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In the interest of the service and to ensure that all competent individuals are issued with National Certificate (NC) or Certificate of Competency (CoC), the following additional Implementing Guidelines on the Institutionalization of Issuance of E-Certificate in all Regions and Certification Office are hereby issued.

VII. Procedure Details

7. **Encoding of assessment activities in the TESDA Training Management Information System (T2MIS) prior to the institutionalization of issuance of E-Certificate in all regions (from August 31, 2023 and previous dates)**

   7.1. The Information and Communication Technology Office (ICTO) shall develop and maintain a facility in the T2MIS for the encoding of the previously conducted assessment schedules.

   7.2. Only valid assessments conducted on August 31, 2023 and prior to this date shall be allowed to be encoded in the developed T2MIS facility.

   7.3. In case the NC/CoC of the individual has already expired, he/she shall no longer be issued with E-Certificate. The PO/DO CAC Focal shall advise the individual for re-assessment or renewal of his/her NC/CoC based on Section 4 of the Training Regulations (TRs) or its corresponding Implementing Guidelines (IG).

   7.4. The Regional Director (RD) shall designate only one (1) focal person per Provincial/District Office, who is a permanent TESDA employee with existing T2MIS account who will be responsible in the encoding of assessments conducted from August 31, 2023 and previous dates in the T2MIS. The same person shall be given access by the ICTO in the T2MIS.

   7.5. A Request Reference Number (RRN) shall be generated by the Provincial/District Focal per individual request, following the coding system below. The RRN shall serve as reference for the late encoding in the T2MIS.

01	28	23	00001
Region Code	**Province/ District Code**	**Year of Assessment**	**Series Number**

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The series number shall be written in the last column of the RWAC to be signed by the Provincial/District Director.

7.6. The following are the step-by-step activities in accessing the T2MIS for the purpose of issuance of E-Certificate to competent individuals who are claiming their NC/CoC at the TESDA Provincial/District Office (PO/DO):

a. The PO/DO receives request for issuance of NC/CO from competent individual.

b. The PO/DO CAC Focal validates the Competency Assessment Results Summary (CARS) vis-a-vis the Registry of Workers Assessed and Certified (RWAC). **If no CARS presented, competent individual must be informed to secure an Affidavit of Loss and present a valid government-issued identification card.**

c. The PO/DO CAC Focal photocopies the RWAC, indicates the Request Reference Number (RRN) on the column after the date of expiry of NC, and requests the Provincial/District Director to affix his/her signature beside the RRN.

d. The TESDA designated Focal Person accesses the T2MIS and encodes the assessment record of the competent individual. **If the competent individual has no email address, the PO/DO focal must assist the client to have an email address.**

e. The TESDA designated Focal Person captures photo and signature of the competent individual and encodes the RRN in the T2MIS.

f. The TESDA designated Focal Person sends the E-Certificate to the competent individual through his/her registered email address.

g. For E-Certificates that cannot be accessed, the designated Focal Person shall provide assistance to the competent individual.

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8. **Replacement/Re-issuance of NC/COC with E-Certificate**

8.1. Due to the following reasons, the certified/competent individual may request for the replacement of his/her NC/COC, either paper-based or E-Certificate **in any PO/DO provided that assessment record is verifiable in the TESDA Website and T2MIS**:

a. Loss of NC/CoC;
b. Damaged NC/CoC;
c. Erroneous information in NC/CoC; and
d. Change in name in the NC/CoC due to change in civil status.

8.2. **Only valid NC/CoC may be replaced/re-issued with E-Certificate.**

8.3. The following are the requirements for the replacement/re-issuance of NC/CoC to be submitted in the PO/DO:

a. Letter of request, stating the reason for the replacement/re-issuance;
b. Original, Notarized Affidavit of Loss (for lost NC/COC);
c. Original NC/COC (for damaged, erroneous information, and change in name);
d. Certified photocopy of the passport or birth certificate issued by the Philippine Statistics Authority (PSA) (for erroneous information e.g. Full Name);
e. Certified photocopy of Marriage Contract issued by PSA, Annotated Certificate of Marriage or any applicable document (for change in name due to change in civil status).

8.4. Upon receipt of complete requirements from the certified/competent individual, the PO/DO focal accesses the T2MIS to retrieve the assessment schedule of the certified/competent individual, captures his/her photo and signature, and sends the E-Certificate through his/her registered email address.

9. **Authorized Signatories in the E-Certificate**

For the issuance of E-Certificate (NC/CoC) to competent individuals from August 31, 2023 and previous dates, the specimen signature of the Secretary/Director General or Officer-in-Charge to be affixed in the E-

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Certificate shall be based on the date of the assessment. Signatories with the dates covered and the reference documents are as follows:

Inclusive Dates	Secretary/Director General	Reference
January 1, 2019 to June 30, 2022	Sec. Isidro S. Lapeña, PhD., CSEE	TESDA Circular No. 75 s. 2018
July 1, 2022 to July 19, 2022	DDG Rosanna A. Urdaneta	TESDA Circular No. 045 s. 2022
July 20, 2022 to June 12, 2023	Sec. Danilo P. Cruz	TESDA Circular No. 049 s. 2022
June 13, 2023 to August 31, 2023	Sec. Suharto T. Mangudadatu, PhD.	TESDA Circular No. 027 s. 2023

10. **Responsibilities in the Correction of Information of Persons Assessed**

The following offices and/assessment center shall be responsible relative to the correction of information in the issued E-Certificate to competent individuals:

No.	Information to be corrected	Office to Access/Edit	Remarks/Validity of the Function
1.	Name of candidate	ICTO	Through feedback module
2.	Birth Date	ICTO	
3.	Email Address	Assessment Center	Only on the day of assessment
4.		ROPODO, CO	After the assessment
5.	Uploading of Photo and Signature	Assessment Center	Only on the day of assessment
6.		ROPODO, CO	After the day of assessment

11. **Charging of fees on the issuance of E-Certificate**

11.1. All applicants for competency assessment, upon submission of their application requirements, shall pay the processing fee amounting to **Php35.00** to the TESDA PO/DO.

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11.2. The same amount of **Php35.00** shall be paid as processing fee for the application for renewal, conversion, or replacement of paper NC/CoC to E-Certificate.

11.3. The processing fee to be collected shall be credited to the TESDA POs/DOs' Sariling Sikap Program (SSP) fund and shall be utilized by the POs/DOs for administrative expense/s in the implementation of assessment and certification activities in the Provincial/District Office, such as:

a. Payment for salary of Job Order;
b. Supplies and Materials;
c. Software Purchase/Subscription; and
d. Computer maintenance.

This Circular shall take effect as indicated.

SUHARTO T. MANGUDADATU, Ph.D.
Secretary/Director General, TESDA