TESDA CIRCULAR

Subject: Amended Operating Procedure on the Conduct of Portfolio Assessment		Page **1** of **33** page/s Number 025, Series of 2023
Date Issued: **May 25, 2023**	**Effectivity:** **As indicated**	**Supersedes:** TESDA Circular No. 59 s. 2020

In the interest of the service and in line with the OPLAN TESDA Abot Lahat ang OFWs and the 2023 Planning Guidelines, to streamline and intensify Quality Management System (QMS) through quality assured TVET, the Operating Procedure in the conduct of Portfolio Assessment is hereby issued.

Section 1. Rationale/Background

TVET must continuously adapt to the challenges of social, environmental, economic and global changes, and deploy innovative practices in order to cope up with the challenges of the future of TVET in the country.

Assessment as one of the methods implemented in the country validates the competence of a student/candidate. This method is based on the evidences that prove a person's competence through demonstration of competence, written tests, question and answer and portfolio / documentation of evidence of outputs produced in previous jobs, or education and training certificates obtained.

The ILO study on Recognition of Prior Learning (RPL) reveals that the method of portfolio assessment is widely applied across countries. RPL puts premium on the outcomes of learning. It acknowledges that learning outcomes can be acquired in different ways, forms and settings, with a distraction between formal, non-formal and informal learning contexts.

In line with the agency's effort to continuously perform its mandate and to continuously upskill the competence of the Filipino work force, under the new normal national competency assessment, an innovative method of assessment shall be offered.

Section 2. Scope and Coverage

This Operating Procedure covers the activities involved in the process of conducting Portfolio Assessment, as follows: orientation of / provision of information to the candidates-applicants, evaluation of portfolio/accumulated pieces of evidence demonstrating the individual work outputs over a period of time, organizing the conduct of portfolio assessment, evaluation and deliberation of portfolio of candidates, and submission of report and publication of results.

This Operating Procedure on Portfolio Assessment shall be the basis for the activities of the Operating Unit which is the Certification Office.

Section 3. Responsibilities

Director General	Shall ensure the maintenance and review of the documented procedures Shall appoint the Panel of Portfolio Assessors
National Quality Management Committee (NQMC)	Shall monitor the effectiveness of the procedures through regular review and reporting on the outcomes
Executive Director, Certification Office	Shall recommend to the Director General, through the NQMC, related policies and guidelines
Regional Director and Provincial Director	Shall review and endorse to Certification Office the applicant's Portfolio submitted through their offices. Shall promote and advocate the program.
Certification Office	The Certification Office shall facilitate the conduct of portfolio assessment.

Section 4. Definition of Terms

Applicant	an individual who submits documents for possible recognition of his/her competencies to acquire a certification.
Assessment Package	a set of assessment materials that are used in the assessment process. It consists of the following; 1) Assessor's Guide; 2) Specific Instructions to the Candidates; 3) Rating Sheet; and 4) Competency Assessment Results Summary.
Assessment Process	the step-by-step procedure in conducting assessment.
Assessment Tool	the materials containing both the instrument and the instructions for gathering and interpreting evidence.
Assessment Verification	the process of reviewing assessment procedures, instruments and results to enhance

	the implementation of assessment and address post-assessment appeals.
Assessor's Guide	a set of documents which contains information that will assist the assessor in the evidence gathering process.
Candidate	an individual seeking recognition of his/her competencies to acquire a certification.
Certificate of Competency (COC)	a document issued by the Authority to individuals who were assessed as competent in a single unit or cluster of related units of competency.
Certification	the formal process of recognizing that an individual is qualified in terms of particular knowledge, skills and attitudes based on industry standards.
Certified Worker	an individual who had been assessed and certified by TESDA through the acquisition of competencies of a given qualification.
Competency	the possession and application of knowledge, skills and attitudes to the standard of performance required in the workplace.
Competency Assessment	the process of collecting evidence and making judgments on whether competency has been achieved.
Competency Standard (CS)	defines the knowledge, skills and attitudes/values required for competent performance in the workplace.
Designated Assessment Venue	a facility appropriately equipped and designated by the AC where actual assessment may take place.

Evidence	material/s collected which, when matched against the specifications in the competency standards, provides proof of competence.
Evidence Plan	a document that identifies evidence requirements and assessment methods to be used in assessing the candidate of a particular qualification.
Fairness	opportunity given to candidates so as not to be disadvantaged because of their situation.
Flexibility	opportunity for a candidate to negotiate certain aspects of their assessment with their assessor
Job/role Environment Skills	involves dealing with the responsibilities and expectations of the work environment when undertaking a work activity
National Assessment and Certification Arrangements	describes the policies governing Assessment and Certification Procedure.
National Certificate (NC)	a document issued by TESDA to individuals who have achieved all the required units of competency of a national qualification defined under the promulgated Training Regulations.
Portfolio	is an organized collection of materials providing evidence of the competencies that were acquired through experience instead of formal learning. The portfolio allows the applicant to contribute actively to the collection of evidence and contains a combination of tools, which strengthen the overall validity of the process. *(Source: CEDEFOP, 2015).*

TESDA CIRCULAR

Portfolio Assessment Panel of Portfolio Assessors	technical experts who developed the Competency Assessment Tools duly endorsed by the Qualifications and Standards Office are appointed as National Lead Experts to form part of the Panel of Portfolio Assessors for a period of two (2) years. Their respective Appointment(s) shall be renewed thereafter.
Processing Officer	an individual under the supervision, administrative control and technical direction of the Assessment Center Manager, who evaluates and verifies application documents, encodes candidate's profiles in the T2MIS, schedules assessment, prepares and issues the e-certificate to certified workers.
Competency Assessment Results Summary	consolidated assessment decisions made by the Panel of Portfolio Assessor which indicates the overall performance of the candidate during the assessment process.
Qualification	a package of competencies describing a particular function or job role existing in the economic sector, covering the work activities required to undertake a particular job role.
Rating Sheet	contains specific questions or activity/ies developed from the selected assessment methods and the conditions under which the assessment should be conducted and recorded.
Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC)	is a process of identifying, documenting, assessing and certifying formal, non-formal and informal learning outcomes against standards used in formal education and training. Thus, RPL provides an opportunity for people to acquire qualifications or credits towards a qualification or exemptions (from all or part of the curriculum, or even exemption from an academic prerequisite for entering a formal study program) without

	going through a formal education or training program. *(Source: Recognition of Prior Learning (RPL): Learning Package; International Labour Office, Skills and Employability Branch /Employment Policy Department. - Geneva: ILO, 2018)*
Registry of Workers Assessed and Certified (RWAC)	a record that contains the documentation of the results of assessment and as a basis for national certification.
Reliability	the degree of consistency and accuracy of the assessment outcomes.
Self-Assessment Guide (SAG)	a pre-assessment tool to help the candidate and the assessor determine what evidence is available, where gaps exist, including readiness for assessment.
TESDA Representative	an individual officially designated by TESDA to oversee the conduct of competency assessment in an Accredited Assessment Center or Designated Assessment Venue.
TESDA Training Management Information System (T2MIS)	a Web-based System developed/designed to facilitate the organized collection, processing, analysis and dissemination of all Technical-Vocational Education and Training (TVET) data.
Validation	is the confirmation process made by the Portfolio Assessor to ensure that learning outcomes or competencies acquired by the applicant have been assessed against standards set in enhanced competency assessment tools and rubrics for portfolio assessment.
Validity	the extent to which the interpretation and use of assessment outcome can be supported by evidence.

TESDA CIRCULAR

Subject: Amended Operating Procedure on the Conduct of Portfolio Assessment		Page **7** of **33** page/s Number 029, Series of 2023
Date Issued: **May 25, 2023**	**Effectivity:** **As indicated**	**Supersedes:** TESDA Circular No. 59 s. 2020

Section 5. Procedure Flow

Responsible Office	Key Steps	Interfaces
Certification Office	Orients applicant on the requirements, process of portfolio assessment, other methods of assessment, and the competencies required for qualification	• TESDA-OP-QSO-02-F07 • TESDA-OP-CO-05-F26 • TESDA DPA Form 2 • TESDA Concurrence Form 3
Applicant Certification Office Regional Office Provincial Office	Submits application documents	• TESDA-OP-QSO-02-F07 • TESDA-OP-CO-05-F26 • TESDA DPA Form 2 • TESDA-OP-CO-F01PA • TESDA-OP-CO-F02PA
Certification Office	Evaluates completeness and correctness of application documents submitted	• TESDA-OP-QSO-02-F07 • TESDA-OP-CO-05-F26 • TESDA DPA Form 2 • TESDA-OP-CO-F01PA • TESDA-OP-CO-F02PA • TESDA-OP-CO-F03PA • TESDA-OP-CO-F04PA
Certification Office	Organizes conduct of Portfolio Assessment	• TESDA-OP-CO-F05PA • TESDA-OP-CO-05-F29
Certification Office	Evaluates and deliberates candidates for portfolio assessment	• TESDA-OP-CO-F06PA • TESDA-OP-QSO-02-F11 • TESDA-OP-QSO-F08 • TESDA-OP-CO-F08PA • TESDA-OP-QSO-02-F07 • TESDA-OP-CO-05-F26
Certification Office	Issues E-Certificate	• TESDA-OP-CO-F06PA • TESDA-OP-QSO-02-F11 • TESDA-OP-QSO-02-F08 • TESDA-OP-CO-F07PA

Section 6. Procedure Details

6.1. The CO orients the applicant/s on the requirements and the process of portfolio assessment. (**1 day**)

6.1.1. The CO orients the applicant through video conferencing applications (i.e., Google Meet, Zoom, and similar applications) on the following:

6.1.1.1. Eligibility requirement - Work experience of three (3) years or more that is relevant to competencies/qualifications being applied for;
6.1.1.2. Appropriate and relevant qualification;
6.1.1.3. Alternative modes of assessment;
6.1.1.4. Guidance on training or assessment; and
6.1.1.5. Portfolio Assessment Requirements Checklist (TESDA-OP-CO-F01PA):

6.2. The applicant submits the application documents. (**1 day)**

6.2.1. Letter of Intent (TESDA-OP-CO-F02PA);
6.2.2. TESDA Consent Agreement Form (TESDA DPA Form 2);
6.2.3. Application Form (TESDA-OP-CO-05-F26);
6.2.4. Accomplished Self-Assessment Guide (SAG) (TESDA-OP-QO-02-F07) available at the TESDA website as part of the self-evaluation process to help applicant identify key areas and/or necessary information prior assessment;
6.2.5. Documentary Evidences:

6.2.5.1. Resume – indicating written outline of education or learning outcomes statements or Informal record of past learning, achievements and chronological record of significant learning and work experiences;

6.2.5.2. Certificate of Employment with Job Description indicating number of years employed signed by employer for wage-employed; For self-employed, Certification from Client attested by Barangay Chair indicating number of years conducting business in the area or BIR Form Number 1701-NF (Account Information Form engaged in business and trade) or BIR Form 1901 (for doing

business) or Mayor's Business Permit or any other documentations that may demonstrate industry experience;

6.2.5.3. Video Coverage – showing the applicant performing/completing tasks relevant to the qualification applied for and should run for a minimum of 20 minutes;

Guide on the submission of video coverage:

a. *The applicant must perform the CORE Competencies of the qualification applied for. They may refer to the Self-Assessment Guide (SAG) or Training Regulations (TRs).*

b. *The applicant must introduce himself and mention the qualification he/she is applying for.*

c. *The applicant must wear appropriate Personal Protective Equipment (PPE), if necessary.*

d. *The applicant must explain the task being performed. The audio must be clear.*

e. *The performance of the tasks on the video shall be done by the candidate without any coaching, or aids that serve as guide on what he/she will do.*

f. *The video should not include unnecessary noise.*

g. *The face of the applicant must be visible while doing the tasks.*

h. *The duration of the video coverage must be a minimum of 20 minutes.*

i. *The video coverage may be submitted by parts. Each part or video clip must show the Core Competency of the qualification applied for.*

In case the video coverage is not allowed to be taken in the workplace, work-related projects/outputs or items produced by the applicant relevant to the applied qualification/competencies may be submitted. This shall be supplemented with an interview by the Panel of Portfolio Assessors to ascertain the competence of the candidates.

6.2.5.4. Work samples - items produced by the applicant relevant to the applied qualification/competencies;

6.2.5.5. Award(s) or Commendation or licenses, Certificates obtained – honors or rewards or licenses gained relevant to competencies (for the last 3 years);

6.2.5.6. Photos – showing the applicant performing/completing tasks relevant to competencies;

6.2.5.7. Training Certificates/Workplace Training Records on completion of courses/programs related to the competencies/qualifications being applied for (for the last 3 years);

6.2.5.8. Professional License or other related National Certificate;

6.2.5.9. Certificate of Affiliation related to the qualification applied for.

6.3. The CO Processing Officer evaluates the SAG and the application form.

6.3.1. If the SAG shows that the applicant is ready and complies with the eligibility requirement mentioned in 6.1.1.1, the CO Processing Officer advises the applicant to submit the other documentary evidences/requirements.

6.3.2. If the application shows that the applicant has existing CoC, the CO Processing Officer accesses the candidate's profile from the T2MIS using the Unique Learner Identifier (ULI) to determine the remaining Units of Competency required for re-assessment or if the said qualification had already been amended, the applicant is

advised to undertake assessment or as provided in the Training Regulations and Implementing Guidelines.

6.3.3. The applicant who qualifies based on the SAG and the eligibility requirement submits the documents specified in item 6.2, through email at portfolio.assessment@tesda.gov.ph.

6.3.4. In case the application was filed at the RO/PO, the Regional Director (RD) shall endorse the applicant's documents to the CO or the RO/PO CAC focal advises the applicant to submit directly thru portfolio.assessment@tesda.gov.ph. The application may be received by the CO/RO/PO to facilitate the application for assessment. The application received by the PO shall be forwarded to the CO, copy furnished the RO.

6.4. The CO Processing Officer evaluates the completeness and correctness of application documents submitted. (**5 - 7 days)**

6.4.1. The CO Processing Officer checks the completeness and correctness of the application documents.

6.4.2. The CO Processing Officer acknowledges the document submission of applicant for portfolio assessment. If incomplete, CO informs applicant of the lacking documents and advises his/her to submit within five (5) days.

6.4.3. The CO Processing Officer verifies authenticity of the documents submitted by email with the organization / source of documents (TESDA-OP-CO-F03PA).

6.4.4. The CO Processing Officer encodes the profile of the candidates in the T2MIS and assigns Reference Number and Unique Learners Identification Number.

6.4.5. The CO Processing Officer uploads the verified documents of the candidates in a Google Drive created for the portfolio assessment.

6.5. The CO organizes the conduct of portfolio assessment. (**3 - 6 days)**

6.5.1. The Secretary appoints the Panel of Portfolio Assessors (TESDA-OP-CO-F05PA).

6.5.1.1. The technical experts who developed the Competency Assessment Tools duly endorsed by the Qualifications and Standards Office (QSO) shall be appointed as National Lead Experts to form part of the Panel of Portfolio Assessors for a period of two (2) years. Their respective Appointment(s) shall be renewed thereafter.

6.5.1.2. Assessment and evaluation shall be conducted by a panel comprised of three (3) accredited Portfolio Assessors. The composition of the Panel of Portfolio Assessors must meet **any** of the following criteria:

a. Must be an appointed National Lead Expert for Portfolio Assessment.
b. Must be comprised of one (1) expert in the qualification/sector being assessed while the other two (2) may be experts of other qualifications/sectors.
c. Must be comprised of three (3) Regional Lead Assessors in the qualification being assessed, duly endorsed by the Executive Director of the Certification Office.

6.5.2. If there are no available assessors based on the criteria set in item 6.5.1.2, the CO Executive Director shall endorse from the pool of competency assessors who will form the 3-member panel of the portfolio assessors in the qualification being assessed.

6.5.3. CO conducts orientation to the Panel of Portfolio Assessors.

6.5.4. The CO Processing Officer notifies the panel on the schedule of assessment on the portfolio of applicants, at least five (5) working days prior to the conduct of the deliberation.

6.5.5. The CO Processing Officer encodes the following in the T2MIS, at least five (5) working days prior to the conduct of the deliberation:

- Assessment schedule
- Assigned Panel of Portfolio Assessors
- List of candidates

6.5.6. The CO Processing Officer sends the Data Privacy Agreement (DPA) to the Panel of Portfolio Assessors.

6.5.7. The CO Processing Officer sends the link to the documents to the Panel of Portfolio Assessors upon receipt of the accomplished DPA.

6.5.8. The CO Executive Director assigns the TESDA Representative and Assessment Center Manager among the CO staff. The TESDA Representative oversees the conduct of portfolio assessment (TESDA-OP-CO-05-F29).

6.5.9. The applicant attends (by Zoom, Google Meet or other communication tool) for interview, to further clarify the evidence submitted.

6.5.10. The CO Processing Officer prepares the following:

6.5.10.1. For online assessment:

a. Electronic copy of the application documents uploaded in the Google Drive
b. Electronic copy of Competency Assessment Results Summary (CARS)
c. Electronic copy of Rating Sheets

6.5.10.2. For face-to-face assessment:

a. Hard copy of the application documents
b. Competency Assessment Results Summary (CARS)
c. Rating Sheets

6.6. The Panel of Portfolio Assessors Evaluates and Deliberates on the Portfolio of Candidates. (**1 day)**

6.6.1. The CO Processing Officer schedules the online meeting for the deliberation and sends link to the Panel of Portfolio Assessors and the candidates.

6.6.2. The TESDA Representative observes the conduct of assessment and accomplishes the report on assessment proceedings (TESDA-OP-CO-F07PA).

6.6.3. The Panel of Portfolio Assessors conducts evaluation of the documents submitted and deliberation on the results of the evaluation and interview of candidates.

6.6.4. The Panel of Portfolio Assessors shall:

6.6.4.1. Evaluate the documents of the candidates, including the verification done by the CO Processing Officer/s in terms of the following rules of evidence:

a. **Authentic** — if the evidence is the applicant's own work and is genuine; Evidence is issued by reputable authority;
b. **Valid** — if the evidence is related to the current versions of the TRs; relevant to the elements and performance criteria, consistent with the range of variables and evidence guide;
c. **Current** — if the evidence reflects the applicant's current knowledge; establishes that the candidate can meet the elements and performance criteria specified in the current version of the TRs;
d. **Consistent** — if the evidence shows that the candidate consistently meets the standards under the workplace conditions; incorporate multiple items of evidence;
e. **Recent** — if the evidence shows the latest training/s and experience is gained within the last three (3) years relative to the current version of the TRs;
f. **Sufficient** — if the evidence covers all the elements, evidence requirements, dimensions of competency.

6.6.4.2. Reviews the qualification or units of competency to be assessed.

6.6.4.3. Uses the Assessor's Guide in the evidence gathering process at all times.

6.6.4.4. Conducts assessment in accordance with the methodologies specified in the Evidence Plan and Specific Instructions for Portfolio Assessors.

6.6.4.5. Records on individual Rating Sheets the details of evidence collected.

6.6.5. The Panel of Portfolio Assessors accomplishes the CARS in electronic format (TESDA-OP-QSO-02-F08).

6.6.6. The Panel of Portfolio Assessors:

6.6.6.1. Recommends issuance of National Certificate if candidate is found competent in all the Cluster of Units of competencies based on the evidences presented; or

6.6.6.2. Recommends issuance of Certificate of Competency if candidate is found Competent in any of the Cluster of Units of Competency only; or

6.6.6.3. Recommends re-assessment if candidate is found NOT YET COMPETENT in all Cluster of Units of Competency.

6.6.7. The Panel of Portfolio Assessors record in the Attendance Sheet or List of Candidates the results of the assessment.

6.6.8. Upon completion of the assessment process, the Panel of Portfolio Assessors accomplish and affix e-signatures on the Rating Sheets and the Competency Assessment Results Summary (CARS).

6.6.9. The Panel of Portfolio Assessors and the CO Processing Officer check consistency of entries in the assessment result in the Rating Sheet and CARS, after which they affix their e-signatures in the RWAC.

6.6.10. The AC Manager of the CO accomplishes the Performance Evaluation Instrument (PEI) (TESDA-OP-CO-F08PA) for each member at the end of each assessment and sends copy to the Panel of Assessors.

6.6.11. The TESDA Representative prepares Report on the Assessment Proceedings at the end of each assessment (TESDA-OP-CO-F07PA).

6.7. The CO issues E-Certificate of National Certificate (NC)/Certificate of Competency (COC). (**1day**)

6.7.1. The CO Processing Officer updates the record in the T2MIS. The profile of the worker shall automatically appear in the Online Registry of Certified Workers.

6.7.2. The CO Processing Officer prepares the E-Certificate of the successful candidate/s according to the guide and procedures in the issuance of E- Certificate.

6.7.3. The CO Processing Officer sends the letter of the assessment results signed by the Executive Director with attached CARS to the candidate who was assessed.

6.7.4. The certified worker returns the signed CARS to the CO Processing Officer.

6.7.5. The CO Processing Officer sends the E-Certificate to the registered email address of the certified worker by clicking on the 'Send NC Button' in the T2MIS.

Section 7. Portfolio Assessment Fee/Payment of Assessors

7.1. The assessment and certification under the Portfolio Assessment shall be provided for free to the candidates. The assessment cost shall be subsidized by TESDA under the CACW Program.

7.2. The CO shall submit Qualification Map to SMD for budget allocation.

7.3. The assessment fee of portfolio assessment is P1,500.00 per candidate.

7.4. The amount of P400.00 shall be paid to each member of panel of three (3) assessors.

7.5. The remaining P300.00 will be utilized/to be utilized for expenses in conducting the assessment.

TESDA CIRCULAR

Subject: Amended Operating Procedure on the Conduct of Portfolio Assessment		Page **17** of **33** page/s Number 025, Series of 2023
Date Issued: **May 25, 2023**	**Effectivity:** **As indicated**	**Supersedes:** TESDA Circular No. 59 s. 2020

Section 8. Risk Management

8.1. The conduct of Portfolio Assessment which shall be done through online communication has potential risks, such as:

8.1.1. Limited number of applicants due to difficulty in producing required portfolio documents;

8.1.2. Unavailability of the Panel of Portfolio Assessors for old qualifications; and

8.1.3. Delay in the verification of documents submitted due to unavailability/closure of employers and training organizations.

8.2. To mitigate and manage the identified risks, the following provisions are included in this amended guidelines:

8.2.1. Thorough orientation and guidance of the candidates on the required documentary evidence identified under 6.1.1 and 6.2;

8.2.2. Alternative assessors identified under 6.5.1.2 and 6.5.2.

8.2.3. Required years of work experience reduced to three (3) years indicated in 6.1.1.1.

Section 9. Monitoring and Evaluation

9.1. The NQMC shall monitor implementation of the Program and report updates to the undersigned.

This Circular shall take effect as indicated.

DANILO P. CRUZ
Director General

TESDA-OP-CO-F01PA

Portfolio Assessment Requirements Checklist		
Name of Applicant		
Qualification		
REQUIREMENTS	**DESCRIPTION/CONTENTS**	**INITIAL REVIEW RESULTS**
Eligibility Requirements	5 years of work experience related to the qualification (last 5 years)	
Mandatory Requirements		
Curriculum Vitae/Resume	Must include: • Work experience with job description • Educational Qualification • Training/Seminars • Affiliations • Awards, Commendation, Recognitions, • Professional License • References • ID Picture (*passport size, white background, with collar*) • Signature	
Certificate of Employment	For wage-employed • Certificate of Employment with job description of at least 5 years in the qualification being applied for signed by employer For self-employed • Certification from Client attested by Barangay Chair indicating the number of years of conducting business in the area or BIR Form Number 1701-A/F (Account information Form engaged in business and trade) or BIR Form 1901 (for doing business) or Mayor's Business Permit	

TESDA-OP-CO-F01PA

REQUIREMENTS	DESCRIPTION/CONTENTS	INITIAL REVIEW RESULTS
Video Coverage	•The applicant must perform the CORE Competencies of the qualification applied for. ***Please refer to the Self-Assessment Guide (SAG) for the list of CORE Competencies or Training Regulation (TR)*** •The applicant must introduce himself and mention the qualification he is applying for. • The applicant must wear appropriate Personal Protective Equipment (PPE). •The applicant must explain the task being performed. The audio must be clear. •Coaching while performing the task is **NOT ALLOWED.** •Using reading materials or an idiot board is **NOT ALLOWED.** •Avoid unnecessary noise. •The face of the applicant must be visible while doing the tasks. •The duration of the video coverage must be a minimum of 20 minutes. The video coverage may be submitted into parts. Each video clip must show the Core Competencies of the qualification applied for.	
Additional Evidence		
Diploma/TOR	Appropriate Educational Qualification	
Award(s) or Commendation	Provides evidence of the candidate's job performance, achievements, and skills level **for the last five (5) years**	
Professional Licenses or related National Certificate		
Training Certificates	Certificates obtained **for the last (5) years** related to the qualification applied for	
Work samples	Items produced by the applicant relevant to the applied qualification/competencies	
Photos	Showing the applicant performing/completing tasks relevant to competencies	

TESDA CIRCULAR

Subject: Amended Operating Procedure on the Conduct of Portfolio Assessment		Page **20** of **33** page/s Number 025, Series of 2023
Date Issued: **May 25, 2023**	**Effectivity:** **As indicated**	**Supersedes:** TESDA Circular No. 59 s. 2020

TESDA-OP-CO-F01PA

REQUIREMENTS	DESCRIPTION/CONTENTS	INITIAL REVIEW RESULTS
Application Documents *Please download the forms through link provided below*		
Self-Assessment Guide	https://www.tesda.gov.ph/Download/Self_Assessment?Searchcat=Self-Assessment+Guides	
Application Form	https://bit.ly/portfolioassessmentapplicationform	
TESDA Consent Form	https://bit.ly/consentagreementform	
Letter of Intent	https://bit.ly/3qv3V9X	
Prepared by:	CO Processing Officer	Date:

TESDA CIRCULAR

Subject: Amended Operating Procedure on the Conduct of Portfolio Assessment		Page **21** of **33** page/s Number 025, Series of 2023
Date Issued: **May 25, 2023**	**Effectivity:** **As indicated**	**Supersedes:** TESDA Circular No. 59 s. 2020

TESDA-OP-CO-F02PA

LETTER OF APPLICATION/INTENT

Date

_____
_____
_____
_____

Dear Sir/Madam:

I would like to express my intention to apply for portfolio assessment. Enclosed are the required documents.

I hope for your immediate action on my application.

Very truly yours,

Signature over Printed Name
(Applicant)

Attachments: (As indicated in Requirements Checklist)

1. Application/Submission of Evidence of Learnings/Competencies
   1.1. Eligibility reqts of 5 yrs or more work experience
   1.2. Self-Assessment Guide (SAG)
   1.3. Application Form

2. Mandatory
   2.1. Resume/ Educational Qualification
   2.2. Certificate of Employment
   2.3. Video coverage
   2.4. Work samples
   2.5. Awards, licenses, commendation
   2.6. Training Certificates
   2.7. Affiliations relevant to qualifications

TESDA CIRCULAR

Subject: Amended Operating Procedure on the Conduct of Portfolio Assessment		Page **22** of **33** page/s Number 025, Series of 2023
Date Issued: **May 25, 2023**	**Effectivity:** **As indicated**	**Supersedes:** TESDA Circular No. 59 s. 2020

TESDA-OP-CO-F03PA

[IN-CONFIDENCE - RELEASE EXTERNAL] Verification request

Dear _____:

Greetings from Technical Education and Skills Development Authority!

We are currently evaluating the application requirements for portfolio assessment submitted by _____.

Relative to this, we would appreciate it if you can confirm the authenticity of the attached **Employment Certificate**. Provided below are the details of the said certificate.

NAME	
SCHOOL/COMPANY	
POSITION	
DURATION	
EVIDENCE SUBMITTED	Certificate of Employment (**AS ATTACHED**)

Should you require further information please do not hesitate to contact us.

Your immediate assistance will be highly appreciated.

Thank you very much.

Best regards,

_____
(Processing Officer, Portfolio Assessment)
Certification Office, TESDA
5F TESDA Main Building
East Service Rd, South Luzon Expressway,
Taguig City, Phiippines 1630
Tel. no. +63 8815 3360

TESDA CIRCULAR

Subject: Amended Operating Procedure on the Conduct of Portfolio Assessment		Page **23** of **33** page/s Number 025, Series of 2023
Date Issued: **May 25, 2023**	**Effectivity:** **As indicated**	**Supersedes:** TESDA Circular No. 59 s. 2020

TESDA-OP-CO-F05PA

LETTER OF APPOINTMENT

(Date)

NAME
Company
Company Address

Dear Mr. Dela Cruz:

You are hereby appointed as Panel Member for Portfolio Assessment, effective 01 June 2020 to 01 June 2022.

As such, you are hereby authorized to conduct assessment in accordance with the Training Regulations for Portfolio Assessment. I expect the Panel Member for Portfolio Assessment to demonstrate professionalism, discipline and integrity at all times.

More power and keep up the good work!

Very truly yours,

DANILO P. CRUZ
Director General

CLN201402004

TESDA CIRCULAR

Subject: Amended Operating Procedure on the Conduct of Portfolio Assessment		Page **24** of **33** page/s Number 025, Series of 2023
Date Issued: **May 25, 2023**	**Effectivity:** **As indicated**	**Supersedes:** TESDA Circular No. 59 s. 2020

TESDA-OP-CO-F06-PA

Technical Education and Skills Development Authority
ASSESSMENT AND CERTIFICATION PROGRAM

ATTENDANCE SHEET / LIST OF CANDIDATES

Portfolio Assessment

Date of Assessment:				
No.	CANDIDATE'S NAME	Reference Number:	Signature	Assessment Results
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Assessor/s: _____ Signature over Printed Name Accreditation Number:_____	TESDA Representative: _____ Signature over Printed Name
  _____ Signature over Printed Name Accreditation Number:_____	AC Manager: _____ Signature over Printed Name
  _____ Signature over Printed Name Accreditation Number:_____	

TESDA CIRCULAR

Subject: Amended Operating Procedure on the Conduct of Portfolio Assessment		Page **25** of **33** page/s Number 025, Series of 2023
Date Issued: **May 25, 2023**	**Effectivity:** **As indicated**	**Supersedes:** TESDA Circular No. 59 s. 2020

TESDA-OP-CO-F07PA

REPORT ON ASSESSMENT PROCEEDINGS

Date of Assessment		No. of Candidates	
Name of Competency Assessor #1			
Name of Competency Assessor #2			
Name of Competency Assessor #3			

Findings and Observations:

Items	Yes	No	Areas for Improvement
1. Competency Assessor has a signed Letter of Appointment			
Assessor #1			
Assessor #2			
Assessor #3			
2. Assessment starts on time			
3. Conduct of assessment is in accordance with the methods identified in the CATs and the OP on Portfolio Assessment			
4. Projects produced by the candidates are in accordance with the requirements in the CATs.			
5. Assessor has the ability to manage the competency assessment proceedings			
6. Assessment Package issued to the Assessor are completely returned upon completion of assessment			
7. Assessment-related documents are accurately accomplished and submitted promptly after assessment • Rating Sheets • CARS • Attendance Sheet / List of Candidates • Application Forms with SAGs • Assessor's Guide & Specific Instruction to Candidate			

Narrative: *(Recommended areas for improvement of items which are not covered or named above)*

Prepared by:	Date:
_____ Signature over Printed Name (TESDA Rep)	_____

TESDA CIRCULAR

Subject: Amended Operating Procedure on the Conduct of Portfolio Assessment		Page **26** of **33** page/s Number 025, Series of 2023
Date Issued: **May 25, 2023**	**Effectivity:** **As indicated**	**Supersedes:** TESDA Circular No. 59 s. 2020

TESDA-OP-CO-F08PA

Performance Evaluation Instrument

Assessor's Name			
Qualification			
Name of AC Manager		Date Accomplished	
INSTRUCTIONS: Put a tick (✓) mark in the appropriate column			
SCALE GUIDE	5– Very Satisfactory 4 – Satisfactory	3 – Good 2 – Fair	1 – Poor

ITEM	**RATING**				
	5	4	3	2	1
1. Physical appearance and composure *(Pangkalahatang anyong pisikal at kung paano magdala sa sarili)*					
2. Ability to plan and prepare the evidence gathering process *(Kakayahang paghandaan at iayos ang mga pangangailangan sa pagsusulit)*					
3. Ability to conduct assessment in accordance with the methodologies *(Kakayahang ipatupad ang pagsusulit ayon samga itinakdang panuntunan)*					
4. Ability to collect appropriate evidence during the conduct of assessment *(Kakayahang mangalap at sumuri ng mga tamang ebidensya habang nagbibigay ng pagsusulit*					
5. Ability to provide clear and constructive feedback to the co-assessors on the assessment decision (*Kakayahang magbigay ng malinaw at tamang kaukulang opinyon sa resulta ng pagsusulit)*					
6. Ability to provide fair, reliable and valid assessment decision *(Kakayahang magbigay ng pantay, ugma at tamang desisyon sa resulta ng pagsusulit)*					
Sub - score					

FINAL RATING	
Signature of Respondent	

FOR TESDA USE ONLY			
EVALUATOR'S REMARKS:			
RECOMMENDATION:			
For re-accreditation	❑ YES	❑	For further review

TESDA CIRCULAR

Subject: Amended Operating Procedure on the Conduct of Portfolio Assessment		Page **27** of **33** page/s Number 025, Series of 2023
Date Issued: **May 25, 2023**	**Effectivity:** **As indicated**	**Supersedes:** TESDA Circular No. 59 s. 2020
❑ NO		

TESDA-OP-QSO-02-F07
Rev.No.00-03/01/17

Reference No.																

to be filled out by the Processing Officer

SELF ASSESSMENT GUIDE

Qualification:		
Assessment Method	PORTFOLIO ASSESSMENT	
Instruction: Read each question and check the appropriate column to indicate your answer.		
Given five (5) years of work experience in the qualification I am applying for, Can I comply with the following documentary requirements?	**YES**	**NO**
• Certificate of Employment		
• Educational Qualification		
• Video Coverage or Work Related Projects		
• Award(s) or Commendation(s) obtained		
• Affiliations relevant to qualification		
• Professional license or other related National Certificates		
• Training Certificates/Workplace Training Records-		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
_____ **Candidate's Name & Signature**	**Date:**	

TESDA CIRCULAR

Subject: Amended Operating Procedure on the Conduct of Portfolio Assessment		Page **28** of **33** page/s Number 025, Series of 2023
Date Issued: **May 25, 2023**	**Effectivity:** **As indicated**	**Supersedes:** TESDA Circular No. 59 s. 2020

TESDA-OP-CO-05-F26
Rev.No.00-03/08/17

TESDA-OP-CO-05-F26
Rev. 00 – 03/01/17

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Pangasiwaan sa Edukasyong Teknikal at Pagpapaunlad ng Kasanayan

❑ APPLICATION FORM

REFERENCE NUMBER : *Over alpha code* | YY | *Region* | *Province* | *Number Series Assigned to AC* | *Number Series*

UNIQUE LEARNERS IDENTIFIER (ULI):

to be filled – out by the Processing Officer

PICTURE
colored,
passport size.

Applicant's Signature

Date of Application

Name of School/Training Center/Company:

Address:

Title of Assessment applied for:

❑ Full Qualification ❑ COC ❑ Renewal

1. Client Type

❑ TVET Graduating Student ❑ TVET graduate ❑ Industry worker ❑ K-12 ❑ OFW

2. Profile

2.1. **Name:**

❑ **SURNAME**
❑ **FIRSTNAME** ❑
❑ **MIDDLE NAME** ❑ MIDDLE INITIAL NAME EXTENSION (eg. Jr., 3rd)

2.2. **Mailing Address:** Number, Street | Barangay | District | City | Province | Region | Zip Code

2.3. **Mother's Name** | 2.4. **Father's Name**

2.5. **Sex**	2.6. **Civil Status**	2.7. **Contact Number(s)**	2.8. **Highest Educational Attainment**	2.9. **Employment Status**
❑ Male	❑ Single	Tel:	❑ Elementary Graduate	❑ Casual
❑ Female	❑ Married	Mobile:	❑ High School Graduate	❑ Job Order
	❑ Widow/er	E-mail:	❑ TVET Graduate	❑ Probationary
	❑ Separated	Fax:	❑ College Level	❑ Permanent
		Others:	❑ College Graduate	❑ Self - Employed
			❑ Others: _____	❑ OFW

2.10 Birth date (mm/dd/yy): | 2.11 Birth place: | 2.12 Age:

3. Work Experience (National Qualification-related)

Name of Company	3.2. Position	3.3. Inclusive Dates	3.4 Monthly Salary	3.5 Status of Appointment	3.6 No. of Yrs. Working Exp.

(For more information, please use separate sheet)

TESDA CIRCULAR

Subject: Amended Operating Procedure on the Conduct of Portfolio Assessment		Page **29** of **33** page/s Number 025, Series of 2023
Date Issued: **May 25, 2023**	**Effectivity:** **As indicated**	**Supersedes:** TESDA Circular No. 59 s. 2020

TESDA-OP-CO-05-F26
Rev.No.00-03/08/17

4. Other Training/Seminars Attended (National Qualification-related)

4.1. Title	4.2. Venue	4.3. Inclusive Dates		4.4 No. of Hours	4.5 Conducted By

(For more information, please use separate sheet)

5. Licensure Examination(s) Passed

5.1 Title	5.2 Year Taken	5.3 Examination Venue	5.4 Rating	5.5 Remarks	5.6 Expiry Date

(For more information, please use separate sheet)

6. Competency Assessment(s) Passed

6.1. Title	6.2. Qualification Level	6.3 Industry Sector	6.4 Certificate Number	6.5. Date of Issuance	6.6. Expiration Date

(For more information, , please use separate sheet)

ADMISSION SLIP

REFERENCE NUMBER :

Name of Applicant:	**Tel. Number:**
Assessment Applied for:	**Official Receipt Number:** **Date Issued:**
To be accomplished by the Processing Officer	
Name of Assessment Center:	
Check submitted requirements:	Remarks:
❑ Accomplished Self-Assessment Guide ❑ Three (3) pieces colored passport size pictures	❑ Bring own Personal Protective Equipment ❑ Others. Pls. specify:
Assessment Date:	Assessment Time:

PICTURE
(Passport size)

_____ Printed Name & Signature of Processing Officer	_____ Printed Name & Signature of Applicant
Date:	Date:
Note: Please bring this Admission Slip on your assessment date.	

TESDA CIRCULAR

Subject: Amended Operating Procedure on the Conduct of Portfolio Assessment		Page **30** of **33** page/s Number 025, Series of 2023
Date Issued: **May 25, 2023**	**Effectivity:** **As indicated**	**Supersedes:** TESDA Circular No. 59 s. 2020

TESDA-DPA Form 2

TESDA CONSENT AGREEMENT FORM
(Assessment)

Do you authorize the Technical Education and Skills Development Authority (TESDA) to share your career information (such as Full Name, NC/COC Certificate No., NC/COC Qualification Details, Date of Issuance, Contact Details and ID Pictures) with any legitimate party for the following purposes:

- Research
- Training
- Employment
- Advocacy

Kindly check your preference and sign over your printed name below.

○ **Yes**, I want to share my career information and expressly give my consent thereto

○ **No**, I don't give my consent and I want my career information to be restricted only for TESDA's use and profiling purposes only

_____
Signature over Printed Name of the Candidate

_____
Date

TESDA CIRCULAR

Subject: Amended Operating Procedure on the Conduct of Portfolio Assessment		Page **31** of **33** page/s Number 025, Series of 2023
Date Issued: **May 25, 2023**	**Effectivity:** **As indicated**	**Supersedes:** TESDA Circular No. 59 s. 2020

TESDA-Concurrence Form 3

CONCURRENCE FORM

I,/We_____(Name)_____hereby certify that I/we have fully understood the information discussed during the orientation on the Portfolio Assessment such as follows:

1. Eligibility Requirements of 3 years of work experience related to the qualification applied for
2. Appropriate and relevant qualification
3. Alternative modes of assessment
4. Guidance on training or assessment
5. Portfolio Assessment Requirements:
    a. Letter of Intent (TESDA-OP-CO-F02PA);
    b. TESDA Consent Agreement Form (TESDA DPA Form 2);
    c. Application Form (TESDA-OP-CO-05-F26);
    d. Accomplished Self-Assessment Guide (SAG) (TESDA-OP-QO-02-F07) available at the TESDA website as part of the self-evaluation process to help applicant identify key areas and/or necessary information prior assessment;
    e. Documentary Evidences:
        - Resume
        - Certificate of Employment
        - Video Coverage
        - Work samples
        - Award(s) or Commendation or licenses, Certificates obtained
        - Photos
        - Training Certificates/Workplace Training Records
        - Professional License or other related National Certificate
        - Certificate of Affiliation
6. Portfolio Assessment Process

_____

Printed Name & Signature of Applicant

Date:

TESDA CIRCULAR

Subject: Amended Operating Procedure on the Conduct of Portfolio Assessment		Page **32** of **33** page/s Number 025, Series of 2023
Date Issued: **May 25, 2023**	**Effectivity:** **As indicated**	**Supersedes:** TESDA Circular No. 59 s. 2020

TESDA-OP-CO-05-F29
Rev.No.00-03/08/17

LETTER OF ASSIGNMENT

(Date)

MR. _____
Company Name
Company Address

Dear **Mr./ Ms.** _____:

This letter officially appoints you as a member of the Panel of Assessors on _____ at _____ am/pm for Portfolio Assessment in _____ Sector qualifications thru Google Meet. Please attend the online deliberation as scheduled.

To ensure smooth conduct of assessment, please prepare for the online deliberation thru the following:

1. Laptop or desktop that requires 2-4 mbps of internet connection;
2. Test if the camera and microphone are working properly;
3. Stable internet connection;
4. Download Google Meet application as the online communication platform for the assessment; and
5. Clear image of your digital signature.

If you have any questions/queries, please contact Ms. Nerissa L. Baldemor at mobile no. 0916 579 1283 or email at portfolio.assessment@tesda.gov.ph.

Very truly yours,

_____
Executive Director

Conforme:

_____
Signature over printed name

TESDA CIRCULAR

Subject: Amended Operating Procedure on the Conduct of Portfolio Assessment		Page **33** of **33** page/s Number 025, Series of 2023
Date Issued: **May 25, 2023**	**Effectivity:** **As indicated**	**Supersedes:** TESDA Circular No. 59 s. 2020

TESDA-OP-QSO-02-F08

TESDA-OP-QSO-02-F08
Rev No. 00 03/01/17

Reference No. _____

To be filled up by the Competency Assessor

Competency Assessment Results Summary (CARS) - TESDA copy

Candidate Name				
Assessor Name:				
Title of Qualification/ Cluster of Units of Competency				
Provincial/District Office			**Date of Assessment**	
The evidences provided by the candidate in the following units of competency and corresponding assessment method			**Satisfactory**	**Not Satisfactory**
QUALIFICATION APPLIED FOR	Assessment Method	Total Points		
	PORTFOLIO			

Note: Satisfactory Performance shall only be given to candidate who provided complete evidences to all the competencies identified in the above mentioned Qualification/Cluster of Units of Competency

Recommendation	☐ For issuance of NC/COC. Indicate title/s of COC if Full Qualification is not met _____	☐ For submission of Additional documents Specify _____	☐ For re-assessment (pls. specify) _____
Did the candidate's overall points meet the required evidences/standards?		☐ Yes	☐ No
OVERALL EVALUATION	☐ Competent	☐ Not Yet Competent	
General Comments (Strengths/Improvements needed)			

Assessor #1 signature		Date	
Assessor #2 signature		Date	
Assessor #3 signature		Date	
PO/DO Focal signature		Date	

CANDIDATE'S COPY Please present this form upon claiming the NC/COC

TESDA-OP-QSO-02-F08
Rev No. 00 03/01/17

Reference No. _____

COMPETENCY ASSESSMENT RESULTS SUMMARY

Name of Candidate		Date Issued	
PO/DO		Date of Assessment	
Title of Qualification			
Assessment Results	☐ Competent	☐ Not Yet Competent	
Recommendation	☐ For issuance of NC/COC. Indicate title/s of COC if Full Qualification is not met _____	☐ For submission of Additional documents Specify _____	☐ For re-assessment (pls. specify) _____
Assessed by	Assessor #1: _____ Name and Signature Assessor #2: _____ Name and Signature Assessor #3: _____ Name and Signature	Attested by:	_____ Name and Signature (PO/DO Head)
Date		Date	

Portfolio Assessment
CT19 ver 1.00