TESDA CIRCULAR

SUBJECT: Implementing Guidelines on the Deployment of Competency Standards (CS) for Warehouse Forklift Operation Level II		Page 1 of 4 pages Number 001 series of 2025
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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 **Warehouse Forklift Operation 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. The institutionalization of the Area-Based and Demand Driven (ABDD) process in the registration of the new and emerging skills under the No Training Regulation (NTR) program has paved the way for the localized development of Competency Standards.

C. To address the growing demand for warehouse forklift operation services by offering a comprehensive and standardized training program that aligns with both industry and national competency standards. This program will equip forklift operators with the necessary skills and knowledge to perform effectively in the field. Additionally, providing the appropriate equipment for warehouse forklift operations will ensure that operators have the tools needed to meet industry requirements, contributing to efficient and safe warehouse management.

D. The abovementioned Competency Standard (CS) was developed through extensive consultation meetings and workshops with the industry's technical experts, including professionals in the field of logistics, ensuring that it is reflective of current best practices and industry expertise which was facilitated by the Regional Office of National Capital Region (NCR).

II. OBJECTIVES

A. To immediately respond to the industry skills requirements for warehouse forklift operator 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 logistics 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 (QSO) and Regional and Provincial/District Offices (ROPO/DO) shall assist in the development of the Competency-Based Curriculum (CBC).

3. The following codes shall be applied for this CS:

Qualification Title	**Warehouse Forklift Operation Level II**
Qualification Code	**AB-LOGWFO1381100225**

Unit Code	Unit Title
Basic Competencies	
400311210	Participate in workplace communication
400311211	Work in 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	
AB-LOG1381100832201	Apply knowledge in warehouse, distribution operations and workplace procedures
AB-LOG1381100832202	Perform industry calculation in warehousing and distribution operations
TRS311204	Perform workplace security and safety
LOG432203	Provide effective customer service
LOG432204	Contribute to quality system
AB-LOG1381100832206	Follow specifications and manual of instructions when storing and distributing products/parcels
AB-LOG1381100832207	Maintain and use of materials handling equipment
AB-LOG1381100832208	Perform computer and system operations
Core Competencies	
AB-LOG1381100833301	Perform warehouse forklift pre-operation activity
AB-LOG1381100833302	Conduct warehouse forklift basic preventive maintenance servicing
AB-LOG1381100833303	Perform warehouse forklift productive operation

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

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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 competency standard across all regions.
2. Limited number of registered training providers to offer 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 Regional and Provincial/District Offices (ROPO/DO) 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 (ROPO/DO) shall closely monitor the implementation of the registered programs under these CS; and

2. The Regional and Provincial/District Offices (ROPO/DO) 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.

VIII. EFFECTIVITY

This Circular shall take effect as indicated. Wide dissemination of this Circular by all concerned is hereby enjoined.

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