

# TESDA CIRCULAR

<b>Subject:</b> Guidelines on the Implementation of Free TVET under the Universal Access to Quality Tertiary Education Act (UAQTEA) in State-run Technical Vocational Institutions (STVIs)		Page 1 of 18 pages Number <u>60</u> Series of <u>2018</u>
<b>Date Issued:</b> September 7, 2018	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

In the interest of the service and pursuant to Republic Act 10931, also known as the Universal Access to Quality Tertiary Education Act (UAQTEA), these Implementing Guidelines are hereby adopted and shall be observed in providing public access to free quality TVET programs.

## I. Rationale

Republic Act No. 10931 is an Act promoting Universal Access to Quality Tertiary Education by providing for free tuition and other school fees in State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs) and state-run Technical-Vocational Institutions (STVIs), establishing the Tertiary Education Subsidy and Student Loan Program (SLP), strengthening the Unified Student Financial Assistance System for Tertiary Education (UniFAST), and appropriating funds therefor. It is hereby declared that quality education is an inalienable right of all Filipinos and it is the policy of the State to protect and promote the rights of all students to quality education at all levels. The State recognizes the complementary roles of public and private higher education institutions and technical-vocational institutions in the educational system and the invaluable contribution that the private tertiary schools have made and will make to education.

The “Universal Access to Quality Tertiary Education Act” aims to:

1. Provide adequate funding and such other mechanisms to increase the participation rate among all socioeconomic classes in tertiary education;
2. Provide all Filipinos with equal opportunity to quality tertiary education in both private and public education institutions;
3. Give priority to learners who are technically-able and who come from poor families;
4. Ensure the optimized utilization of government resources in education;
5. Provide adequate guidance and incentives in supporting young Filipinos with their career choices towards the proper development and utilization of human resources; and
6. Recognize the complementary roles of public and private TVIs in the tertiary education system.

## II. Definition of Terms

In order to provide a common frame of reference in understanding the key terminologies used in this Circular, the following terms are hereby operationally defined as follows:

1. ACT refers to Republic Act No. 10931, also known as the “Universal Access to Quality Tertiary Education Act (UAQTEA)”;

## TESDA CIRCULAR

<b>Subject:</b> Guidelines on the Implementation of Free TVET under the Universal Access to Quality Tertiary Education Act (UAQTEA) in State-run Technical Vocational Institutions (STVIs)		Page 2 of 18 pages Number <u>60</u> Series of <u>2018</u>
<b>Date Issued:</b> September 7, 2018	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

2. **ASSESSMENT AND CERTIFICATION** refers to a program that aims to assess and certify the competencies of middle-level skilled workers through the Philippine Technical-Vocational Education and Training (TVET) Competency Assessment and Certification System (PTCACS);
3. **BENEFICIARIES** are eligible learners enrolled in Free TVET.
4. **BUNDLED PROGRAM** refers to the combination of two or more With Training Regulations (WTR) qualifications offered as a program to produce multi-skilled graduates. This can be done either through vertical articulation under the same qualification and different national qualification levels or horizontal or lateral progression under different qualifications within the same sector and the same national certification levels (**TESDA Circular No. 07 Series of 2016**);
5. **CERTIFICATE OF COMPETENCY (COC)** refers to a document issued by the Technical Education and Skills Development Authority (TESDA) to individuals who were assessed as competent in a single unit or cluster of related units of competency, as defined in Section 4 of the National Assessment and Certification Arrangements of the Training Regulations;
6. **CERTIFICATE OF TVET PROGRAM REGISTRATION (CTPR)** refers to a document issued by TESDA to a concerned Technical Vocational Institution (TVI) as a manifestation that the TVET program which the said institution is offering complies with the minimum requirements or standards prescribed by TESDA;
7. **CLUSTER OF UNITS OF COMPETENCY** refers to a group of competencies, as defined in the Training Regulations, that corresponds to a Certificate of Competency (COC). A cluster of units of competency includes the basic, common, and core competencies addressing a COC that can be offered as a registered program;
8. **CONSUMABLES** refer to the supplies and materials needed by the learners to practice the skills requirement of a training activity;
9. **COST OF MAINTENANCE OF FACILITIES, EQUIPMENT, AND TOOLS** refers to the cost necessary to keep the facilities, equipment and/or tools in good functional condition. It is computed by determining the imputed cost on the facilities, equipment and tools utilization;
10. **COST OF UTILITIES** refers to the cost of the amount of water and electricity consumed during the training period;
11. **HONORARIUM OF TRAINER** refers to the budget allocated to pay the services rendered by a contractual TVET trainer;
12. **INSTRUCTIONAL MATERIALS ALLOWANCE** refers to the provision for learners that they may use to acquire the necessary learning materials/workbooks/handbooks

## TESDA CIRCULAR

<b>Subject:</b> Guidelines on the Implementation of Free TVET under the Universal Access to Quality Tertiary Education Act (UAQTEA) in State-run Technical Vocational Institutions (STVIs)	Page 3 of 18 pages Number <u>60</u> Series of <u>2018</u>	
<b>Date Issued:</b> September 7, 2018	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

and/or non-print materials. Learners are entitled to this allowance per course that they are enrolled in;

13. LIBRARY FEE refers to the fee intended for the use of and access to library services in aid of research and instruction. This fee shall not cover fines and penalties incurred by learner library users. This also includes license fees to cover large-scale reproduction of copyrighted materials which shall be paid to collective licensing organizations;
14. MEDICAL AND DENTAL FEES refer to all fees intended for health services provided to the learners including physical, dental, and mental health assessment, examination, and treatment in the institution to ascertain that the learner is physically and mentally fit and does not have any contagious diseases;
15. MISCELLANEOUS FEE FOR TVET refers to "other school fees" that cover the following services:
  - 15.1. Accident insurance - an all-purpose student insurance to covers in-campus and off-campus activities;
  - 15.2. Access to library/learning resource center collections;
  - 15.3. School ID card;
  - 15.4. Medical and dental services; and
  - 15.5. Student support services such as career guidance and job linkages for graduating learners;
16. MOBILIZATION FUND refers to the immediate payment provided to State-run TVIs from the funds appropriated for free TVET provisions to ensure the immediate and unhampered implementation of the said provisions;
17. NATIONAL CERTIFICATE (NC) refers to the document issued by TESDA to individuals after being subjected to a National Competency Assessment and proven competent in all the required units of competency of a national qualification defined under the promulgated Training Regulations;
18. NATIONAL COMPETENCY ASSESSMENT refers to a process of collecting evidence and making judgments to confirm if an individual can perform according to the standards expected at the workplace, as expressed in the Training Regulations;
19. NATIONAL COMPETENCY ASSESSMENT FEE refers to the standard amount charged to a candidate by an Accredited Assessment Center for the purpose of a national competency assessment;
20. NOMINAL DURATION refers to the estimated learning hours which indicate the time for an average person to achieve the learning outcomes of the units of competency, inclusive of classroom contact time, laboratory/field work/practicum, and other methods of study/assignment, as defined in the Training Regulations;

## TESDA CIRCULAR

<b>Subject:</b> Guidelines on the Implementation of Free TVET under the Universal Access to Quality Tertiary Education Act (UAQTEA) in State-run Technical Vocational Institutions (STVIs)		Page 4 of 18 pages Number <u>60</u> Series of <u>2018</u>
<b>Date Issued:</b> September 7, 2018	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

21. OPT-OUT refers to the voluntary decision of the student to forego of the benefits of the Free TVET in STVIs and instead pay the institution the amount **equivalent to the waived subsidy**;
22. PAYING/NON-ELIGIBLE refers to **non- eligible learners to avail** of the Free TVET benefits shall be charged the **training cost and other training-related costs determined by the TESDA Board**;
23. PQF LEVEL 5 (DIPLOMA) refers to a package of courses/qualifications, producing technologist, aligned to the requirements of the Philippine Qualifications Framework (PQF) Level 5 stipulated in **TESDA Circular No. 38 S. 2017**;
24. QUALITY-ASSURED TVET programs are those TESDA-registered TVET programs that have **consistently complied with UTPRAS guidelines**. As deemed appropriate, all registered TVET Programs from Level I to Diploma and Bundled programs/qualification, are subjected to Compliance Audits, Technical Audits, and National Inspection;
25. STARTER TOOLKIT refers to a set of hand tools, power tools issued to eligible learner-graduate in aid of engaging in business and gainful activities after finishing the course;
26. STATE-RUN TECHNICAL-VOCATIONAL INSTITUTIONS (STVIs) refer to public technical-vocational institutions such as TESDA Technology Institutions (TTIs), State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs,) and LGU-run training centers offering registered TVET programs under the Unified TVET Program Registration and Accreditation System (UTPRAS);
27. TECHNICAL-VOCATIONAL EDUCATION AND TRAINING (TVET) refers to the education process designed at post-secondary and lower tertiary levels, officially recognized as non-degree programs aimed at preparing technicians, para-professionals, and other categories of middle-level workers by providing them with a broad range of general education, theoretical, scientific and technological studies, and related job skills training;
28. TECHNICAL-VOCATIONAL INSTITUTIONS (TVIs) refer to learning institutions offering post-secondary TVET. These include TESDA Technology Institutions, Public and Private Technical Vocational Institutes, Private Higher Education Institutions (HEIs), State Universities and Colleges (SUC), Local Universities and Colleges (LUCs), Training Centers, and enterprises offering TVET programs registered with TESDA;
29. TESDA TECHNOLOGY INSTITUTIONS (TTIs) refer to the schools, Regional and Provincial Training Centers that are under the management of TESDA. These include TESDA Regional Training Centers, TESDA Provincial Training Centers, TESDA Administered Schools (TAS), and TESDA-specialized centers (e.g., TESDA Women's Center, Language Skills Institute (LSI), etc.);

# TESDA CIRCULAR

<b>Subject:</b> Guidelines on the Implementation of Free TVET under the Universal Access to Quality Tertiary Education Act (UAQTEA) in State-run Technical Vocational Institutions (STVIs)		Page 5 of 18 pages Number <u>60</u> Series of <u>2018</u>
<b>Date Issued:</b> September 7, 2018	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

30. UNIFIED STUDENT FINANCIAL ASSISTANCE SYSTEM FOR TERTIARY EDUCATION (UNIFAST) refers to the harmonized, State-run and administered system of higher education and technical-vocational scholarships, grants-in-aid, student loan, and other modalities of student financial assistance program promulgated under Republic Act No. 10687;

31. UNIFIED TVET PROGRAM REGISTRATION AND ACCREDITATION SYSTEM (UTPRAS) refers to a two-stage quality assurance process that covers the following: (1) the mandatory registration of TVET programs with TESDA and the monitoring for continuous compliance with the prescribed minimum requirements; and (2) the voluntary accreditation of institutions which deals with the institutionalization of quality management systems at the institutional level;

32. VOLUNTARY CONTRIBUTION refers to the decision of the student to contribute, at his/her free will, some financial amount to the SUC, LUC, or LGU-run TVI, while availing himself/herself of the free higher education or free TVET provisions in the Act; and

33. WITH TRAINING REGULATIONS (WTR) refers to training programs registered under UTPRAS covered by Training Regulations.

### III. Qualifications/Program Coverage

1. Any STVI, with TESDA-Registered TVET Program, qualifies as training provider.
2. Quality-assured TVET programs which are the TESDA-registered TVET programs listed/indicated in the TESDA Compendium as of July 2017 and have remained to be in the said Compendium until the completion of the program. TVET programs registered beyond July 2017 and remained to be in the TESDA Compendium until June 2018 shall be covered for the Free TVET Provision in the ensuing fiscal year.
3. All Filipino learners who are currently enrolled at the time of the effectivity of the Act, or shall enrol at any time thereafter provided, that they comply with the admission and retention policies and existing residency rules of the STVIs;
4. Priority shall be given to deserving learner who come from:
  - 4.1. The most recently updated Listahanan (National Household Targeting System for Poverty Reduction)
  - 4.2. Poorest of the poor
  - 4.3. Orphans
  - 4.4. Dependents of informal settlers
  - 4.5. Rebel returnees/Former rebels
  - 4.6. Rehabilitated drug dependents and their families
  - 4.7. Indigenous Peoples (IPs)

# TESDA CIRCULAR

<b>Subject:</b> Guidelines on the Implementation of Free TVET under the Universal Access to Quality Tertiary Education Act (UAQTEA) in State-run Technical Vocational Institutions (STVIs)		Page <b>6</b> of 18 pages Number <u>60</u> Series of <u>2018</u>
<b>Date Issued:</b> September 7, 2018	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

- 4.8. Persons with Disabilities (PWDs)
- 4.9. People in the construction industry as a priority sector (e.g. Construction workers)
- 4.10. Internally displaced population
- 4.11. Dependents of AFP/PNP Personnel Killed-In-Action (KIA) or Wounded-In-Action (WIA)
- 4.12. Returning OFWs and their dependents

5. The **requirements** for admission shall include:

- 5.1. Ten (10) years basic education and other entry requirement as stipulated in Section III of existing Training Regulation;
- 5.2. NCAE/MATB/YP4SC Profiling; and
- 5.3. Other STVI entry requirements if applicable

6. The following learners are **NOT ELIGIBLE** to avail of the Free TVET benefits:

- 6.1. Learners who have obtained a **bachelor's degree**;
- 6.2. Learners who are already holders of a certificate or diploma for a technical-vocational course equivalent to **National Certificate Level III or higher, unless the trainee is enrolled in bundled courses or programs in Level IV or Diploma**;
- 6.3. Learners enrolled in TVET programs **not registered** under TESDA; and
- 6.4. Learners who **voluntarily opt out** of the free TVET provision.

Learners who are NOT ELIGIBLE to avail of the Free TVET benefits shall be charged the training cost and other training-related costs determined by the TESDA Board (to be posted in the TESDA website together with the FREE TVET Registry of quality-assured training programs per region) subject to the transitory provisions in Section 54 of the IRR.

## IV. Benefits

The Free TVET benefits shall cover the following:

1. Cost of Tuition
  - 1.1. Utilities
  - 1.2. Supplies and Materials
  - 1.3. Facilities and Equipment Utilization
  - 1.4. Honoraria of Trainer

## TESDA CIRCULAR

<b>Subject:</b> Guidelines on the Implementation of Free TVET under the Universal Access to Quality Tertiary Education Act (UAQTEA) in State-run Technical Vocational Institutions (STVIs)		Page <b>7</b> of 18 pages Number <u>60</u> Series of <u>2018</u>
<b>Date Issued:</b> September 7, 2018	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

2. Cost of Miscellaneous Fees/Other Related Fees
  - 2.1. Accident Insurance/Year (being arranged by TESDA CO with GSIS)
  - 2.2. Library Learning Resource Center
  - 2.3. ID Card
  - 2.4. Medical/Dental Services
  - 2.5. Student Support Services
3. Trainee Support Provisions
  - 3.1. National Competency Assessment
  - 3.2. Instructional Materials
  - 3.3. Living Allowance
  - 3.4. Starter Toolkit
  - 3.5. Workshop T-Shirts (3 pieces)

### V. Availment of Benefits

1. Living allowance
  - 1.1. Computed at Php 160/day, this covers either a) Dormitory expenses of the learner; **or** b) Daily transportation and one meal. This shall be released on a payroll basis by the authorized personnel of the STVI; and
  - 1.2. The first payment shall be given during the Training Induction Program (TIP) covering the first two (2) weeks of training. Subsequent payments shall correspond to the actual number of days of attendance in the previous two (2) weeks.
2. Instructional materials allowance
  - 2.1. Computed at Php 5,000/qualification, this covers the learning materials/workbook and/or handbooks to be used by the learner;
  - 2.2. The Instructional Materials allowance shall be released by the STVI to the eligible learner enrolled on a payroll basis no later than five (5) working days after TIP; and
  - 2.3. Payment of instructional materials allowance.
    - 2.3.1. This shall be given, to the eligible learners enrolled, by the designated disbursing officer of the STVIs, no later than five (5) working days after TIP. A list of instructional materials shall be provided by the trainer during the TIP. Said allowance received by the eligible learners enrolled shall be liquidated not later than **fifteen (15) working days upon receipt** or no later than 50% of the training duration, whichever comes earlier. To ensure

# TESDA CIRCULAR

<b>Subject:</b> Guidelines on the Implementation of Free TVET under the Universal Access to Quality Tertiary Education Act (UAQTEA) in State-run Technical Vocational Institutions (STVIs)	Page 8 of 18 pages Number <u>60</u> Series of <u>2018</u>	
<b>Date Issued:</b> September 7, 2018	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

that the instructional material allowance was used according to its purpose, corresponding official receipts shall be submitted by eligible learners enrolled to the designated disbursing officer as part of the liquidation report of the latter; and

2.3.2. Any unutilized amount, within the period as stated above, shall be returned to the STVI concerned thru its designated collecting officer and corresponding official receipt shall be issued thereto. Accordingly, if said allowance was not used based on its intended purpose the corresponding amount shall be deducted from the collectible living allowance of the learner.

### 3. National Competency Assessment

Learners in the WTR programs shall be subjected to mandatory assessment as applicable (TESDA Circular No. 7 Series of 2016, Amended Omnibus Guidelines on Program Registration under the Unified TVET Program Registration and Accreditation System (UTPRAS) Section VII. Programs Covered by Training Regulations (WTR)).

The STVI shall develop a **National Competency Assessment Plan** (Column QST of Annex E and Column ORS of Annex F) that contains or reflective of the date of start and date of finish of the training, requested date of assessment with corresponding amount to be paid to the assessment center. This should be submitted to the TESDA PO, not later than a month before the date of finish or upon submission of enrolment report for courses shorter than a month, for approval as per assessment procedure. **The TESDA PO should ensure that the assessment is conducted before the end of the training program.**

Fees for the National Competency Assessment will be paid by the STVIs or the POs concerned to the Accredited Assessment Center subject to the prevailing schedule of assessment fees (Column Q, Annex A: Schedule of Cost for Free TVET 2018).

### 4. Starter toolkit

A Starter Tool Kit shall be issued to every eligible learner-graduate upon his/her completion of the training program. Such issuance shall be supported by a corresponding Acknowledgement Receipt signed by the eligible learner-graduate in accordance with the standard government accounting and auditing rules and procedures (Annex B: Process Flow on the Delivery and Distribution of Toolkits).

### 5. Accident Insurance

# TESDA CIRCULAR

<b>Subject:</b> Guidelines on the Implementation of Free TVET under the Universal Access to Quality Tertiary Education Act (UAQTEA) in State-run Technical Vocational Institutions (STVIs)	Page <b>9</b> of 18 pages Number <u>60</u> Series of <u>2018</u>	
<b>Date Issued:</b> September 7, 2018	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

- 5.1. The STVI shall submit the list of learners enrolled to TESDA RO. The list should reflect the type of enrollees, i.e., A. Free TVET, B. Voluntary Contribution, C. Opt-out, and D. Paying. (Annex C: Enrollment Report Form)
- 5.2. From the list of **learners enrolled** received from the STVIs, the TESDA RO will forward the list of learners enrolled to be covered by the insurance (types A, B, C and D) to the nearest GSIS branch for insurance coverage of one year.
- 5.3. The corresponding premium of the insurance coverage shall be paid for by the TESDA RO charged against the funds downloaded for the purpose.
- 5.4. The premium for the insurance coverage of all the learners enrolled in the list shall be paid for by the RO to the GSIS (i.e. All learners enrolled are insured). The premium corresponding to the learners enrolled in types C and D shall be correspondingly deducted by the RO from the subsequent releases to the STVIs.

## VI. Opt-Out Mechanism

The decision of the learner to voluntarily opt out must be made during the enrolment period (no later than five (5) calendar days before the start of a training program) of a TVET program and shall be considered final and irrevocable for that particular program. These learners may be allowed to change their decision in the subsequent training programs to be enrolled at. If the training program enrolled at is a **bundled program of two or more qualifications, the learners may change their decision** within the enrolment period for the second or subsequent qualifications. In Diploma program the learner can change their decision no later than **Five (5) days before the start of following semester**.

Eligible Learners who voluntarily **opt out** from Free TVET provision shall pay, during the enrolment period for the training program, the amount equivalent to the full training cost and other training-related costs of the corresponding TVET program as determined by the TESDA Board as provided for in Section 54 of the IRR (Column J plus P, Annex A).

Eligible learners who choose to voluntarily opt out shall sign and submit a Waiver Form (Annex D) to the STVI they are enrolling in. Consequently, they are **NOT ENTITLED** to receive the following: toolkit, living allowance, and instructional material allowance. The fees to be paid by the learners who will opt out will be reflected in the Registry of Quality Assured Programs per STVI to be posted in the TESDA website and be available in the TESDA ROPO and the specific STVI.

All payments received from learners **who opted out** shall be remitted by the STVIs to their respective TESDA ROs within one month from the start of the training program. The TESDA RO-designated collecting officer shall issue an official receipt for the amount received. TESDA RO deposits the same amount to the TESDA RO SSP account in accordance with the existing government accounting and auditing rules and

# TESDA CIRCULAR

<b>Subject:</b> Guidelines on the Implementation of Free TVET under the Universal Access to Quality Tertiary Education Act (UAQTEA) in State-run Technical Vocational Institutions (STVIs)		Page <b>10</b> of 18 pages Number <u>60</u> Series of <u>2018</u>
<b>Date Issued:</b> September 7, 2018	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

regulations. TESDA RO **withdraws the same amount less the insurance premiums**, from its SSP account to remit to TESDA-CO TDF account.

## VII. Voluntary Contribution Mechanism

The decision of the learner **for voluntary contribution** must be made during the enrolment period (no later than five (5) calendar days before the start of a training program) of a TVET program and shall be considered final and irrevocable for that particular training program. These learners may be allowed to change their decision in the subsequent training programs to be enrolled at. **If the training program enrolled at is a bundled program of two or more qualifications, the learners may change their decision at the start of second or subsequent qualifications. In Diploma program the learner can change their decision no later than Five (5) days before the start of the following semester.**

Eligible learners who voluntarily contribute shall pay, during the enrolment period for the training program.

Eligible learners who choose to voluntarily contribute shall sign and submit a Waiver Form (Annex D) to the STVI they are enrolling in. Consequently, they are still ENTITLED to receive the following: toolkit, living allowance, instructional material allowance and national competency assessment fee.

All payments received from eligible learners enrolled shall be remitted by the STVIs to their respective TESDA ROs within one month from the start of the training program. The TESDA RO-designated collecting officer shall issue an official receipt for the amount received. TESDA RO deposits the same amount to the TESDA RO SSP account in accordance with the existing government accounting and auditing rules and regulations. TESDA RO withdraws the SAME amount from its SSP account to remit to TESDA CO TDF account.

All STVIs shall create a mechanism to encourage the learners with financial capacity to pay their education to contribute voluntarily in any amount to the school;

The said contribution must be done during enrolment period of the program and shall be considered final and irrevocable for the duration of the program.

## VIII. Bundled Programs

Bundled programs shall be pursued to produce multi-skilled graduates under the following conditions:

1. Only WTR programs covering full qualification titles (e.g. SMAW NC II) can be bundled. In no particular instance shall a STVI include in its bundling system any qualification that is not duly registered with TESDA.;
2. The STVI has the responsibility to report to the TESDA PO the individual qualification title which it intends to bundle and the proposed title thereto. Offering a bundled program requires prior **approval from TESDA RO**;

# TESDA CIRCULAR

<b>Subject:</b> Guidelines on the Implementation of Free TVET under the Universal Access to Quality Tertiary Education Act (UAQTEA) in State-run Technical Vocational Institutions (STVIs)		Page <b>11</b> of 18 pages Number <u>60</u> Series of <u>2018</u>
<b>Date Issued:</b> September 7, 2018	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

3. Only the following may be bundled

- a. Vertical - Same qualifications with different NC levels (e.g. SMAW NC II and SMAW NC III); or
  - b. Horizontal - Qualifications within the same sector (e.g. Metals and Engineering Sector: SMAW NC II and GMAW NC II) provided the entry requirements of each TR are complied with; or
  - c. Inter-sector qualifications that are interrelated to support an occupation or career progression (e.g. Metals and Engineering Sector: SMAW NC II bundled with Automotive Sector: Automotive Servicing NC II).
4. Mandatory assessment of learners shall be per qualification title;
5. STVIs may use their own title for the bundled program, however, they will have to:
- a. Get the approval from RO through the PO of the title for the bundled program reflective of the qualifications that were bundled (e.g. Agriculture Production Services (Bundled Qualifications in Agri-Crops Production NC I, and Horticulture NC II));
  - b. The program title should not contain the phrases "Associate", "Bachelor's Degree" or "AA" or "BS" or words that would mislead the public to believe that the course is a Bachelor's or a Higher Education Degree; and
  - c. The title of the approved bundled program reflective of the qualifications that were bundled shall be specified in the T2MIS reports, signages, curriculum, student documents and other institution.
6. Certificate of Training Completion shall be issued for every qualification completed in the bundled program. If the learner did not complete a qualification within a bundled program, a Certificate of Achievement shall be issued reflective of every unit of competency completed; and
7. The title for the bundled program and the qualifications that were bundled shall be indicated in the issuance of the following documents:
- a. Special Order (SO); and
  - b. Certification, Authentication and Verification (CAV).

## IX. Diploma Programs

The **title** that contains "Diploma" shall only be allowed if the program complies with the seventeen (17) Program Learning Outcomes (PLOs) adherent to the PQF Level 5 descriptors indicated in TESDA Circular No. 38 series of 2017 (e.g. Diploma in Welding Technology);

# TESDA CIRCULAR

<b>Subject:</b> Guidelines on the Implementation of Free TVET under the Universal Access to Quality Tertiary Education Act (UAQTEA) in State-run Technical Vocational Institutions (STVIs)		Page <b>12</b> of 18 pages Number <u>60</u> Series of <u>2018</u>
<b>Date Issued:</b> September 7, 2018	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

The diploma program shall be evaluated by the Regional Diploma Technical Working Group (TWG) upon whose recommendation the TESDA RO shall issue Certificate of Program Recognition (Page 5 of TESDA Circular No. 38 series of 2017).

The title of the PQF Level 5 (Diploma) program and the qualifications that were included in the package shall be indicated in the issuance of the following documents:

- a. Special Order (SO); and
- b. *Certification, Authentication and Verification (CAV)\*.*

## X. Procedures in the Preparation of Qualification Map (QM)

1. From the STVI's quality-assured programs as defined, prepare and submit to the TESDA Regional Office (RO) a QM indicating approved bundled programs (reflective of the qualifications that were bundled), and the remaining individual qualifications, covering the programs that will start within the period of **September 2018 - December 2018 and January 2019 – August 2019.** (Annex E: STVI QM for Approved Bundled Programs and Single Qualification Titles Form).
2. From the STVI's recognized PQF Level 5 (Diploma) programs, the STVI prepares and submits to the TESDA Regional Office (RO) a QM for PQF Level 5 (Diploma) programs reflective of the following: (Annex F: STVI QM for Recognized PQF Level 5 (Diploma) Programs Form)
  - 2.1. All the courses/qualifications that will be covered in one (1) year per semester.
  - 2.2. Qualifications that will be completed within the semester (to reflect basis of cost of National Competency Assessment); and
  - 2.3. A **Certificate of Recognition Number** for PQF Level 5 (Diploma) programs.
3. The RO shall check the validity of the programs indicated in the QMs then coordinates with the STVI for any correction required.
4. TESDA RO prepares a **Regional consolidated QM** and endorses the same to the **Central Office for validation, approval** and release of the corresponding budget requirements. (Annex G: Regional Consolidated QM for Approved Bundled Programs and Single Qualification Titles per STVI Form and Annex H: Regional Consolidated QM for Recognized PQF Level 5 (Diploma) Programs per STVI Form)
5. The programs in the validated/approved QMs shall be reflected by the Central Office in the **REGISTRY OF QUALITY-ASSURED PROGRAMS** for Free TVET (Annex I: Registry of Quality-Assured Programs and Providers of FREE TVET (Sample)).

*\*Supplemental guidelines shall be issued*

# TESDA CIRCULAR

<b>Subject:</b> Guidelines on the Implementation of Free TVET under the Universal Access to Quality Tertiary Education Act (UAQTEA) in State-run Technical Vocational Institutions (STVIs)	Page <b>13</b> of 18 pages Number <u>GO</u> Series of <u>2018</u>	
<b>Date Issued:</b> September 7, 2018	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

## **XI. Administrative and Financial Requirements**

1. The source agency (CHED-UniFAST) issues a check in the name of TESDA Central Office which shall be deposited under TESDA Central Office Trust Fund Account;
2. Upon receipt of the amount, a corresponding Official Receipt (OR) shall be issued by TESDA Central Office to CHED-UniFAST;
3. The TESDA Central Office shall transfer the funds to TESDA ROs for the implementation of the Free TVET;
4. The fund transfer shall be taken up by the TESDA RO as a Trust Liability Account, and shall be deposited to an Authorized Government Depository Bank (AGDB). The TESDA ROs and the Implementing Units (IUs) warrant that the aforementioned funds be allotted and used solely and exclusively for the implementation of the approved QMs as bases for the monitoring of the project and utilization and liquidation of funds; and
5. Release of funding requirements to IUs:
  - 5.1. TTIs
    - 5.1.1. TESDA RO shall release, except for the provision for insurance, a mobilization fund in the amount equivalent to 50% of the total cost of the approved **QM**. The amount shall be deposited in the Trust Fund account of the IUs in an AGDB;
    - 5.1.2. For TESDA Provincial Training Centers (PTCs) which do not maintain a separate book of accounts, the release of funds shall be made to the **TESDA Provincial Office (PO) concerned** and the same amount shall be deposited by the latter in the TESDA PO Trust Fund Account;
    - 5.1.3. Upon reaching the utilization/disbursement threshold of **75% of the mobilization fund** (on a per program basis), the IUs become eligible to **request for replenishment up to the maximum amount utilized to cover** subsequent programs in the QM. Refer to the attached checklist of minimum requirements (Annex J: Checklist of Minimum Requirements for Fund Replenishment);
    - 5.1.4. The post-audit of transaction by the designated Resident Auditor is not a prerequisite to the succeeding release of funds as contained in COA Circular No. 2016-002 dated May 31, 2016;
    - 5.1.5. Repeat 5.1.c process as appropriate/applicable until all the programs in the approved QM have been fully implemented;
    - 5.1.6. The TTIs or TESDA POs concerned shall return to TESDA Regional Office any unused balance of the mobilization fund (on a per program basis) one

# TESDA CIRCULAR

<b>Subject:</b> Guidelines on the Implementation of Free TVET under the Universal Access to Quality Tertiary Education Act (UAQTEA) in State-run Technical Vocational Institutions (STVIs)	Page <b>14</b> of 18 pages Number <u>60</u> Series of <u>2018</u>	
<b>Date Issued:</b> September 7, 2018	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

month after the end of the implementation of the program as indicated in QM;

5.1.7. The TTIs or TESDA POs concerned shall maintain a separate subsidiary Ledger/record of transactions made **per program/qualification**. Such ledger should be available during the field visits and monitoring activities of the TESDA and CHED-UniFAST; and

5.1.8. TTIs or TESDA POs concerned which opted to use their existing SSP/IGP funds to cover any allowable expense item in the implementation of Free TVET, are entitled to **claim for reimbursement** of the same, subject to existing rules and guidelines stipulated in COA-DBM-DOF Joint Circular No. 7-85 dated July 29, 1985 and TESDA Circular 26 series 2018 dated April 2018.

## 5.2. SUC, LUC and LGU-run Training Centers

5.2.1. A Memorandum of Agreement (MOA) (Annex K) shall be entered into by and between concerned TESDA RO and SUC/LUC/LGU-run training centers as the legal basis to collaborate in the implementation of RA 10931 and this IG;

5.2.2. TESDA RO shall release to the IUs, except for the provision for insurance, a mobilization fund the amount equivalent to 50% of the cost of the approved QM. The amount shall be deposited in the Trust Fund account of the IUs in an AGDB;

5.2.3. The release of funding requirements shall follow the provisions in 5.1.c up to 5.1.e. of this Circular.

5.2.4. SUC/LUC/LGU-run training centers shall return to TESDA Regional Office any unused balance of the mobilization fund (on a per program basis) within a month after the end of the implementation of the program as indicated in QM;

5.2.5. SUC/LUC/LGU-run training centers shall maintain a separate subsidiary ledger/record of transactions made per program/qualification. Such ledger should be available during the field visits and monitoring activities of the TESDA and CHED-UniFAST; and

5.2.6. SUC/LUC/LGU-run training centers which opted to use their existing **revolving funds** to cover any allowable expense item in the implementation of Free TVET, are entitled to **claim for reimbursement** in accordance with existing government accounting and auditing rules and regulations.

6. The TESDA RO shall submit to the Central Office a **consolidated monthly fund utilization report** of the released funds every fifth (5th) day of the following month.

# TESDA CIRCULAR

<b>Subject:</b> Guidelines on the Implementation of Free TVET under the Universal Access to Quality Tertiary Education Act (UAQTEA) in State-run Technical Vocational Institutions (STVIs)	Page <b>15</b> of 18 pages Number <u>60</u> Series of <u>2018</u>	
<b>Date Issued:</b> September 7, 2018	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

TESDA Central Office shall submit to CHED-UniFAST the agency consolidated report every seventh (7th) day of the following month;

7. Within ten (10) calendar days after the end of the three (3) month period/quarter and thereafter, the TESDA RO shall submit the Report of Checks Issued and Cancelled (RCIC) and the Report of Disbursements (ROD) together with the copies of paid disbursement vouchers (does not include the supporting documents) to support the report on the utilization of funds. Said report shall be approved by the TESDA Regional Director;
8. The TESDA RO shall return to the TESDA Central Office any unused balance of the funds transferred upon completion of the Project;
9. The TESDA Central Office shall submit to CHED-UniFAST a quarterly partial liquidation report, duly verified and certified by the TESDA Chief Accountant and approved by the Agency Head, with photocopies of paid disbursement vouchers;
10. TESDA Central Office shall submit to CHED-UniFAST a final consolidated Liquidation Report within thirty (30) calendar days, upon completion of the project and in accordance with **COA Circular No. 94-013** dated December 1994. The liquidation Report shall be approved by the Head of Agency. In addition, the Chief Accountant shall issue a Certification that funds previously transferred to TESDA has been liquidated and accounted for in books as approved for in COA Circular No. 2016-002 dated May 31, 2016; and
11. TESDA Central Office shall return to CHED-UniFAST any unused balance of the funds transferred or proof of remittance to Bureau of Treasury (BTr) upon completion of the project.

## XII. Delivery and Issuance of Toolkits

**Everything is subject to procurement law, existing government auditing rules and regulation and other related statutory provisions on the procurement of toolkits.**

1. A **TESDA RO-designated warehouse** should be chosen for the purpose of storage of the starter toolkit and ensure safety of the same from breakage, theft, fire, dampness, flooding, pests, rodents and other similar risks;
2. Supplier delivers starter toolkits to the RO-designated warehouse according to the schedule, quantity and specification of qualification-specific toolkits (Annex L: Sample of Delivery Receipt);
3. TESDA RO, in coordination with TESDA Central Office Procurement Division, facilitates inspection and acceptance procedures for the delivery of toolkits (Annex M: Inspection and Acceptance Report);

## TESDA CIRCULAR

<b>Subject:</b> Guidelines on the Implementation of Free TVET under the Universal Access to Quality Tertiary Education Act (UAQTEA) in State-run Technical Vocational Institutions (STVIs)		Page <b>16</b> of 18 pages Number <u>60</u> Series of <u>2018</u>
<b>Date Issued:</b> September 7, 2018	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

4. The RO-designated Supply Officer shall update the corresponding qualification-specific toolkits RO stock card (Annex N: Regional Office Stock Card) and safe keeps the toolkits at the RO-designated warehouse;
5. The trainer, in consultation with the STVI-designated Supply Officer shall request for qualification-specific toolkits by accomplishing a Requisition and Issue Slip (RIS) (Annex O) (Appendix 63, Volume II, GAM for NGAs) for training programs in the approved QM that **would start within one (1) month**. The STVI administrator, as the requisitioning party, signs and submits the RIS to the TESDA RO;
6. The Regional Scholarship Focal, in coordination with the RO-designated Supply Officer, shall validate and recommend the RIS for approval by the Regional Director or by the FASD Chief as designated by the RD;
7. The RO-designated Supply Officer issues the qualification-specific toolkits to and received by STVI-designated Supply Officer at the RO-designated warehouse. The RO-designated Supply Officer updates the qualification-specific toolkits **RO Stock Card**;
8. The STVI-designated Supply Officer shall update the corresponding qualification-specific toolkits STVI stock card (Annex P: STVI Stock Card) and safe keeps the toolkits at the STVI-designated storage room;
9. The STVI-designated Supply Officer transfers the qualification-specific toolkits, using the Inventory Custodian Slip (ICS) (Annex Q), to the trainer, corresponding to the number of **eligible learners enrolled** (Type A and B) in the ongoing program;
10. The concerned trainer **shall lend**, for the exclusive use during training, to the **eligible learners enrolled**, the qualification-specific toolkits within the provisions of the established borrowing/lending mechanism of STVIs (Annex R: Sample Borrower's Slip);
11. The borrowed/lent qualification-specific toolkits, at the end of each training session, shall be kept by the **eligible learners enrolled** in their respective lockers;
12. The eligible learner enrolled, upon completion of the training program, (henceforth defined as eligible learner-graduate) receives the lent qualification-specific toolkits, to be used for self-employment and gainful activities. A corresponding Acknowledgement Receipt (Annex S: Property Acknowledgement Receipt) shall be accomplished for the purpose; and
13. For **eligible learners enrolled** who **did not complete** the training program, the borrowed/lent toolkits shall remain at the custody of the trainer to be used for training purposes.

# TESDA CIRCULAR

<b>Subject:</b> Guidelines on the Implementation of Free TVET under the Universal Access to Quality Tertiary Education Act (UAQTEA) in State-run Technical Vocational Institutions (STVIs)	Page <b>17</b> of 18 pages Number <u>60</u> Series of <u>2018</u>	
<b>Date Issued:</b> September 7, 2018	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

## XIII. Conduct of Training Induction Program (TIP)

The STVI should ensure that a **TIP is conducted on the first day of training**. The **eligible learners enrolled** should be accompanied by their parents/guardians, in case of minors. The TIP shall cover the following topics:

1. About TESDA
2. Guidelines of Free TVET
3. Financial Literacy – to provide information and guidance for proper use and management of their living allowance, instructional allowance and proper recording of their financial resources
4. Guidance and Counselling Services of the STVI.

## XIV. Reporting Requirements of IUs

All IUs shall submit to TESDA RO, the following:

1. Collection Report which includes name of payor, program/qualification, amount paid, date of payment, particulars of payment Official Receipt number in reference to the accomplished **Waiver Form within the enrolment period** (Annex T: Report of Collections and Deposits)
2. STVI Enrolment Report indicating learners in the following types: A. free TVET, B. Voluntary Contribution, C. Opt-out, and D. Paying within the enrolment period (refer to T2MIS)
3. STVIs submit to TESDA PORO, within **the prescribed periods**, the following:
  - 3.1. Graduates, Assessed, Certified
  - 3.2. Employment Report
  - 3.3. Report on Toolkits
    - 3.3.1. Lent by the trainer to the eligible learners enrolled
    - 3.3.2. Issued by trainer to eligible learner-graduate
    - 3.3.3. Retained by the trainer corresponding toolkits lent to non-completers

All TESDA ROs shall prepare and submit to TESDA Central Office on a monthly basis (5<sup>th</sup> day of the month) the following:

1. Monthly Regional Consolidated Report on Toolkits:
  - 1.1. As Requested by STVI
  - 1.2. Transferred by STVI-designated Supply Officer to trainer
  - 1.3. Lent by the trainer to the **eligible learners enrolled**

# TESDA CIRCULAR

<b>Subject:</b> Guidelines on the Implementation of Free TVET under the Universal Access to Quality Tertiary Education Act (UAQTEA) in State-run Technical Vocational Institutions (STVIs)	Page <b>18</b> of 18 pages Number <u>60</u> Series of <u>2018</u>	
<b>Date Issued:</b> September 7, 2018	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

1.4. Issued by trainer to **eligible learner-graduate**

1.5. Retained by the trainer corresponding toolkits lent to non-completers

## XV. Table of Appendices

The following annexes will form part of this guideline:

Annex A: Schedule of Cost for Free TVET 2018
Annex B: Process Flow on the Delivery and Distribution of Toolkits
Annex C: Enrollment Report Form
Annex D: Waiver Form
Annex E: STVI QM for Approved Bundled Programs and Single Qualification Titles Form
Annex F: STVI QM for Recognized PQF Level 5 (Diploma) Programs Form
Annex G: Regional Consolidated QM for Approved Bundled Programs and Single Qualification Titles per STVI Form
Annex H: Regional Consolidated QM for Recognized PQF Level 5 (Diploma) Programs per STVI Form
Annex I: Registry of Quality-Assured Programs and Providers of FREE TVET (Sample)
Annex J: Checklist of Documentary Requirements (Minimum)
Annex K: Memorandum of Agreement (MOA)
Annex L: Sample of Delivery Receipt (DR)
Annex M: Inspection and Acceptance Report (IAR)
Annex N: Regional Office Stock Card
Annex O: Requisition and Issue Slip (RIS)
Annex P: STVI Stock Card
Annex Q: Inventory Custodian Slip (ICS)
Annex R: Sample Borrower's Slip
Annex S: Property Acknowledgement Receipt
Annex T: Report of Collections and Deposits

This Circular shall take effect as indicated.

  
**SEC. GUILING "GENE" A. MAMONDIONG**  
Director General

# Annex A

## Schedule of Cost for Free TVET 2018

As of July 25, 2018 – based from TR CD Version 36 as of February 2018 and approved National Competency Assessment Fee as of December 2017

No	Qualification Code	Qualification Title	Number of Hours	Number of Days	Cost of Tuition Fee per Trainee per Day					Cost of Miscellaneous per Trainee					Cost of Trainee Support Provision per Trainee				
					Utilities -Electricity	Consumables/ Training Materials	Facilities, Equipment and Tools Maintenance/ Day/ Trainee	Honoraria of Trainer/	Total Cost of Tuition Fee	Accident Insurance/ Year	Library/ Learning Resource Center	ID Card	Medical/ Dental services	Student support services	Total Cost of Miscellaneous/ Trainee	National Assessment Fee/ Trainee (Approved Fee as of December 2017)	Instructional Materials/ Trainee	Consumable: T-shirt (3 pcs)	Living Allowance/ Day/ Trainee (@160/day)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)
1.	AFFAPP213	Animal Production (Poultry-Chicken) NC II	226	38	58.00	102.25	21.32	54.63	<b>236.20</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
2.	AFFAPR213	Animal Production (Ruminants) NC II	306	51	58.00	102.25	21.32	54.63	<b>236.20</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	530.00	5,000.00	450.00	160.00
3.	AFFAPS213	Animal Production (Swine) NC II	306	51	58.00	102.25	21.32	54.63	<b>236.20</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	640.00	5,000.00	450.00	160.00
4.	AFFOAP212	Organic Agriculture Production NC II	232	39	1.04	4.70	1.75	54.63	<b>62.12</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
5.	AFFACP105	Agricultural Crops Production NC I	302	51	1.04	78.31	124.42	54.63	<b>258.40</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	300.00	5,000.00	450.00	160.00
6.	AFFACP213	Agricultural Crops Production NC II	336	56	1.04	78.31	124.42	54.63	<b>258.40</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	585.00	5,000.00	450.00	160.00
7.	AFFACP306	Agricultural Crops Production NC III	445	75	1.04	78.31	124.42	54.63	<b>258.40</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	400.00	5,000.00	450.00	160.00
8.	AFFAHC307	Animal Health Care and Management NC III	208	35	58.00	78.31	21.32	54.63	<b>212.26</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
9.	AFFAQC204	Aquaculture NC II	127 6	213	1.04	102.25	21.32	54.63	<b>179.24</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	350.00	5,000.00	450.00	160.00

# Annex A

## Schedule of Cost for Free TVET 2018

As of July 25, 2018 – based from TR CD Version 36 as of February 2018 and approved National Competency Assessment Fee as of December 2017

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					Utilities -Electricity	Consumables/ Training Materials	Facilities, Equipment and Tools Maintenance/ Day/ Trainee	Honoraria of Trainer/	Total Cost of Tuition Fee	Accident Insurance/ Year	Library/ Learning Resource Center	ID Card	Medical/ Dental services	Student support services	Total Cost of Miscellaneous/ Trainee	National Assessment Fee/ Trainee (Approved Fee as of December, 2017)	Instructional Materials/ Trainee	Consumable: T-shirt (3 pcs)	Living Allowance/ Day/ Trainee (@160/day)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)
10.	AFFFSC206	Fish Capture NC II	318	53	1.04	4.70	21.32	54.63	<b>81.69</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	400.00	5,000.00	450.00	160.00
11.	AFFHTC306	Horticulture NC III	445	75	1.04	78.31	1.75	54.63	<b>135.73</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	300.00	5,000.00	450.00	160.00
12.	AFFLIM208	Landscape Installation and Maintenance (Softscape) NC II	212	36	1.04	102.25	1.75	54.63	<b>159.67</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
13.	AFFPMV207	Pest Management (Vegetables) NC II	312	52	1.04	102.25	1.75	54.63	<b>159.67</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
14.	AFFRMO207	Rice Machinery Operations NC II	232	39	1.04	78.31	124.42	54.63	<b>258.40</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
15.	AFFRPT212	Rubber Production NC II	322	54	1.04	4.70	1.75	54.63	<b>62.12</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
16.	ALTATS118	Automotive Servicing NC I	469	79	58.00	102.25	21.32	54.63	<b>236.20</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	450.00	5,000.00	450.00	160.00
17.	ALTATS213	Automotive Servicing NC II	676	113	58.00	102.25	21.32	54.63	<b>236.20</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	700.00	5,000.00	450.00	160.00
18.	ALTMSE215	Motorcycle/ Small Engine Servicing NC II	650	109	1.04	78.31	21.32	54.63	<b>155.30</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	700.00	5,000.00	450.00	160.00

# Annex A

## Schedule of Cost for Free TVET 2018

As of July 25, 2018 – based from TR CD Version 36 as of February 2018 and approved National Competency Assessment Fee as of December 2017

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					Utilities -Electricity	Consumables/ Training Materials	Facilities, Equipment and Tools Maintenance/ Day/ Trainee	Honoraria of Trainer/	Total Cost of Tuition Fee	Accident Insurance/ Year	Library/ Learning Resource Center	ID Card	Medical/ Dental services	Student support services	Total Cost of Miscellaneous/ Trainee	National Assessment Fee/ Trainee (Approved Fee as of December/2017)	Instructional Materials/ Trainee	Consumable: T-shirt (3 pcs)	Living Allowance/ Day/ Trainee (@160/day)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)
19.	ALTAEA207	Automotive Electrical Assembly NC II	143	24	58.00	102.25	21.32	54.63	<b>236.20</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
20.	ALTATS313	Automotive Servicing NC III	596	100	58.00	102.25	21.32	54.63	<b>236.20</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	300.00	5,000.00	450.00	160.00
21.	ALTDRV204	Driving NC II	118	20	1.04	102.25	124.42	54.63	<b>282.34</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	200.00	5,000.00	450.00	160.00
22.	CONHEM206	Heavy Equipment Servicing (Mechanical) NC II	362	61	1.04	78.31	124.42	54.63	<b>258.40</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	400.00	5,000.00	450.00	160.00
23.	ALTABP106	Automotive Body Painting/Finishing NC I	120	20	58.00	102.25	21.32	54.63	<b>236.20</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	400.00	5,000.00	450.00	160.00
24.	ALTABP204	Automotive Body Painting/Finishing NC II	158	27	58.00	102.25	21.32	54.63	<b>236.20</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	600.00	5,000.00	450.00	160.00
25.	ALTDRB311	Driving (Passenger Bus/Straight Truck) NC III	122	21	1.04	102.25	124.42	54.63	<b>282.34</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	200.00	5,000.00	450.00	160.00
26.	CONCOP215	Construction Painting NC II	178	30	1.04	102.25	21.32	54.63	<b>179.24</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	700.00	5,000.00	450.00	160.00
27.	CONMAS106	Masonry NC I	104	18	1.04	102.25	1.75	54.63	<b>159.67</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	1,100.00	5,000.00	450.00	160.00

# Annex A

## Schedule of Cost for Free TVET 2018

As of July 25, 2018 – based from TR CD Version 36 as of February 2018 and approved National Competency Assessment Fee as of December 2017

No	Qualification Code	Qualification Title	Number of Hours	Number of Days	Cost of Tuition Fee per Trainee per Day					Cost of Miscellaneous per Trainee					Cost of Trainee Support Provision per Trainee				
					Utilities -Electricity	Consumables/ Training Materials	Facilities, Equipment and Tools Maintenance/ Day/ Trainee	Honoraria of Trainer/	Total Cost of Tuition Fee	Accident Insurance/ Year	Library/ Learning Resource Center	ID Card	Medical/ Dental services	Student support services	Total Cost of Miscellaneous/ Trainee	National Assessment Fee/ Trainee (Approved Fee as of December 2017)	Instructional Materials/ Trainee	Consumable: T-shirt (3 pcs)	Living Allowance/Day/ Trainee (@160/day)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)
28.	CONMAS205	Masonry NC II	258	43	1.04	102.25	1.75	54.63	<b>159.67</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
29.	CONPIP208	Pipefitting NC II	202	34	93.18	102.25	21.32	54.63	<b>271.38</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
30.	CONPLM214	Plumbing NC II	202	34	1.04	102.25	21.32	54.63	<b>179.24</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	1,200.00	5,000.00	450.00	160.00
31.	CONPVI208	PV Systems Installation NC II	284	48	1.04	102.25	21.32	54.63	<b>179.24</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
32.	CONROC205	Carpentry NC II	162	27	58.00	102.25	124.42	54.63	<b>339.30</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	600.00	5,000.00	450.00	160.00
33.	CONTIL207	Tile Setting NC II	82	14	1.04	102.25	21.32	54.63	<b>179.24</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
34.	CONBLO207	HEO (Backhoe Loader) NC II	122	21	1.04	78.31	124.42	54.63	<b>258.40</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
35.	CONBUL207	HEO (Bulldozer) NC II	156	26	1.04	78.31	124.42	54.63	<b>258.40</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
36.	CONFOR207	HEO (Forklift) NC II	156	26	1.04	78.31	124.42	54.63	<b>258.40</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00

# Annex A

## Schedule of Cost for Free TVET 2018

As of July 25, 2018 – based from TR CD Version 36 as of February 2018 and approved National Competency Assessment Fee as of December 2017

No	Qualification Code	Qualification Title	Number of Hours	Number of Days	Cost of Tuition Fee per Trainee per Day					Cost of Miscellaneous per Trainee					Cost of Trainee Support Provision per Trainee				
					Utilities -Electricity	Consumables/ Training Materials	Facilities, Equipment and Tools Maintenance/ Day/ Trainee	Honoraria of Trainer/	Total Cost of Tuition Fee	Accident Insurance/ Year	Library/ Learning Resource Center	ID Card	Medical/ Dental services	Student support services	Total Cost of Miscellaneous/ Trainee	National Assessment Fee/ Trainee (Approved Free as of December 2017)	Instructional Materials/ Trainee	Consumable: T-shirt (3 pcs)	Living Allowance/ Day/ Trainee (@160/day)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)
37.	CONHEO207	HEO (Hydraulic Excavator) NC II	156	26	1.04	78.31	124.42	54.63	<b>258.40</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
38.	CONMAS306	Masonry NC III	364	61	1.04	102.25	1.75	54.63	<b>159.67</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
39.	CONMGO207	HEO (Motor Grader) NC II	156	26	1.04	78.31	124.42	54.63	<b>258.40</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
40.	CONPLM114	Plumbing NC I	168	28	1.04	102.25	21.32	54.63	<b>179.24</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	1,000.00	5,000.00	450.00	160.00
41.	CONPLM314	Plumbing NC III	248	42	1.04	102.25	21.32	54.63	<b>179.24</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	1,400.00	5,000.00	450.00	160.00
42.	CONPVS308	PV Systems Servicing NC III	158	27	1.04	102.25	21.32	54.63	<b>179.24</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
43.	CONROH207	HEO (Rigid On-Highway Dump Truck) NC II	122	21	1.04	78.31	124.42	54.63	<b>258.40</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
44.	CONRRO207	HEO (Road Roller) NC II	162	27	1.04	78.31	124.42	54.63	<b>258.40</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
45.	CONSCA207	Scaffold Erection NC II	162	27	1.04	4.70	21.32	54.63	<b>81.69</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00

# Annex A

## Schedule of Cost for Free TVET 2018

As of July 25, 2018 – based from TR CD Version 36 as of February 2018 and approved National Competency Assessment Fee as of December 2017

No	Qualification Code	Qualification Title	Number of Hours	Number of Days	Cost of Tuition Fee per Trainee per Day					Cost of Miscellaneous per Trainee					Cost of Trainee Support Provision per Trainee				
					Utilities -Electricity	Consumables/ Training Materials	Facilities, Equipment and Tools Maintenance/Day/ Trainee	Honoraria of Trainer/	Total Cost of Tuition Fee	Accident Insurance/ Year	Library/ Learning Resource Center	ID Card	Medical/ Dental services	Student support services	Total Cost of Miscellaneous/ Trainee	National Assessment Fee/ Trainee (Approved Fee as of December 2017)	Instructional Materials/ Trainee	Consumable: T-shirt (3 pcs)	Living Allowance/Day/ Trainee (@160/day)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)
46.	CONTEC210	Technical Drafting NC II	206	35	1.04	4.70	21.32	54.63	81.69	150.00	100.00	50.00	100.00	50.00	450.00	500.00	5,000.00	450.00	160.00
47.	CONTMC207	HEO (Truck Mounted Crane) NC II	156	26	1.04	78.31	124.42	54.63	258.40	150.00	100.00	50.00	100.00	50.00	450.00	500.00	5,000.00	450.00	160.00
48.	CONWLO207	HEO (Wheel Loader) NC II	156	26	1.04	78.31	124.42	54.63	258.40	150.00	100.00	50.00	100.00	50.00	450.00	500.00	5,000.00	450.00	160.00
49.	ELCEIM215	Electrical Installation and Maintenance NC II	196	33	58.00	102.25	21.32	54.63	236.20	150.00	100.00	50.00	100.00	50.00	450.00	1,250.00	5,000.00	450.00	160.00
50.	ELCEPA213	Electronics Products Assembly and Servicing NC II	260	44	58.00	102.25	21.32	54.63	236.20	150.00	100.00	50.00	100.00	50.00	450.00	535.00	5,000.00	450.00	160.00
51.	ELCCES306	Consumer Electronics Servicing NC III	176	30	58.00	102.25	21.32	54.63	236.20	150.00	100.00	50.00	100.00	50.00	450.00	400.00	5,000.00	450.00	160.00
52.	ELCCSS213	Computer Systems Servicing NC II	280	47	58.00	4.70	21.32	54.63	138.65	150.00	100.00	50.00	100.00	50.00	450.00	610.00	5,000.00	450.00	160.00
53.	ELCEIM315	Electrical Installation and Maintenance NC III	160	27	58.00	102.25	124.42	54.63	339.30	150.00	100.00	50.00	100.00	50.00	450.00	1,430.00	5,000.00	450.00	160.00
54.	ELCMEC215	Mechatronics Servicing NC II	158	27	58.00	4.70	124.42	54.63	241.75	150.00	100.00	50.00	100.00	50.00	450.00	725.00	5,000.00	450.00	160.00

# Annex A

## Schedule of Cost for Free TVET 2018

As of July 25, 2018 – based from TR CD Version 36 as of February 2018 and approved National Competency Assessment Fee as of December 2017

No	Qualification Code	Qualification Title	Number of Hours	Number of Days	Cost of Tuition Fee per Trainee per Day					Cost of Miscellaneous per Trainee					Cost of Trainee Support Provision per Trainee				
					Utilities -Electricity	Consumables/ Training Materials	Facilities, Equipment and Tools Maintenance/ Day/ Trainee	Honoraria of Trainer/	Total Cost of Tuition Fee	Accident Insurance/ Year	Library/ Learning Resource Center	ID Card	Medical/ Dental services	Student support services	Total Cost of Miscellaneous/ Trainee	National Assessment Fee/ Trainee (Approved Fee as of December 2017)	Instructional Materials/ Trainee	Consumable: T-shirt (3 pcs)	Living Allowance/ Day/ Trainee (@160/day)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)
55.	ELCMEC315	Mechatronics Servicing NC III	196	33	58.00	4.70	124.42	54.63	<b>241.75</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	800.00	5,000.00	450.00	160.00
56.	ELCICS206	Instrumentation and Control Servicing NC II	238	40	1.04	4.70	1.75	54.63	<b>62.12</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	400.00	5,000.00	450.00	160.00
57.	FURFIN207	Furniture Making (Finishing) NC II	212	36	58.00	78.31	21.32	54.63	<b>212.26</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
58.	GRMDRM205	Dressmaking NC II	275	46	58.00	102.25	21.32	54.63	<b>236.20</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	420.00	5,000.00	450.00	160.00
59.	GRMTLR205	Tailoring NC II	275	46	1.04	4.70	21.32	54.63	<b>81.69</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	400.00	5,000.00	450.00	160.00
60.	HVCWAC211	RAC Servicing (DomRAC) NC II	480	80	58.00	102.25	21.32	54.63	<b>236.20</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
61.	HVCTAC205	Transport RAC Servicing NC II	212	36	93.18	4.70	124.42	54.63	<b>276.93</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	900.00	5,000.00	450.00	160.00
62.	HVPCPC312	RAC Servicing (PACU-CRE) NC III	226	38	58.00	78.31	21.32	54.63	<b>212.26</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
63.	HHCHIL208	Hilot (Wellness Massage) NC II	120	20	1.04	4.70	1.75	54.63	<b>62.12</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00

# Annex A

## Schedule of Cost for Free TVET 2018

As of July 25, 2018 – based from TR CD Version 36 as of February 2018 and approved National Competency Assessment Fee as of December 2017

No	Qualification Code	Qualification Title	Number of Hours	Number of Days	Cost of Tuition Fee per Trainee per Day					Cost of Miscellaneous per Trainee					Cost of Trainee Support Provision per Trainee				
					Utilities -Electricity	Consumables/ Training Materials	Facilities, Equipment and Tools Maintenance/ Day/ Trainee	Honoraria of Trainer/	Total Cost of Tuition Fee	Accident Insurance/ Year	Library/ Learning Resource Center	ID Card	Medical/ Dental services	Student support services	Total Cost of Miscellaneous/ Trainee	National Assessment Fee/ Trainee (Approved Fee as of December 2017)	Instructional Materials/ Trainee	Consumable: T-shirt (3 pcs)	Living Allowance/ Day/ Trainee (@160/day)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)
64.	HHCCGV207	Caregiving NC II	786	131	1.04	78.31	1.75	54.63	135.73	150.00	100.00	50.00	100.00	50.00	450.00	500.00	5,000.00	450.00	160.00
65.	HHCHCS205	Health Care Services NC II	996	166	58.00	102.25	21.32	54.63	236.20	150.00	100.00	50.00	100.00	50.00	450.00	510.00	5,000.00	450.00	160.00
66.	HHCMAT217	Massage Therapy NC II	700	117	93.18	78.31	124.42	54.63	350.54	150.00	100.00	50.00	100.00	50.00	450.00	465.00	5,000.00	450.00	160.00
67.	ICT2DA318	2D Animation NC III	968	162	58.00	102.25	21.32	54.63	236.20	150.00	100.00	50.00	100.00	50.00	450.00	500.00	5,000.00	450.00	160.00
68.	ICT3DA318	3D Animation NC III	1100	184	58.00	102.25	21.32	54.63	236.20	150.00	100.00	50.00	100.00	50.00	450.00	500.00	5,000.00	450.00	160.00
69.	ICTCCS214	Contact Center Services NC II	144	24	58.00	78.31	1.75	54.63	192.69	150.00	100.00	50.00	100.00	50.00	450.00		5,000.00	450.00	160.00
70.	ICTVGD318	Visual Graphic Design NC III	501	84	1.04	4.70	1.75	54.63	62.12	150.00	100.00	50.00	100.00	50.00	450.00	500.00	5,000.00	450.00	160.00
71.	ICTMDT206	Medical Transcription NC II	396	66	1.04	78.31	1.75	54.63	135.73	150.00	100.00	50.00	100.00	50.00	450.00	250.00	5,000.00	450.00	160.00
72.	MEEEAW106	Shielded Metal Arc Welding (SMAW) NC I	268	45	93.18	102.25	124.42	54.63	374.48	150.00	100.00	50.00	100.00	50.00	450.00	1,580.00	5,000.00	450.00	160.00

# Annex A

## Schedule of Cost for Free TVET 2018

As of July 25, 2018 – based from TR CD Version 36 as of February 2018 and approved National Competency Assessment Fee as of December 2017

No	Qualification Code	Qualification Title	Number of Hours	Number of Days	Cost of Tuition Fee per Trainee per Day					Cost of Miscellaneous per Trainee					Cost of Trainee Support Provision per Trainee				
					Utilities -Electricity	Consumables/ Training Materials	Facilities, Equipment and Tools Maintenance/ Day/ Trainee	Honoraria of Trainer/	Total Cost of Tuition Fee	Accident Insurance/ Year	Library/ Learning Resource Center	ID Card	Medical/ Dental services	Student support services	Total Cost of Miscellaneous/ Trainee	National Assessment Fee/ Trainee (Approved Fee as of December 2017)	Instructional Materials/ Trainee	Consumable: T-shirt (3 pcs)	Living Allowance/ Day/ Trainee (@160/day)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)
73.	MEECLO209	CNC Lathe Machine Operation NC II	236	40	58.00	4.70	21.32	54.63	<b>138.65</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
74.	MEECMO209	CNC Milling Machine Operation NC II	236	40	93.18	102.25	124.42	54.63	<b>374.48</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
75.	MEECMO309	CNC Milling Machine Operation NC III	234	39	93.18	102.25	124.42	54.63	<b>374.48</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
76.	MEEEAW206	Shielded Metal Arc Welding (SMAW) NC II	268	45	58.00	78.31	21.32	54.63	<b>212.26</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	1,950.00	5,000.00	450.00	160.00
77.	MEEEAW306	Shielded Metal Arc Welding (SMAW) NC III	120	20	93.18	102.25	21.32	54.63	<b>271.38</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	2,960.00	5,000.00	450.00	160.00
78.	MEEFCW106	Flux Cored Arc Welding (FCAW) NC I	156	26	93.18	102.25	21.32	54.63	<b>271.38</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
79.	MEEFCW206	Flux Cored Arc Welding (FCAW) NC II	268	45	93.18	102.25	21.32	54.63	<b>271.38</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	2,600.00	5,000.00	450.00	160.00
80.	MEEGSW206	Gas Welding NC II	312	52	58.00	102.25	21.32	54.63	<b>236.20</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	600.00	5,000.00	450.00	160.00
81.	MEEMCG106	Machining NC I	374	63	58.00	102.25	21.32	54.63	<b>236.20</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00

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## Schedule of Cost for Free TVET 2018

As of July 25, 2018 – based from TR CD Version 36 as of February 2018 and approved National Competency Assessment Fee as of December 2017

No	Qualification Code	Qualification Title	Number of Hours	Number of Days	Cost of Tuition Fee per Trainee per Day					Cost of Miscellaneous per Trainee					Cost of Trainee Support Provision per Trainee				
					Utilities -Electricity	Consumables/ Training Materials	Facilities, Equipment and Tools Maintenance/ Day/ Trainee	Honoraria of Trainer/	Total Cost of Tuition Fee	Accident Insurance/ Year	Library/ Learning Resource Center	ID Card	Medical/ Dental services	Student support services	Total Cost of Miscellaneous/ Trainee	National Assessment Fee/ Trainee (Approved Fee as of December 2017)	Instructional Materials/ Trainee	Consumable: T-shirt (3 pcs)	Living Allowance/ Day/ Trainee (@160/day)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)
82.	MEEMCG205	Machining NC II	337	57	1.04	102.25	21.32	54.63	<b>179.24</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	600.00	5,000.00	450.00	160.00
83.	MEEMCG306	Machining NC III	342	57	93.18	102.25	124.42	54.63	<b>374.48</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
84.	MEEMIG106	Gas Metal Arc Welding (GMAW) NC I	268	45	1.04	78.31	124.42	54.63	<b>258.40</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
85.	MEEMIG206	Gas Metal Arc Welding (GMAW) NC II	268	45	93.18	102.25	124.42	54.63	<b>374.48</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	2,600.00	5,000.00	450.00	160.00
86.	MEEMIG306	Gas Metal Arc Welding (GMAW) NC III	148	25	93.18	102.25	124.42	54.63	<b>374.48</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
87.	MEETIG206	Gas Tungsten Arc Welding (GTAW) NC II	268	45	1.04	102.25	21.32	54.63	<b>179.24</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	1,500.00	5,000.00	450.00	160.00
88.	PFBFOP215	Food Processing NC II	552	92	1.04	102.25	21.32	54.63	<b>179.24</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
89.	SOCBEC205	Beauty Care NC II	1098	183	1.04	78.31	1.75	54.63	<b>135.73</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	600.00	5,000.00	450.00	160.00
90.	SOCHDR210	Hairdressing NC II	656	110	1.04	4.70	1.75	54.63	<b>62.12</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	600.00	5,000.00	450.00	160.00

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## Schedule of Cost for Free TVET 2018

As of July 25, 2018 – based from TR CD Version 36 as of February 2018 and approved National Competency Assessment Fee as of December 2017

No	Qualification Code	Qualification Title	Number of Hours	Number of Days	Cost of Tuition Fee per Trainee per Day					Cost of Miscellaneous per Trainee					Cost of Trainee Support Provision per Trainee				
					Utilities -Electricity	Consumables/ Training Materials	Facilities, Equipment and Tools Maintenance/ Day/ Trainee	Honoraria of Trainer/	Total Cost of Tuition Fee	Accident Insurance/ Year	Library/ Learning Resource Center	ID Card	Medical/ Dental services	Student support services	Total Cost of Miscellaneous/ Trainee	National Assessment Fee/ Trainee (Approved Fee as of December 2017)	Instructional Materials/ Trainee	Consumable: T-shirt (3 pcs)	Living Allowance/ Day/ Trainee (@160/day)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)
91.	SOCBCN211	Beauty Care Services (Nail Care) NC II	216	36	58.00	78.31	21.32	54.63	<b>212.26</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
92.	SOCBKP307	Bookkeeping NC III	292	49	1.04	102.25	21.32	54.63	<b>179.24</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
93.	SOCDOW217	Domestic Work NC II	714	119	1.04	102.25	21.32	54.63	<b>179.24</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	635.00	5,000.00	450.00	160.00
94.	SOCSES105	Security Services NC I	170	29	58.00	78.31	21.32	54.63	<b>212.26</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	200.00	5,000.00	450.00	160.00
95.	SOCSES207	Security Services NC II	223	38	1.04	4.70	1.75	54.63	<b>62.12</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	200.00	5,000.00	450.00	160.00
96.	TRSBPP209	Bread and Pastry Production NC II	141	24	58.00	4.70	1.75	54.63	<b>119.08</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	400.00	5,000.00	450.00	160.00
97.	TRSCOK214	Cookery NC II	316	53	58.00	102.25	124.42	54.63	<b>339.30</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	1,300.00	5,000.00	450.00	160.00
98.	TRSBAR213	Bartending NC II	438	73	1.04	4.70	1.75	54.63	<b>62.12</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	800.00	5,000.00	450.00	160.00
99.	TRSBRT213	Barista NC II	178	30	1.04	102.25	21.32	54.63	<b>179.24</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	735.00	5,000.00	450.00	160.00

# Annex A

## Schedule of Cost for Free TVET 2018

As of July 25, 2018 – based from TR CD Version 36 as of February 2018 and approved National Competency Assessment Fee as of December 2017

No	Qualification Code	Qualification Title	Number of Hours	Number of Days	Cost of Tuition Fee per Trainee per Day					Cost of Miscellaneous per Trainee					Cost of Trainee Support Provision per Trainee				
					Utilities -Electricity	Consumables/ Training Materials	Facilities, Equipment and Tools Maintenance/ Day/ Trainee	Honoraria of Trainer/	Total Cost of Tuition Fee	Accident Insurance/ Year	Library/ Learning Resource Center.	ID Card	Medical/ Dental services	Student support services	Total Cost of Miscellaneous/ Trainee	National Assessment Fee/ Trainee (Approved Fee as of December 2017)	Instructional Materials/ Trainee	Consumable: T-shirt (3 pcs)	Living Allowance/ Day/ Trainee (@160/day)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)
100.	TRSCOK307	Commercial Cooking NC III	244	41	58.00	102.25	21.32	54.63	<b>236.20</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
101.	TRSFBS213	Food and Beverage Services NC II	356	60	93.18	102.25	21.32	54.63	<b>271.38</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
102.	TRSFBS313	Food and Beverage Services NC III	230	39	58.00	102.25	21.32	54.63	<b>236.20</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
103.	TRSFOS213	Front Office Services NC II	442	74	93.18	102.25	21.32	54.63	<b>271.38</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	535.00	5,000.00	450.00	160.00
104.	TRSHSK213	Housekeeping NC II	436	73	93.18	102.25	21.32	54.63	<b>271.38</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	620.00	5,000.00	450.00	160.00
105.	TRSHSK307	Housekeeping NC III	76	13	1.04	4.70	21.32	54.63	<b>81.69</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
106.	TRSTVS213	Travel Services NC II	328	55	1.04	4.70	1.75	54.63	<b>62.12</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	470.00	5,000.00	450.00	160.00
107.	WRTCSR208	Customer Services NC II	236	40	1.04	78.31	1.75	54.63	<b>135.73</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
108.	ALTABR204	Automotive Body Repairing NC II	118	20	58.00	102.25	21.32	54.63	<b>236.20</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	400.00	5,000.00	450.00	160.00

# Annex A

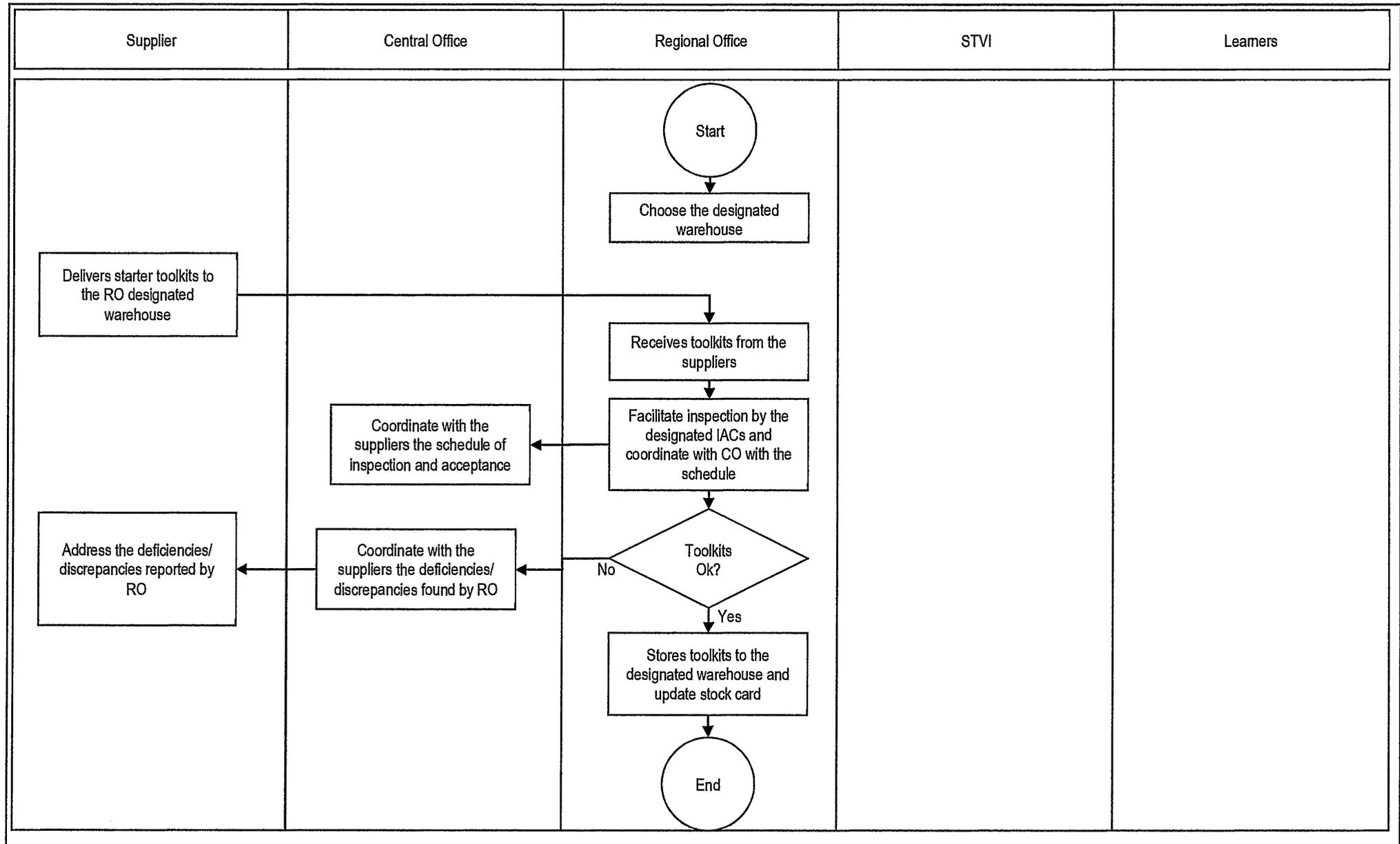
## Schedule of Cost for Free TVET 2018

As of July 25, 2018 – based from TR CD Version 36 as of February 2018 and approved National Competency Assessment Fee as of December 2017

No	Qualification Code	Qualification Title	Number of Hours	Number of Days	Cost of Tuition Fee per Trainee per Day					Cost of Miscellaneous per Trainee					Cost of Trainee Support Provision per Trainee				
					Utilities -Electricity	Consumables/ Training Materials	Facilities, Equipment and Tools Maintenance/ Day/ Trainee	Honoraria of Trainer/	Total Cost of Tuition Fee	Accident Insurance/ Year	Library/ Learning Resource Center	ID Card	Medical/ Dental services	Student support services	Total Cost of Miscellaneous/ Trainee	National Assessment Fee/ Trainee (Approved Fee as of December 2017)	Instructional Materials/ Trainee	Consumable: T-shirt (3 pcs)	Living Allowance/ Day/ Trainee (@160/day)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)
109.	CONRSW213	Reinforcing Steel Works NC II	162	27	1.04	78.31	1.75	54.63	<b>135.73</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00
110.	ICTGPR312	Game Programming NC III	1234	206	1.04	78.31	1.75	54.63	<b>135.73</b>	150.00	100.00	50.00	100.00	50.00	<b>450.00</b>	500.00	5,000.00	450.00	160.00

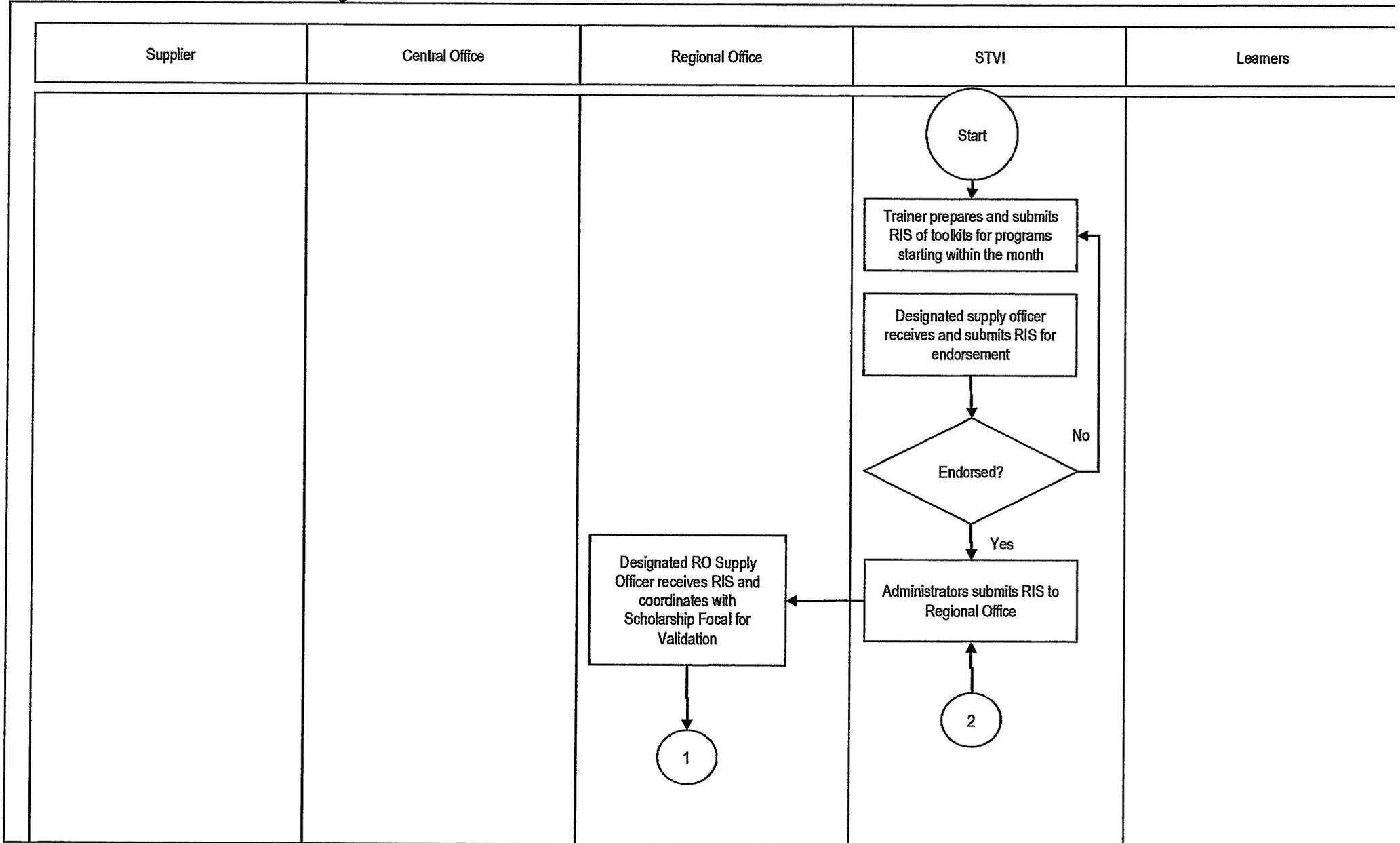
# Annex B

## Process Flow of the Delivery and Issuance of Toolkit



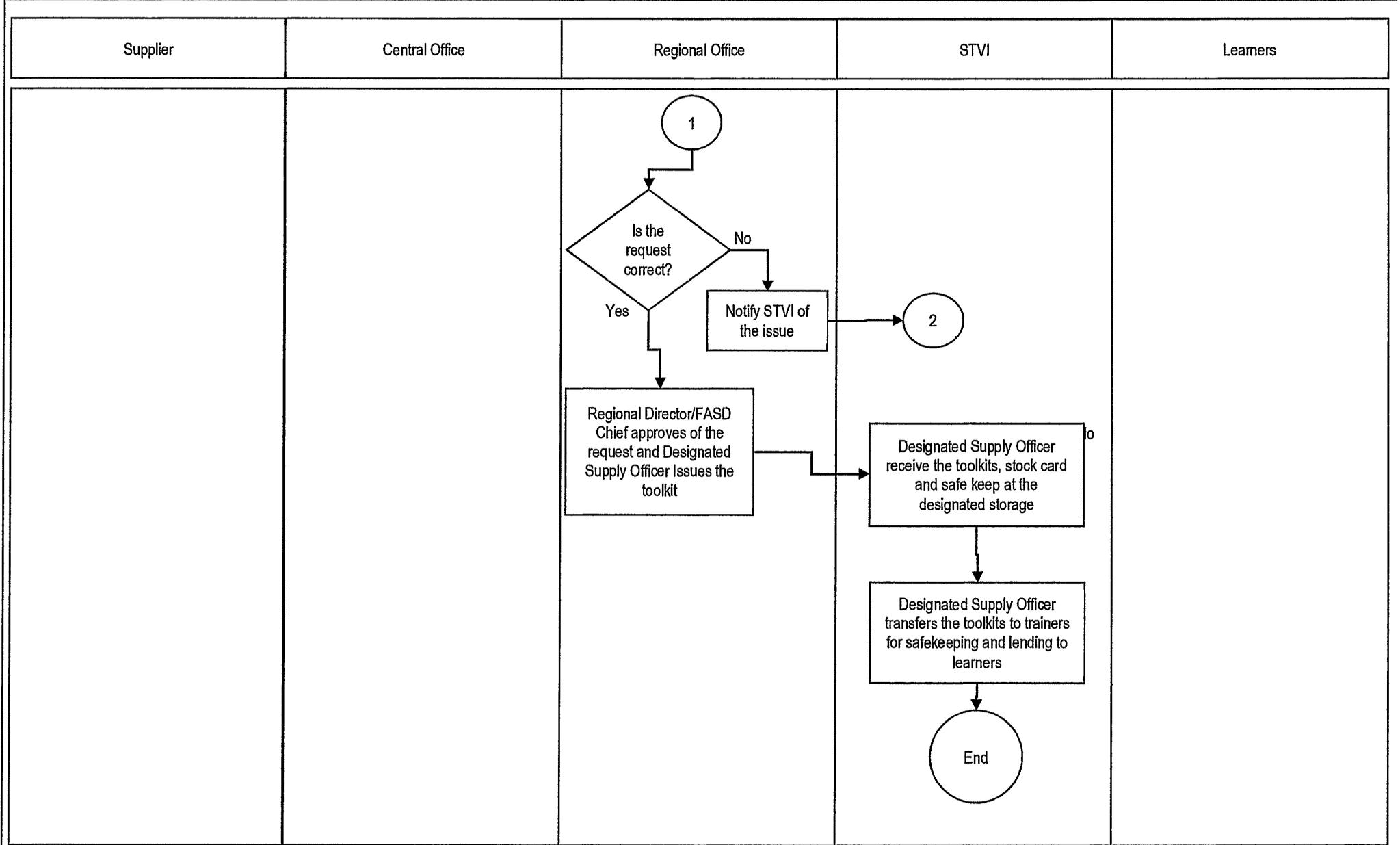
# Annex B

## Process Flow of the Delivery and Issuance of Toolkit



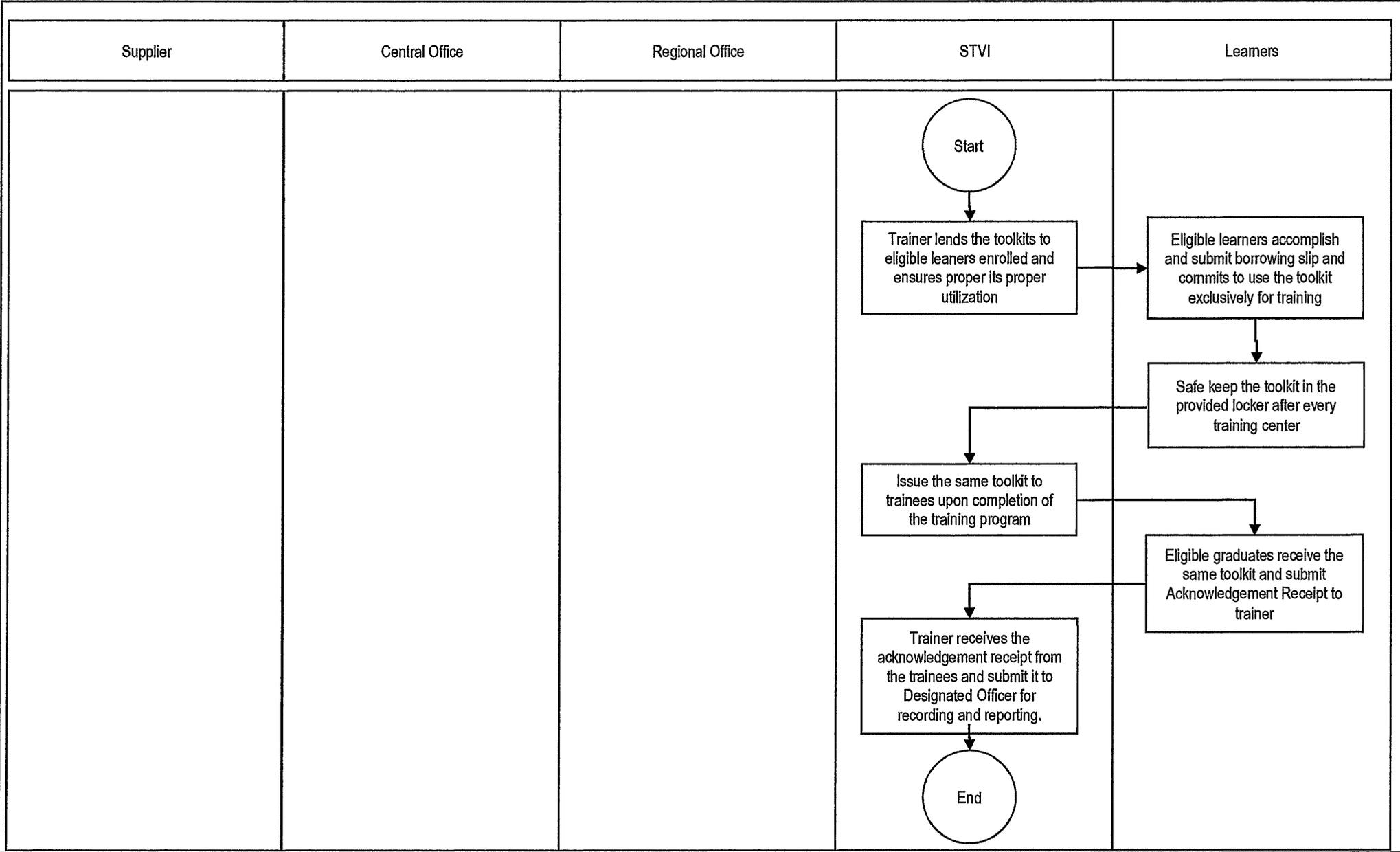
# Annex B

## Process Flow of the Delivery and Issuance of Toolkit



# Annex B

## Process Flow of the Delivery and Issuance of Toolkit



**Annex C  
Enrollment Report Form**

Region	Province	Municipality	Name of STVI	Complete Address of STVI	Classification of STVI (A- TTI; B- SUC; C- LUC; D- LGU-run)	Title of Approved Bundled Program or Recognized PQF Level 5 Program	Qualification Titles or Qualification Titles in the Approved Bundled Program or Recognized Diploma Program	CTPR No. of Qualification Titles (as appropriate)	Date Start of Training	Date Finish of Training	No.	Name of Learner			Contact Number (landline and/ or cellphone)	Home Address	Sex (1 - Male; 2 - Female)	Date of Birth (mm-dd-yy)	Age	Civil Status	Type of Learner (A- Free TVET; B- Voluntary Contribution; C- Opt-Out; D- Paying)							
												Last Name	First Name	Middle Name														
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V							
XX	Jagno	Angara	Lopez Jaena State University	Bgy. Bulao, Angara, Jagno	B	Electronics and Computer Servicing (bundled Qualification in 1. Computer System Servicing NC II, 2. Electronics Products Assembly and Servicing NC II)	Computer Systems Servicing NC II	201505012224	03-Sep-18	23-Nov-18	1	Tagnia	Cardo	Magtanggol	09153458899	Bgy. Bulao, Angara, Jagno	1	02/09/1994	24	S	A							
											2	Lorenzo	Rhea	Magno	09153458898	Bgy. Bulao, Angara, Jagno	2	02/15/1995	23	S	A							
											3	Agoncillo	Juday	Santos	09153458897	Bgy. Bulao, Angara, Jagno	2	07/15/1995	23	S	D							
											:	:	:	:	:	:	:	:	:	:	:							
							25	Milby	Samuel	Gacutan	09475689031	Bgy. Bulao, Angara, Jagno	1	01/30/1998	20	S	C											
							1	Tagnia	Cardo	Magtanggol	09153458899	Bgy. Bulao, Angara, Jagno	1	02/09/1994	24	S	A											
																		2	Lorenzo	Rhea	Magno	09153458898	Bgy. Bulao, Angara, Jagno	2	02/15/1995	23	S	A
																		3	Agoncillo	Juday	Santos	09153458897	Bgy. Bulao, Angara, Jagno	2	07/15/1995	23	S	D
																		:	:	:	:	:	:	:	:	:	:	
																		25	Milby	Samuel	Gacutan	09475689031	Bgy. Bulao, Angara, Jagno	1	01/30/1998	20	S	C

# Annex D Waiver Form

## Waiver Form

Region: \_\_\_\_\_

Province: \_\_\_\_\_

State-run Technical-Vocational Institution: TESDA Women's Center

I, Vanessa Diaz, 18 years old enrolled in Bread and Pastry Production starting August 1, 2018 to November  
(Name of Learner) (Qualification)

8, 2018, certifies that I am cognizant of the Universal Access to Quality Tertiary Education Act (RA 10931) and all the benefits and responsibilities of a learner, voluntary decides to pay:

(Please check (✓) your option)

<input type="checkbox"/> Reason for Opt-Out: _____ _____ _____ _____	The full cost of tuition, miscellaneous fee and national competency assessment fee (OPT-OUT). Reason:  (The amount, during the discussion, will be filled-up by the Registrar/Guidance Counselor in reference to Annex A Fees for Opt-out mechanism upon discussion) Amount in Words _____ (Php)_____	<b>OPT-OUT</b> (paying the full amount based on the Cost of Free TVET Qualification) Consequently, I understand that I am NOT ENTITLED to receive the following: toolkit, living allowance and instructional materials allowance
<input type="checkbox"/> Reason for Voluntary Contribution: _____ _____ _____ _____	Any Amount as contribution (VOLUNTARY CONTRIBUTION) Amount in Words _____ (Php)_____	<b>VOLUNTARY CONTRIBUTION</b> (partial amount)Consequently, I understand that I am ENTITLED to receive the following: toolkit, living allowance, instructional materials allowance and assessment fee.

I hereby certify that the foregoing was discussed with the registrar/guidance counselor and decided to pay within the enrolment period of the training program. The decision made is voluntary, final and irrevocable.

<b>B.</b>  <b>Learner's Signature</b> (Signature over Printed Name)	<b>Parent's/Guardian</b> (Signature over Printed Name) (For Learners below 18 years old)	<b>Date</b>
<b>C. Certified by:</b>  Registrar/Guidance Counselor (Signature over Printed Name)	Proceed to the Cashier/Designated Collecting Officer for the payment of amount as certified.	
<b>D. Accepted by:</b>	Date of Payment:	
	Amount Paid (Php)	
Cashier/Designated Collecting Officer (Signature over Printed Name)	Official Receipt No.	

**WITNESS MY HAND AND SEAL on the date and place above written.**

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2018

**Annex E**

**STVI QM FOR APPROVED BUNDLED PROGRAMS AND SINGLE QUALIFICATION TITLES**

No.	Region	Province	Name of STVI	QM Number	QM Qualification Code (To be Filled up by NITESD)	Title of Approved Bundled Program	Qualification Titles in the Approved Bundled Program	Qualification Title Code	CTPR No.	NTH in the CTPR of the Qualification Title	Name of Trainer	NTTC No. of Trainers	No. of Learners per batch (maximum of 25)	No of Days	Indicative Date of Training & Assessment (per Batch)			Remarks	To be Filled up by the Provincial Office	
															Indicative Start of Training	Estimated End of Training	Date of Assessment (3 days before end of training)		Name of Assessment Center	Name of Assessor
	A	B	C	D	E	F	G	H	I	J	K	L	M	N=J/6	O	P	Q	R	S	T
1	XX	Cariboro	STVI Training Center	UAQTEA-QM-2018-1234-5678		Electronics and Computer Servicing (bundled Qualification in 1. Computer System Servicing NC II, 2. Electronics Products Assembly and Servicing NC II)	Computer Systems Servicing NC II	ELCCSS213	20150501224	280	Juan dela Cruz	171605051202174	25	47	03-Sep-18	23-Nov-18	20-Nov-18			
							Electronics Products Assembly and Servicing NC II	ELCEPA213	201505012253	260	Joma Santos	151305051200598	25	44	26-Nov-18	18-Feb-19	15-Feb-19			
2	XX	Cariboro	STVI Training Center	UAQTEA-QM-2018-1234-5678		Automotive Servicing (bundled Qualification in 1. Automotive Servicing NC I, Driving NC II)	Automotive Servicing NC I	ALTATS118	20150501163	156	Richard Yap	161305051201167	25	26	03-Sep-18	23-Oct-18	20-Oct-18			
							Driving NC II	ALTDREV204	201505012223	118	Sam Millby	151305621200082	25	20	24-Oct-18	10-Dec-18	07-Dec-18			
3	XX	Cariboro	STVI Training Center	UAQTEA-QM-2018-1234-5678		Dressmaking NC II	Dressmaking NC II	GRMDRM205	0805012204	275	Maria Silang	151305051200032	25	46	03-Sep-18	22-Nov-18	19-Nov-18			
4	XX	Cariboro	STVI Training Center	UAQTEA-QM-2018-1234-5678		Dressmaking NC II	Dressmaking NC II	GRMDRM205	0805012204	275	Maria Silang	151305051200032	25	46	23-Nov-18	19-Feb-19	16-Feb-19			

Submitted by:

Recommended by:

Approved by:

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Provincial Director

\_\_\_\_\_  
Regional Director

**Annex F**  
**STVI QM FOR RECOGNIZED PQF LEVEL 5 (DIPLOMA) PROGRAMS**

No.	Region	Province	Name of STVI	QM Number	Program ID (To be Filled up by NITESD)	Titles of Recognized Diploma Programs	Year	Semester	Courses in the Diploma Program	No. of Days/Week	No. of Hours/Day	Total Hours	Date Start (dd/mm/yy)	Date End (dd/mm/yy)	Date of Assessment (3 days before end of training)	Qualification in the Diploma Program	Remarks	To be Filled up by the Provincial Office	
																		Name of Assessment Center	Name of Assessor
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	I	Jagno	Regional Training Center	QM-2018-14-15-001	14150101	DIPLOMA PROGRAM IN MECHANICAL ENGINEERING TECHNOLOGY	1	1	CALCULUS 1	3	1	54	06/08/2018	21/12/2018					
									PURPOSIVE COMMUNICA	3	1	54	06/08/2018	21/12/2018					
									FOREIGN LANGUAGE &	3	1	54	06/08/2018	21/12/2018					
									BASIC OCCUPATIO	3	1	54	06/08/2018	21/12/2018					
									BENCHWOR K	3	2	108	06/08/2018	21/12/2018					
									CHEMISTRY FOR	2	3	108	07/08/2018	20/12/2018					
									COMPUTER FOR	2	3	108	07/08/2018	20/12/2018					
								2	NATIONAL SERVICE	1	3	36	11/08/2018	22/12/2018					
									CALCULUS 2	3	1	54	14/01/2019	17/05/2019					
									ART PROCESS	3	1	54	14/01/2019	17/05/2019					
									ENGINEERIN G	3	1	54	14/01/2019	17/05/2019					
									WELDING TECHNOLOG Y 1	3	4	216	14/01/2019	17/05/2019	14/05/2019	Shielded Metal Arc Welding (SMAW) NC II			
									PHYSICS FOR	2	3	108	15/01/2019	18/05/2019					
									COMPUTER PROGRAMMI	5	1	90	15/01/2019	18/05/2019					
2	COMPUTER AIDED	2	3	108	15/01/2019	18/05/2019													
	NATIONAL SERVICE	1	3	36	19/01/2019	18/05/2019													

Submitted by:

Recommended by:

Approved by:

\_\_\_\_\_  
 Administrator

\_\_\_\_\_  
 Provincial Director

\_\_\_\_\_  
 Regional Director

**Annex G**

**REGIONAL CONSOLIDATED QM FOR APPROVED BUNDLED PROGRAMS AND SINGLE QUALIFICATION TITLES PER STVI**

No.	Region	Province	Name of STVI	QM Number	QM Qualification Code (To be Filled up by NITESD)	Title of Approved Bundled Program	Qualification Titles in the Approved Bundled Program	Qualification Title Code	CTPR No.	NTH in the CTPR of the Qualification Title	Name of Trainer	NTTC No. of Trainers	No. of Learners per batch (maximum of 25)	No of Days	Indicative Date of Training & Assessment (per Batch)			Remarks	To be Filled up by the Provincial Office	
															Indicative Start of Training	Estimated End of Training	Date of Assessment (3 days before end of training)		Name of Assessment Center	Name of Assessor
	A	B	C	D	E	F	G	H	I	J	K	L	M	N=J/6	O	P	Q	R	S	T
1	XX	Monterey	Lopez Jaena State University	UAQTEA-QM-2018-4321-8765		Electronics and Computer Servicing (Bundled Qualification in 1. Computer System Servicing NC II, 2. Electronics Products Assembly and Servicing NC II)	Computer Systems Servicing NC II	ELCCSS213	201505012224	280	Juan dela Cruz	171605051202174	25	47	03-Sep-18	23-Nov-18	20-Nov-18			
							Electronics Products Assembly and Servicing NC II	ELCEPA213	201505012253	260	Juan dela Cruz	151305051200598	25	44	26-Nov-18	18-Feb-19	15-Feb-19			
2	XX	Cariboro	STVI Training Center	UAQTEA-QM-2018-1234-5678		Automotive Servicing (bundled Qualification in 1. Automotive Servicing NC 1, Driving NC II)	Automotive Servicing NC I	ALTATS118	20150501163	156	Richard Yap	161305051201167	25	26	03-Sep-18	23-Oct-18	20-Oct-18			
							Driving NC II	ALTRDRV204	201505012223	118	Sam Milby	151305621200082	25	20	24-Oct-18	10-Dec-18	07-Dec-18			
3	XX	Cariboro	STVI Training Center	UAQTEA-QM-2018-1234-5678		Dressmaking NC II	Dressmaking NC II	GRMDRM205	0805012204	275	Maria Silang	151305051200032	25	46	03-Sep-18	22-Nov-18	19-Nov-18			
4	XX	Cariboro	STVI Training Center	UAQTEA-QM-2018-1234-5678		Dressmaking NC II	Dressmaking NC II	GRMDRM205	0805012204	275	Maria Silang	151305051200032	25	46	23-Nov-18	19-Feb-19	16-Feb-19			
5	XX	Cariboro	STVI Training Center	UAQTEA-QM-2018-1234-5678		Automotive Servicing (bundled Qualification in 1. Automotive Servicing NC 1, Driving NC II)	Automotive Servicing NC I	ALTATS118	20150501163	156	Nelson Uy	161305051201167	25	26	03-Sep-18	23-Nov-18	20-Nov-18			
							Driving NC II	ALTRDRV204	201505012223	118	Jervy Ang	151305621200082	25	20	28-Nov-18	18-Feb-19	15-Feb-19			
6	XX	Cariboro	STVI Training Center	UAQTEA-QM-2018-1234-5678		Bread and Pastry Production NC II	Bread and Pastry Production NC II	TRSBPP209	201305012025	141	Eric Baron	161405051201630	25	24	03-Sep-18	19-Oct-18	16-Oct-18			

Submitted by:

Recommended by:

Approved by:

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Provincial Director

\_\_\_\_\_  
Regional Director

## Annex H

## REGIONAL CONSOLIDATED QM FOR RECOGNIZED PQF LEVEL 5 (DIPLOMA) PROGRAMS PER STVI

No.	Region	Province	Name of STVI	QM Number	Program ID (To be Filled up by NITESD)	Titles of Recognized Diploma Programs	Year	Semester	Courses in the Diploma Program	No. of Days/Week	No. of Hours/Day	Total Hours	Date Start (dd/mm/yy)	Date End (dd/mm/yy)	Date of Assessment (3 days before end of training)	Qualification in the Diploma Program	Remarks	To be Filled up by the Provincial Office	
																		Name of Assessment Center	Name of Assessor
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	I	Jagno	Regional Training Center	QM-2018-14-15-001	14150101	DIPLOMA PROGRAM IN MECHANICAL ENGINEERING TECHNOLOGY	1	1	CALCULUS 1	3	1	54	06/08/2018	21/12/2018					
									PURPOSIVE COMMUNICA	3	1	54	06/08/2018	21/12/2018					
									FOREIGN LANGUAGE &	3	1	54	06/08/2018	21/12/2018					
									BASIC OCCUPATIO	3	1	54	06/08/2018	21/12/2018					
									BENCHWOR	3	2	108	06/08/2018	21/12/2018					
									K	3	3	108	07/08/2018	20/12/2018					
									CHEMISTRY FOR	2	3	108	07/08/2018	20/12/2018					
								COMPUTER FOR	2	3	108	07/08/2018	20/12/2018						
								NATIONAL SERVICE	1	3	36	11/08/2018	22/12/2018						
								2	CALCULUS 2	3	1	54	14/01/2019	17/05/2019					
									ART PROCESS ENGINEERIN	3	1	54	14/01/2019	17/05/2019					
									G	3	1	54	14/01/2019	17/05/2019					
									WELDING TECHNOLOG	3	4	216	14/01/2019	17/05/2019	14/05/2019	Shielded Metal Arc Welding (SMAW) NC II			
									Y 1	3	4	216	14/01/2019	17/05/2019					
PHYSICS FOR	2	3	108	15/01/2019	18/05/2019														
COMPUTER PROGRAMMI	5	1	90	15/01/2019	18/05/2019														
COMPUTER AIDED	2	3	108	15/01/2019	18/05/2019														
NATIONAL SERVICE	1	3	36	19/01/2019	18/05/2019														

Submitted by:

Recommended by:

Approved by:

\_\_\_\_\_  
Administrator\_\_\_\_\_  
Provincial Director\_\_\_\_\_  
Regional Director

Annex H

REGIONAL CONSOLIDATED QM FOR RECOGNIZED PQF LEVEL 5 (DIPLOMA) PROGRAMS PER STVI

No.	Region	Province	Name of STVI	QM Number	Program ID (To be Filled up by NITESD)	Titles of Recognized Diploma Programs	Year	Semester	Courses in the Diploma Program	No. of Days/Week	No. of Hours/Day	Total Hours	Date Start (dd/mm/yy)	Date End (dd/mm/yy)	Date of Assessment (3 days before end of training)	Qualification in the Diploma Program	Remarks	To be Filled up by the Provincial Office	
																		Name of Assessment Center	Name of Assessor
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
2	I	Kilometro	School of Arts and Trades	QM-2018-16-17-002	14150202	DIPLOMA PROGRAM IN ELECTRICAL ENGINEERING TECHNOLOGY	1	1	CALCULUS 1	3	1	54	08/08/2018	21/12/2018					
									PURPOSIVE COMMUNICA	3	1	54	08/08/2018	21/12/2018					
									FOREIGN LANGUAGE &	3	1	54	08/08/2018	21/12/2018					
									BASIC OCCUPATIO	3	1	54	08/08/2018	21/12/2018					
									BENCHWOR	3	2	108	08/08/2018	21/12/2018					
									K	2	3	108	07/08/2018	20/12/2018					
									CHEMISTRY FOR	2	3	108	07/08/2018	20/12/2018					
								COMPUTER FOR	2	3	108	07/08/2018	20/12/2018						
								NATIONAL SERVICE	1	3	36	11/08/2018	22/12/2018						
								2	CALCULUS 2	3	1	54	14/01/2019	17/05/2019					
									ART PROCESS	3	1	54	14/01/2019	17/05/2019					
									ENGINEERIN	3	1	54	14/01/2019	17/05/2019					
									G	3	4	216	14/01/2019	17/05/2019	14/05/2019	Shielded Metal Arc Welding (SMAW) NC II			
									WELDING TECHNOLOG	3	4	216	14/01/2019	17/05/2019	14/05/2019	Shielded Metal Arc Welding (SMAW) NC II			
Y 1	3	4	216	14/01/2019	17/05/2019	14/05/2019	Shielded Metal Arc Welding (SMAW) NC II												
PHYSICS FOR	2	3	108	15/01/2019	18/05/2019														
COMPUTER PROGRAMMI	5	1	90	15/01/2019	18/05/2019														
COMPUTER AIDED	2	3	108	15/01/2019	18/05/2019														
NATIONAL SERVICE	1	3	36	19/01/2019	18/05/2019														

Submitted by:

Recommended by:

Approved by:

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Provincial Director

\_\_\_\_\_  
Regional Director

**Annex I**

**REGISTRY OF QUALITY-ASSURED PROGRAMS AND PROVIDERS OF FREE TVET (SAMPLE)**

No.	Region	TVI	Province	Classification of Institution	Title of Approved Bundled Program or Recognized PQF Level 5 Program	Qualification Titles or Qualification Titles in the Approved Bundled Program or Recognized Diploma Program	Qualification Code	CTPR No. of Qualification Titles (as appropriate)	NTH of Qualification Titles in the CTPR (as appropriate)
	A	B	C	D	E	F	G	H	I
1	XX	Lopez Jaena State University	Monterey	SUC	Electronics and Computer Servicing (bundled Qualification in 1. Computer System Servicing NC II, 2. Electronics Products Assembly and Servicing NC II)	Computer Systems Servicing NC II	ELCCSS213	201505012224	280
						Electronics Products Assembly and Servicing NC II	ELCEPA213	201505012253	260
2	XX	STVI Training Center	Cariboro	LGU-run Training Center	Automotive Servicing (bundled Qualification in 1. Automotive Servicing NC 1, Driving NC II)	Automotive Servicing NC I	ALTATS118	20150501163	156
						Driving NC II	ALTDRV204	201505012223	118
3	XX	STVI Training Center	Cariboro	LGU-run Training Center	Dressmaking NC II	Dressmaking NC II	GRMDRM205	0805012204	275
4	XX	STVI Training Center	Cariboro	LGU-run Training Center	Automotive Servicing (bundled Qualification in 1. Automotive Servicing NC 1; Driving NC II)	Automotive Servicing NC I	ALTATS118	20150501163	156
						Driving NC II	ALTDRV204	201505012223	118
5	XX	STVI Training Center	Cariboro	LGU-run Training Center	Bread and Pastry Production NC II	Bread and Pastry Production NC II	TRSBPP209	201305012025	141

**Annex I**

**REGISTRY OF QUALITY-ASSURED PROGRAMS AND PROVIDERS OF FREE TVET (SAMPLE)**

No.	Region	TVI	Province	Classification of Institution	Title of Approved Bundled Program or Recognized PQF Level 5 Program	Qualification Titles or Qualification Titles in the Approved Bundled Program or Recognized Diploma Program	Qualification Code	CTPR No. of Qualification Titles (as appropriate)	NTH of Qualification Titles in the CTPR (as appropriate)
	A	B	C	D	E	F	G	H	I
6	I	Regional Training Center	Jagno	TTI	DIPLOMA PROGRAM IN MECHANICAL ENGINEERING TECHNOLOGY	Shielded Metal Arc Welding (SMAW) NC II	MEEEAW206		1 yr
						Machining NC III	MEEMCG306		
						Gas Metal Arc Welding (GMAW) NC II	MEEMIG206		
						CNC Milling Machine Operation NC III	MEECMO309		
						Electronics Products Assembly and Servicing NC II	ELCEPA213		
						Automotive Servicing NC II	ALTATS213		
						Heat Treatment NC II	ALTHET208		
						Electrical Installation and Maintenance NC III	ELCEIM315		
						RAC Servicing (DomRAC) NC II	HVCWAC211		
						Mechatronics Servicing NC II	ELCMEC215		

## Annex J

### Checklist of Documentary Requirements (Minimum)

#### CHECKLIST OF DOCUMENTARY REQUIREMENTS (Minimum):

**1. POWER/ELECTRICITY AND WATER:**

- a) Statement of Account/Bill

**2. PURCHASE OF TRAINING SUPPLIES AND MATERIALS:**

- a) Approved Annual Procurement Plan (APP)/Supplemental APP
- b) Approved Purchase Request
- c) Request for Quotation (PhilGEPS)
- d) Supplier's Price Quotations/Canvass (at least three (3) suppliers)
- e) Abstract of Price Quotations/Canvass
- f) Approved Purchase Order with date of receipt by the supplier
- g) Certificate of Acceptance & Inspection Report
- h) Delivery Receipt
- i) Sales Invoice
- j) Requisition & Issue Slips (RIS) Inventory Custodian Slip (ICS)

**3. PURCHASE OF TRAINING TOOLS:**

- a) Approved Annual Procurement Plan (APP)/Supplemental APP
- b) Approved Purchase Request
- c) Request for Quotation (PhilGEPS)
- d) Supplier's Price Quotations/Canvass (at least three (3) suppliers)
- e) Abstract of Price Quotations/Canvass
- f) Approved Purchase Order with date of receipt by the supplier
- g) Certificate of Acceptance & Inspection Report
- h) Delivery Receipt
- i) Sales Invoice
- j) Requisition & Issue Slips (RIS)
- k) Acknowledgment Receipts
- l) Report of Waste Materials for the replaced item/s

**4. PAYMENT FOR FACILITIES EQUIPMENT AND TOOLS MAINTENANCE:**

- a) Approved Purchase Request
- b) Pre-repair Inspection Report
- c) Certification from the Property and Supply Division (PSD) that equipment is the property of the agency and that the damage was due to fair wear and tear
- d) Request for Quotation (PhilGEPS)
- e) Supplier's Price Quotations
- f) Abstract of Price Quotations
- g) Evidence that the contractor is duly licensed and registered

## **Annex J**

### **Checklist of Documentary Requirements (Minimum)**

- h) Contract/Job Order showing a list of work to be done & spare parts to be replaced
- i) Certificate of Acceptance & Inspection Report
- j) Report of Waste Materials
- k) Guaranty of Service Provider
- l) Service Invoice
- m) Post-repair Inspection Report
- n) Requisition & Issue Slip (RIS) for the supplies & materials/Acknowledgement Receipts for Equipment (ARE) for the additional parts

#### **5. PAYMENT FOR LIVING ALLOWANCE:**

- a) Duly signed 03-02 from T2MIS by the NMIS Focal Person and Head of the Implementing Unit (applicable only for initial payment of allowance)
- b) Attendance Sheets
- c) Payroll

#### **6. PAYMENT FOR HONORARIA OF TRAINOR:**

- a. Contract/Copy of Invitation Letter accepted by the Trainor
- b. Copy of Bio-data/Resume duly signed by the Trainor
- c. National Trainers Training Certificates, if applicable
- d. Certificate of Services Rendered
- e. Copy of Attendance Sheets (of trainer)
- f. Billing Statements
- g. Terminal Report, if any

#### **7. ASSESSMENT FEE:**

- a) Billing Statement by the accredited assessment center
- b) RWAC
- c) Attendance Sheet of the candidates

#### **8. INSTRUCTIONAL MATERIALS:**

- a) Official Receipts

#### **9. Miscellaneous Fee**

- a) Official Receipts

# Annex K

## Memorandum of Agreement

### MEMORANDUM OF AGREEMENT

This **MEMORANDUM OF AGREEMENT (MOA)** is hereby made and entered into by and between:

The **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**, a national government agency with principal office address at East Service Road, South Superhighway, Taguig City, through its Regional Office No. \_\_\_\_\_ duly represented herein by its **Regional Director** \_\_\_\_\_, herein referred to as "**TESDA**";

- and -

The \_\_\_\_\_, a state-run academic and training institution, which offers TESDA-registered Technical Vocational Education and Training (TVET) programs, to its learners, with a principal office address at \_\_\_\_\_ City and duly represented by its \_\_\_\_\_, and hereinafter referred to as "**SUC/LUC/LGU-TVI**":

Both are herein collectively referred to as "Parties".

Witnesseth:

**WHEREAS**, the **TESDA** is a national government agency created through Republic Act No. 7796, otherwise known as the "Technical Education and Skills Development Act of 1994", mandated by law, 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;

**WHEREAS**, Section 8 of Republic Act No. 7796 states that TESDA shall primarily be responsible for formulating, continuing, coordinated and fully integrated technical education and skills development policies, plans and programs;

**WHEREAS**, Section 32 of the TESDA law further provides that it shall adopt a system of allocation and funding of scholarship grants which shall be responsive to the technical education and skills development needs of the different regions in the country.

**WHEREAS**, the **SUC/LUC/LGU-TVI** is a State-run academic and training institution, that offers TESDA-registered Technical Vocational Education and Training (TVET) program, to its students/constituents/beneficiaries;

**WHEREAS**, Republic Act (RA) No. 10931 otherwise known as the "*Universal Access to Quality Tertiary Education Act (UAQTEA)*" was signed into law last August 2, 2017 while its Implementing Rules and Regulations (IRR) was approved by UniFAST Governing Board last November 10, 2017;

**WHEREAS**, both parties are covered and governed by the mandate of R.A. 10931 on providing free and universal access to quality tertiary education;

**WHEREAS**, the UAQTEA provides three (3) modes by which a student can access quality technical vocational education and training (TVET) through: a) Free TVET in State-Run TVIs; b) Tertiary Education Subsidy (TES); and c) Student Loan Program;

# Annex K

## Memorandum of Agreement

**WHEREAS**, Rule III, Section 13 of the Implementing Guidelines of R.A. 10931 provides for the coverage of Free TVET in the Post-Secondary State-run TVIs whereby all Filipino learners who are currently enrolled at the time of the effectivity of the Act, or shall enroll at any time thereafter, in any TESDA-registered TVET program leading to a non-degree certificate or diploma, including diploma courses and bundled programs, and offered by State-run TVIs (STVIs) shall be eligible for the free TVET provision;

**WHEREAS**, Section 7 of Republic Act 10931 provides that in order to support the cost of tertiary education or any part or portion thereof, a TES is established for all Filipino students who shall enroll in the undergraduate post-secondary programs of SUC, LUCs, private HEIs and all TVIs;

**WHEREAS**, Section 8 of Republic Act 10931 provides that in order to support further the cost of tertiary education or any part or portion thereof, a student loan program for tertiary education is likewise established for all Filipino students who shall enroll in SUC, LUC, private HEI and TVET Program in all TVIs registered under TESDA;

**WHEREAS**, consistent with Section 56 of the IRR of Republic Act 10931, the budgetary appropriation in the General Appropriations Acts (GAA) for the implementation of the Free TVET Program in state-run TVIs and Tertiary Education Subsidy (TES) for private TVIs is with the account of CHED whereas the actual implementation and quality assurance thereof is lodged with TESDA in accordance with the provisions of Sections 42 and 58 of same IRR;

**WHEREAS**, there is a need to transfer the funding requirements from **TESDA** to **SUC/LUC/LGU-TVI** in order to implement the Free TVET Program in its campuses in accordance with the legislative intent of the Republic Act 10931;

**NOW THEREFORE**, for and in consideration of the foregoing premises and their mutual covenants hereinafter set forth, the parties have agreed on the following terms and conditions:

### **A. COVERAGE:**

This **Memorandum of Agreement** shall be entered in partnership between TESDA RO and SUC, LUC/LGU-TVI in the implementation of RA 10931 and its IRR and Implementing Guidelines of Free TVET.

### **B. PURPOSE OF FUND TRANSFER:**

The budgetary appropriation entailed in the implementation of this MOA shall be subject to the Qualification Map (QM) approved by TESDA Central Office and, shall be used by **SUC/LUC/LGU-TVI** strictly for the purpose of implementing the Free TVET Program in its campuses as component of the Universal Access to Quality Tertiary Education under Republic Act 10931 for Calendar Year 2018;

### **C. OBLIGATIONS OF SUC/LUC/LGU-TVI:**

1. Ensure that the training programs it offers to the public are duly registered with TESDA through its Amended Omnibus Guidelines on Program Registration under the Unified TVET Program Registration and Accreditation System (UTPRAS);
2. Shall submit Qualification Maps (QMs) to TESDA Regional Office which in turn shall be forwarded to the Central Office for approval by the TESDA Director General prior to implementing the Free TVET Program;

# Annex K

## Memorandum of Agreement

3. Shall issue an Official Receipt to acknowledge any amount received from TESDA for the implementation of this program;
4. Shall implement, the Free TVET Program from August 2018 to June 2019 as a component of the Universal Access to Quality Tertiary Education under the Republic Act 10931 and subject to applicable laws, rules and regulations;
5. Shall be fully responsible for the accounting and disbursement of the transferred funds in accordance with existing COA and other government regulations. In addition, it shall submit verified **Quarterly Liquidation Reports** in accordance with the COA Circular No. 94-013 dated December 13, 1994;
6. Shall make available the records and related documents to **TESDA** and CHED-UniFAST for inspection and monitoring;
7. Aside from the foregoing Quarterly Liquidation reports, it shall also submit to **TESDA** a **Monthly Fund Utilization Report** duly verified and certified correct by the **SUC/LUC/LGU-TVI** Chief Accountant and approved by the Head of Office, with copies of the paid disbursement vouchers in connection with the implementation of the Free TVET Program;
8. Shall submit to TESDA, as required in the Guideline for the Implementation of the Universal Access to Quality Tertiary Education Act (UAQTEA) in State-run Technical Vocational Institutions, the following:
  - T2MIS report on enrolment, assessed, graduates and certified;
  - Learners daily attendance report;
  - Report on toolkits;
  - Other report as may be required in the guidelines;
9. Without need of demand, any unused balance for this purpose shall be returned to TESDA with corresponding complete liquidation at the end of the Fiscal Year.

### **D. MISCELLANEOUS PROVISIONS:**

1. TESDA reserves the right to hold and/or stop release of succeeding tranches for a particular Calendar Year and funding for succeeding Calendar Year of any SUC/LUC/LGU-TVI which shall fail to submit complete and proper Monthly Utilization Fund Reports and Quarterly Liquidation Reports to TESDA as required under this agreement. TESDA shall inform the SUC/LUC/LGU-TVI of any such deficiency or discrepancy noted within thirty (30) days upon its submission. Succeeding funds shall only be released by TESDA upon completion of deficiencies and rectification of discrepancies by SUC/LUC/LGU-TVI in the reports submitted;
2. The parties mutually agree to perform and abide with all of the provisions and requirements contained or could reasonably be inferred from this MOA. Failure of either party to ensure compliance thereof shall not be construed to be waiver of such provisions or a waiver of right of each thereafter to enforce or settle the same; and

# Annex K

## Memorandum of Agreement

3. This MOA may be periodically amended/ modified in writing in order to be responsive/ to conform to the intent of the parties and the provisions of COA, DBM, and other pertinent government regulations and guidelines.

### E. EFFECTIVITY AND DURATION

This Agreement shall take effect upon the signing by the Parties hereto and shall be terminated upon the satisfactory fulfilment of all terms and conditions embodied herein.

**IN WITNESS WHEREOF**, parties have hereunto affixed their signatures this day of

\_\_\_\_\_, 2018 at \_\_\_\_\_.

<b>TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY</b>	<b>SUC/LUC/LGU-TVI</b>
Regional Director Region _____	President of the SUC/Head of the LUC or LGU
<b>SIGNED IN THE PRESENCE OF</b>	
TESDA Regional Operations Division Chief	

# Annex K

## Memorandum of Agreement

### ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)  
CITY) S.S.

BEFORE ME, this day of 2018, at the City of \_\_\_\_\_, personally appeared the following who have showed to me their respective competent evidence of identities and also avows under penalty of law to the whole truth of the foregoing:

Name	Government Identification	Card No.
Regional Director		
President of SUC/Head of the LGU		

They further /acknowledged to me that their respective signatures on this instrument were voluntarily affixed by them for the purpose stated herein. Furthermore, they declared to me that they have executed the foregoing instrument as their free and voluntary act and deed and of the instrumentality of Government herein represented and that they have the authority to sign for and in behalf of their respective principals.

This instrument refers to a Memorandum of Agreement executed by and between **TESDA and SUC/LUC/LGU-TVI** for the Implementation of Free TVET Program and consisting of \_\_\_\_\_ (\_\_\_\_\_) pages, including this page wherein this acknowledgment clause is printed; and has been signed by the parties and their instrumental witnesses.

**WITNESS MY HAND AND SEAL on the date** and place above written.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2018

# Annex L Sample Delivery Receipt (DR)

NO. 0001

## DELIVERY RECEIPT

FROM:	DATE:
TO:	YOUR ORDER:
ADDRESS:	CITY:

PACKAGES	RECEIVED IN APPARENT GOOD ORDER	WEIGHT
1		
2		
3		
4		
5		
6		
7		
8		

RECEIVED BY:	TOTAL PKGS:	C.O.D. CHARGE:	DELIVERY CHARGE:	TOTAL WEIGHT:
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# Annex Q Inventory Custodian Slip (ICS)

Appendix 59

## INVENTORY CUSTODIAN SLIP

Entity Name: Technical Education and Skills Development Authority  
Fund Cluster : Fund

ICS No : \_\_\_\_\_

Quantity	Unit	Amount		Description	Inventory Item No.	Estimated Useful Life
		Unit Cost	Total Cost			
				Purchased from _____ under P.O. _____ No. _____ Invoice No. _____ dtd. _____ ORS No. _____ Fund ( _____ )		
Received from:				Received by:		
Signature Over Printed Name				Signature Over Printed Name		
Position/Office				Position/Office		
Date				Date		

# Annex R

## Sample Borrower's Slip

### Borrower's Slip

Name of Borrower : \_\_\_\_\_

Date Borrowed : \_\_\_\_\_

ITEM NO	ITEM DESCRIPTION	QTY	UNIT

This is to certify that I receive the above listed items in good working condition. I understand that my responsibility in borrowing such, includes:

- utilizing the tools exclusively for training;
- safekeeping of the tools and depositing it to the locker assigned to me when not in use.

I also understand, the same toolkit will be issued to me after I completed this training program.

\_\_\_\_\_  
Printed Name Over Signature

# Annex S Property Acknowledgement Receipt

Appendix 71

## PROPERTY ACKNOWLEDGMENT RECEIPT

Entity Name : TESDA Women's Center

Fund Cluster: Free TYET

PAR No.: \_\_\_\_\_

Quantity	Unit	Description	Property Number	Date Acquired	Amount
1	Set	Toolkit for Bread and Pastry with the following:			
		Measuring Cup; Stainless steel with the ff. sizes			
		1 cup, 1/2, 1/3, and 1/4			
		Flour Sifter, stainless steel mesh flour strainer			
		12" diameter			
		Muffin pan, 12 holes, 3 oz capacity per hole			
		aluminum			
		Purchased from _____			
		Supply under P.O. No. _____ dtd. _____.			
		Invoice No. _____ dtd. _____.			
		ORS No. _____			
					59,300.00
<b>Received by:</b>  <u>YANESSA M. DIAZ</u> Signature over Printed Name of End User  Position/Office  <u>14-Sep-18</u> Date			<b>Issued by:</b>  <u>MARIA GRACIA P. DELA RAMA</u> Signature over Printed Name of Supply and/or Property Custodian  <u>Chief, PD/AS</u> Position/Office  <u>14-Sep-18</u> Date		

# Annex T

## Report of Collections and Deposit

Appendix 26

### REPORT OF COLLECTIONS AND DEPOSITS

Entity Name :  
Fund Cluster :

Report No. :  
Sheet No. :  
Date :

		Responsibility Center Code	Payor	Particulars	MFO/PAP	Amount		
						Total per OR	Training Fee	Assessment Fee
Date	Number							
					<b>Total</b>			

Undeposited Collections per last Report  
 Collections per OR Nos. \_\_\_\_\_  
 Total \_\_\_\_\_  
 Less: Deposits \_\_\_\_\_  
 Date: \_\_\_\_\_

I hereby certify on my official oath that the above is a true statement of all collections and deposits had by me during the period stated above for which Official Receipt Nos. \_\_\_\_\_ to \_\_\_\_\_ inclusive, were actually issued by me in the amounts shown thereon. I also certify that I have not received money from whatever source without having issued the necessary Official Receipt in acknowledgement thereof. Collections received by sub-collectors are recorded above in lump-sum opposite their respective collection report numbers. I certify further that the balance shown above agrees with the balance appearing in my Cash Receipts Record.

\_\_\_\_\_  
Name and Signature of the Collecting Officer

\_\_\_\_\_  
Official Designation