TESDA CIRCULAR

Subject: Guidelines on the Classification of Technical Vocational Institutions (TVIs)		Page 1 of 8 pages Number 046, series of 2023
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In the interest of the service and to foster a culture of excellence and continuous improvement in the Technical Vocational Institutions (TVIs), the following guidelines is hereby issued:

I. Background and Rationale

In consonance with the function of the Authority to establish a comprehensive system of accrediting, integrating, monitoring and evaluating the compliance of the different TVIs with TESDA policies and requirements, a set of standards and criteria to ensure quality in the delivery of training programs by the Technical Vocational Institutions (TVIs), have been established.

TESDA is mandated to provide relevant, accessible, high quality and efficient technical education and skills development in support of the development of high-quality Filipino middle-level manpower responsive to and in accordance with Philippine development goals and priorities. Towards this end, the training programs delivered by the TVIs shall be characterized by quality, responsiveness to the area-based demand, alignment with the skills priorities laid out in the National Technical Education and Skills Development Plan (NTESDP), and compliance with the requirements of the Authority, oversight agencies and industries.

As part of the quality assurance mechanisms to foster a culture of excellence, TESDA puts premium in recognizing TVIs which have exceeded the minimum requirements established in Program Registration through the System for TVET Accreditation and Recognition (STAR) Program and through the Typology of public and private TVIs.

The set of criteria outlined in this Circular serve as a framework to guarantee that the TVIs consistently uphold and meet the established standards in providing relevant, accessible, high quality and efficient technical education and skills development.

The performance and compliance of the TVIs in these standards and criteria will determine their classification and will serve as benchmark for the provision of assistance towards development and improvement.

As of September 30, 2023, there are 4,521 TVIs with registered TVET programs, each with varying status of accreditation, compliance, and performance measures. It is imperative to classify these TVIs in order to identify the areas for improvement as outlined by the established standards and criteria of this Circular.

II. Purpose

This Guidelines aims to:

1. Ensure that the TVIs consistently uphold and meet the established standards in providing relevant, accessible, high quality and efficient technical education and skills development;

2. Serve as reference in the identification of areas for improvement of the TVIs and in the provision of assistance to the TVIs;

3. Classify TVIs based on the set of standards and criteria outlined in this Circular;

4. Provide a benchmark on the optimal attributes of TVIs in the delivery of relevant, accessible, high quality and efficient technical education and skills development; and

5. Foster a culture of excellence and continuous improvement among the TVIs.

III. Scope and Coverage

This Guidelines shall cover all institutions with registered/recognized TVET programs with TESDA.

IV. General Principles

1. This Guidelines shall serve as the basis for continuous improvement of the TVET Institutions in the delivery of quality TVET Programs.

2. Quality TVET delivery is measured by performance indicators such as: compliance rate, employment rate, certification rate, and full utilization of absorptive capacity.

3. The learning outcomes of quality TVET programs are anchored on appropriate, relevant and industry-based facilities, curriculum, tools and equipment, and qualified trainers.

4. The TVIs shall demonstrate adherence to the requirements of Program Registration and/or AC Accreditation in all aspects of program delivery.

5. All TVIs with registered/recognized TVET programs shall be classified based on the set of criteria provided in this Guidelines.

6. The classification of TVIs shall consider the quality assurance mechanisms in program registration, accreditation and compliance audit and the extent to which the registered programs are responsive to the demand of the area and industry.

7. The classification framework encourages TVIs to be adaptive and innovative in the delivery of relevant, accessible, high quality and efficient technical education and skills development.

8. The TVIs shall pursue meeting the established standards in this Circular by leveraging on the technical assistance provided by the Regional and Provincial Offices.

9. When providing technical assistance, the Regional and Provincial Offices will refer to the areas for improvement of the TVIs as determined through the classification process.

V. Guidelines

1. All TVIs shall be classified as Class A, B or C based on the following criteria:

Criteria	Class A (10 points)	Class B (8 points)	Class C (5 points)	Evidence
a. Accreditation Status	with STAR rated program/s and/or APACC Awardee/ CenTDEV/ CenTPro/ CenTex	with candidate status for STAR Program/	no STAR rated program/s or with Accreditation from other Accrediting bodies	STAR and APACC Accreditation /Reports/ Results on the Vertical Typology of TVIs
b. Alignment with regional/ provincial skills priorities	80-100% of registered programs	50<80% of registered programs	<50% of registered programs	Regional/ Provincial Skills Priorities; Compendium of Registered Programs
c. Utilization of the approved slots based on previously granted allocation	100% utilization	81<100% utilization	<80% utilization	Scholarship Utilization Reports ROMO Monitoring Reports
d. Compliance to accounting and auditing rules and regulations	No notice of disallowance	All disallowances, if any, are settled	Ongoing settlement /unsettled disallowance/s	COA Reports

e. Compliance to Program Registration and/or AC Accreditation requirements	90-100% compliance rate	89 < 86% compliance rate	<85% compliance rate	Audit Reports/ Customer Satisfaction Reports/ Results of Program Evaluation/ Inspection Reports
f. Facilities, tools and equipment are state-of-the-art and simulate industry work environment. The state-of-the-art denotes the use of innovative products, techniques, equipment or methodologies in the program delivery that are considered advanced in the industry.	100% of registered programs have facilities, tools and equipment that are state-of-the-art and simulate industry work environment	All registered programs are compliant to TR/ minimum standards met	With adverse findings on facilities, tools and equipment during compliance audit	TVIs Profile with Photo Documentation/ Audit Reports/ Inspection Reports
g. Partnership with Industry	100% of registered programs with at least 1 industry partner	75% of registered programs with industry partner	50% or less of registered programs with industry partner	MOA/TTPMS/Summary List of Partners Industry per Registered Program
h. Assessment Rate *(for WTR programs)*	95-100%	80<95%	<80%	T2MIS/ BSRS
i. Certification Rate *(for WTR programs)*	92-100%	80<92%	<80%	T2MIS/ BSRS
j. Employment Rate within 1 year after completing a program in a particular qualification (for WTR and NTR registered program)	70-100%	60<70%	<60%	T2MIS/ BSRS

2. Class A is characterized as having surpassed almost all of the minimum requirements of the criteria, while Class B signifies meeting the minimum requirements in some and surpassing in others and C as having complied all of the criteria.

3. The TVIs shall be classified based on the percentage of the total points earned, as follows:

Classification	% of Total Points Earned (based on applicable criteria)
A	80 - 100
B	61 - 79
C	50 - 60

4. The Regional and Provincial Offices shall pre-classify the TVIs in their respective areas and submit to the TESDO Cluster through the CO the results of the pre-classification together with the pieces of evidence/supporting documents for the abovementioned criteria.

5. The results of the pre-classification shall be endorsed by the Regional and Provincial TESD Committees through a Resolution of the respective Region/Province.

6. The TESDO Cluster shall be responsible in the validation of the classification of all TVIs endorsed by the RTESDC and PTESDC.

7. All Regional and Provincial Directors shall be responsible in submitting the TVET profiles and other reports to CO as instructed.

8. The classification of TVIs shall be made annually. However, a TVI may be subjected to the classification or re-classification process as deemed necessary when there are significant changes in the circumstances of the TVET Institutions in any of the criteria provided above.

9. The process of classification shall also apply to the re-classification of TVIs. The re-classification shall likewise be endorsed by the RTESDC and PTESDC through a Resolution.

10. The TVIs that are newly established shall be classified based on the applicable criteria and the percentage of the total points earned.

11. The classification of TVIs shall be indicated in the Compendium of Registered/Recognized TVET Programs posted in the TESDA Website.

12. The classification of the TVIs shall serve as reference by the Regional and Provincial Offices in the provision of technical assistance and promotion of accreditation mechanisms of TESDA.

13. The Certification Office in collaboration with relevant Executive Offices shall develop and update the information system in the classification of TVIs.

VI. Effectivity

This Guidelines shall take effect as indicated and shall remain in force until superseded.

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Secretary/Director General, TESDA

ACTION PLAN

Activity	Schedule	OPR
a. Presentation of Draft Guidelines to Inter-cluster	Sept.12, 2023	ROMO, CO
b. Approval of Guidelines	Sept.15, 2023	Secretary/DG
c. Submission of TVET Profiles	Aug. 16 - Sep. 15, 2023	Regional/ Provincial Directors
d. Gathering of other information	Sept. 1-15, 2023	ROMO and CO
e. Verification of submitted profiles	Sept. 18-30, 2023	ROMO, CO and ROs
f. Evaluation based on classification criteria	Sept.18-30, 2023	ROMO, CO
g. Presentation of the initial evaluation results to ROPODOs	1st week of October	ROPODOs ROMO, CO
h. Presentation of the complete evaluation results to ROPODOs	3rd week of October	ROPODOs ROMO, CO
i. Submission of classification result to the Secretary	end of October 2023	DDG TESDO
j. Updating of classification	Every October	ROPODO TESDO