TESDA CIRCULAR

SUBJECT: Implementing Guidelines on the Deployment of Competency Standards (CS) for Entrepreneurship PQF Level IV		Page 1 of 4 pages Number 010 series of 2024
Date Issued: FEB 27 2024	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 **Entrepreneurship PQF Level IV** 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. **TESDA CY 2018 Planning Guidelines** under B.1.3 **"Adapt and Adopt"** policy shall be pursued in the development of Competency Standards (CS)/Training regulations (TRs), particularly for high-end technologies, higher level qualifications using the available off-the-shelf competency standards developed by the industries, multi-bilateral agencies and international development partners.

C. The abovementioned Competency Standards (CS) was developed through consultation meetings and workshops with the various stakeholders from the industry and was benchmarked and validated with practitioners from various entrepreneurship organizations both private and government under the Retail Sector.

II. OBJECTIVES

A. To immediately respond to the industry skills requirements for the entrepreneur 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 Retail Sector.

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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 National Institute for Technical Education and Skills Development (NITESD) 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	Entrepreneurship PQF Level IV
Qualification Code	CS-SOCENT424

Unit Code	Unit Title
Basic Competencies	
500311401	Utilize specialized communication skills

500311402	Develop and lead teams
500311403	Perform higher-order thinking processes and apply techniques in the workplace
500311404	Contribute to the practice of social justice in the workplace
500311405	Manage innovative work instructions
500311406	Manage and evaluate usage of information
500311407	Lead in improvement of Occupational Safety and Health (OSH) programs, policies and procedures
500311408	Lead towards improvement of environment work programs, policies and procedures
500311409	Sustain entrepreneurial skills
Common Competencies	
CS-SOC514203	Apply quality standards
CS-SOC514205	Provide and build quality customer relations
Core Competencies	
CS-SOC243301	Assess market opportunities
CS-SOC243302	Develop business plan
CS-SOC243303	Manage finances
CS-SOC243304	Sell products and services to customers

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. 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.

VII. EFFECTIVITY

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

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