaluate occupational safety and health work practices
400311326	Evaluate environmental work practices
400311327	Facilitate entrepreneurial skills for micro-small-medium enterprises (MSMEs)
Common Competencies	
LOG493201	Apply workplace procedures in warehousing operations
LOG493202	Perform industry calculations in warehousing operations
LOG493203	Ensure security of stocks and cargo
LOG493204	Provide efficient customer service
LOG493205	Contribute to quality systems
LOG493206	Comply with workplace procedures in handling stocks
LOG493207	Maintain warehouse records
Core Competencies	
AB-LOG1381100132301	Plan warehouse inventory activity
AB-LOG1381100132302	Lead execution of warehouse inventory plan and activities
AB-LOG1381100132303	Organize warehouse inventory and resources
AB-LOG1381100132304	Control situation and contingency for warehouse inventory
AB-LOG1381100132305	Lead warehouse inventory meeting and reporting activities

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

TESDA CIRCULAR

SUBJECT: Implementing Guidelines on the Deployment of Competency Standards (CS) for Warehouse Inventory Analysis and Control Level III		Page 4 of 4 pages Number 024 series of 2025
Date Issued: FEB 06 2025	Effectivity: Immediately	Supersedes:

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

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 Regional and Provincial/District Offices (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 (ROPODO) shall closely monitor the implementation of the registered programs under these CS; and

2. The Regional and Provincial/District Offices (ROPODO) 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.

JOSE FRANCISCO "KIKO" B. BENITEZ
Secretary Director General, TESDA