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SUBJECT: Implementing Guidelines on the Deployment of Competency Standards for Data Processing and Management (Program Registration & Training) Level II		Page 1 of 4 pages Number 028 series of 2023
Date Issued: _13 June 2023	**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 **Data Processing and Management (Program Registration & Training) Level II** are hereby issued:

I. BACKGROUND/RATIONALE

1. 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.

2. TESDA CY 2018 Planning Guidelines under B.1.3 "Adapt and adopt" policy shall be pursued in the development of competency standards/TRs, particularly for high-end technologies, higher level qualifications using the available off-the-shelf competency standards developed by industries, multi-bilateral agencies and international development partners.

3. In line with TESDA's efforts to continue perform its mandate and serve the people, the OPLAN TESDA Abot Lahat: TVET Towards a New Normal was formulated. TESDA the QSO shall prioritize developing and updating the TRs and CS in the priority sectors in providing skills to Filipinos and a job and livelihood after.

4. The abovementioned Competency Standards (CS) was developed through consultation meetings and workshops with the processing officers/technical experts from the ROPODOs, TTIs, private TVIs and Assessment Centers.

II. OBJECTIVES

1. To immediately respond to industry skills requirement for processing officer (for TVET) with the goal to produce competent individuals equipped with 21st Century Skills and compliant to the existing industry standards and practices;

2. To strengthen the capabilities of UTPRAS and CAC Focal in the ROPODOs and Processing Officers of TVIs/TTIs and Accredited Competency Assessment Centers (ACAs).

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3. To ensure that the education and training providers shall deliver the programs in accordance with the above-mentioned CS as required for the upskilling of processing officers in the TVET 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 the utilization of this CS, all Regional/Provincial/District Directors shall immediately advocate/encourage the registration of the 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 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 s. 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, National Institute for Technical Education and Skills Development (NITESD) and Regional Offices/Provincial/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	Data Processing and Management (Program Registration and Training) Level II
Qualification Code	CS-TVETDPR223
Unit Code	**Unit Title**
Basic Competencies	
500311510	Manage and sustain effective communication strategies
500311511	Manage and sustain high performing teams
500311512	Evaluate higher order thinking skills and adjust problem solving techniques
500311513	Advocate strategic thinking for global citizenship
500311514	Incorporate innovation into work procedures
500311515	Develop systems in managing and maintaining information
500311516	Manage implementation of occupational safety and health programs in the workplace
500311517	Manage implementation of environmental programs in the workplace
500311518	Develop and sustain a high-performing enterprise
Core Competencies	
CS-TVET413501	Prepare application documents for program registration
CS-TVET413502	Perform pre-training activities
CS-TVET413503	Perform post-training 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.

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D. Scholarship Provision

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

V. MONITORING AND FEEDBACK SYSTEM

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

2. The ROPO/DOs 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.

VI. EFFECTIVITY

This Circular shall take effect as indicated and shall supersede all other issuances inconsistent hereof. Wide dissemination of this Circular by all concerned is hereby enjoined.

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Director General