TESDA CIRCULAR

SUBJECT:	Implementing Guidelines on the Deployment of Competency Standards (CS) for Bookkeeping for Sangguniang Kabataan (SK) Financial Transactions Level II		Page 1 of 5 pages Number 019 series of 2025
Date Issued:	JAN 24 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 **Bookkeeping for Sangguniang Kabataan (SK) Financial Transactions Level II** 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 Circular No. 009 of 2024 "Implementing Guidelines on Adopt-Adapt Strategies for Competency Standards/ Training Regulations Review and Development" provides that the decision of which competency standards to adopt and adapt in the Philippine TVET System shall depend on a number of factors, such as the needs of the industry, the resources available, and the level of development and readiness of the TVET system. However, in order to ensure continued competence and adaptability our workforce in response to technological advancements and industry practices both domestically and internationally, it is imperative to establish a comprehensive and encompassing adapt-adopt mechanism which ensures that the TVET graduates have relevant skills and knowledge that they need to succeed in the global economy.

C. The abovementioned Competency Standards (CS) was developed through workshops with the technical experts from National Youth Council (NYC) and was benchmarked from the "Handbook on the Financial Transactions of the Sangguniang Kabataan". It was validated with Sangguniang Kabataan (SK) Treasurers from various Local Government Units (LGU).

II. OBJECTIVES

A. To immediately respond to the industry skills requirements for SK Treasurers 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 Social, Community Development and Other Services 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 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 through Curriculum and Training Aids Development Division (QSO-CTADD) and Regional Offices/ Provincial Offices/ 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:	Bookkeeping for Sangguniang Kabataan (SK) Financial Transactions Level II
Qualification Code:	CS-SOCBSK225
Unit Code	**Unit Title**
Basic Competencies	
400311210	Participate in workplace communication
400311211	Work in a team environment
400311212	Solve/address general workplace problems
400311213	Develop career and life decisions
400311214	Contribute to workplace innovation
400311215	Present relevant information
400311216	Practice occupational safety and health policies and procedures
400311217	Exercise efficient and effective sustainable practices in the workplace
400311218	Practice entrepreneurial skills in the workplace
Common Competencies	
SOC514201	Maintain an effective relationship with clients/customers
SOC514202	Manage own performance
SOC514203	Apply quality standards
Core Competencies	
CS-SOC331301	Maintain records of financial transactions
CS-SOC331302	Handle disbursement
CS-SOC331303	Process procurement and inventory of supplies, materials and equipment

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.

VI. RISK MANAGEMENT

The wide implementation of this program has potential risks, such as but not limited to the following:

1. Standard implementation of the competency standard across all regions.
2. Limited number of registered training providers to offer the 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 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 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.

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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