

# TESDA CIRCULAR

<b>SUBJECT:</b> Implementing Guidelines in the Deployment of Training Regulations, and on the Conduct of Competency Assessment and Certification for Various Electronics and Semiconductor Qualifications		Page <u>1</u> of <u>7</u> pages Number <u>14</u> , series of 2017
<b>Date Issued:</b> March 28, 2017	<b>Effectivity:</b> March 31, 2017	<b>Supersedes:</b>

In the interest of the service and to provide coherence and uniformity as well as ensure efficiency and effectiveness in the deployment of the developed **Training Regulations on Electronics Front-of-Line Operations NC II, Electronics Back-End Operations NC II, Hard Disk Drive (HDD) Front-of-Line Operations NC II, Semiconductor Front-of-Line Operations NC II, and Semiconductor Back-End Operations NC II** and implementation of competency assessment and certification, the following Implementing Guidelines are hereby issued:

## I. BACKGROUND/LEGAL BASIS

- TESDA Board Resolution No. **2015-21** dated **16 December 2015**: Approving and Promulgating the Training Regulations for Electronics Back-End Operations NC II, Electronics Front-of-Line Operations NC II, Semiconductor Back-End Operations NC II, Semiconductor Front-of-Line Operations NC II, and Hard Disk Drive (HDD) Front-of-Line Operations NC II.
- The abovementioned Training Regulations were developed in partnership with the Semiconductor and Electronics Industries in the Philippines, Inc. (SEIPI).

## II. OBJECTIVES

- To implement the Training Regulations, aimed at better responding to demands of the industry. This will promote competencies that are readily employable, environment-friendly and compliant with the industry requirements for both clients and the electronics and semiconductor industry workers;
- To strengthen the industry-academe linkages addressing the "skill-job mismatch" in critical sector;
- The deployment of this TR is in accordance with the quality procedures under ISO 9001:2008-certified by the TUV-SUD in March 2013.
- To develop the training infrastructure for the development of industry workers in the sector.

## III. COVERAGE

- Both new and existing (NTR or unregistered) programs relating to or leading to Electronics Front-of-Line Operations NC II, Electronics Back-End Operations NC II, Hard Disk Drive (HDD) Front-of-Line Operations NC II, Semiconductor Front-of-Line Operations NC II, and Semiconductor Back-End Operations NC II shall be covered by this Circular.
- To standardize the course offerings and ensure that they are in accordance with the TR, the Competency-Based Curriculum (CBC) shall be developed by the TVIs registering the program.

# TESDA CIRCULAR

<b>SUBJECT: Implementing Guidelines in the Deployment of Training Regulations, and on the Conduct of Competency Assessment and Certification for Various Electronics and Semiconductor Qualifications</b>		<b>Page 2 of 7 pages</b> <b>Number <u>14</u> series of 2017</b>
<b>Date Issued:</b> March 28, 2017	<b>Effectivity:</b> March 31, 2017	<b>Supersedes:</b>

## IV. GENERAL POLICIES

### A. Utilization of the Newly Developed TR

1. To ensure utilization of this TR, all Regional/Provincial/District Directors shall immediately advocate/encourage and facilitate the registration and re-registration of above-mentioned programs. The Qualifications and Standards Office (QSO) shall initiate deployment/orientation of TRs and CATs for all Regional/Provincial Offices in accordance with the Procedures Manual.
2. Existing "No Training Regulations (NTR)" and assessment and certification programs shall be required to migrate to the corresponding new Training Regulations for Electronics Front-of-Line Operations NC II, Electronics Back-End Operations NC II, Hard Disk Drive (HDD) Front-of-Line Operations NC II, Semiconductor Front-of-Line Operations NC II, and Semiconductor Back-End Operations NC II within one (1) year upon the effectivity of this Circular.

### B. Training Delivery Modality

1. In view of the requirements of the training standards in tools, equipment, facilities and the required competencies of Trainers, it is encouraged that the training delivery for this qualification shall be mainly enterprise-based or through dual training system.

### C. Transitory Provision

1. Subject to relevant provisions of Section X of TESDA Circular No. 45 series of 2007 (Omnibus Guidelines on UTPRAS), all "No Training Regulations (NTR)" registered programs related to this qualification shall be re-registered as "With Training Regulations (WTR)" within a period of one (1) year.

### D. Program Registration

1. The registration of programs related to Electronics Front-of-Line Operations NC II, Electronics Back-End Operations NC II, Hard Disk Drive (HDD) Front-of-Line Operations NC II, Semiconductor Front-of-Line Operations NC II, and Semiconductor Back-End Operations NC II shall follow the Procedures Manual on Program Registration;

# TESDA CIRCULAR

<b>SUBJECT:</b> Implementing Guidelines in the Deployment of Training Regulations, and on the Conduct of Competency Assessment and Certification for Various Electronics and Semiconductor Qualifications		Page <u>3</u> of <u>7</u> pages Number <u>14</u> , series of 2017
<b>Date Issued:</b> March 28, 2017	<b>Effectivity:</b> March 31, 2017	<b>Supersedes:</b>

2. All Regional/Provincial Directors are hereby instructed to process applications for program registration within the allowable process cycle time (PCT) indicated in the Procedures Manual on Program Registration.
3. The National Institute for Technical Education and Skills Development (NITESD) shall initiate training of trainer's development.
4. The following codes shall be followed for this TR:

Qualification Title	Qualification Code	Unit Code (Core Competency)	Unit Title (Core Competency)
Electronics front-of-Line Operations NC II	ELCEFO215	ELC313304	Set up front-of-line (FOL) operations workplace for electronics production line
		ELC313305	Analyze, carry-out and monitor front-of-line (FOL) operations for electronics production line
		ELC313306	Check quality compliance of front-of-line (FOL) operations for electronics production line
Electronics Back-end operations NC II	ELCEBO215	ELC313301	Set up back-end operations workplace for electronics production line
		ELC313302	Analyze, carry-out and monitor back-end operations for electronics production line
		ELC313303	Check quality compliance of back-end operations for electronics production line
Hard Disk Drive (HDD) Front-of-Line Operations NC II	ELCHFO215	ELC313316	Set up front-of-line (FOL) operation workplace for hard disk drives (HDD) production line

# TESDA CIRCULAR

<b>SUBJECT: Implementing Guidelines in the Deployment of Training Regulations, and on the Conduct of Competency Assessment and Certification for Various Electronics and Semiconductor Qualifications</b>		<b>Page 4 of 7 pages</b> <b>Number <u>14</u>, series of 2017</b>
<b>Date Issued:</b> March 28, 2017	<b>Effectivity:</b> March 31, 2017	<b>Supersedes:</b>

			ELC313317	Analyze, carry-out and monitor front-of-line (FOL) operation for hard disk drives (HDD) production line
			ELC313318	Check quality compliance of front-of-line (FOL) operation for hard disk drives (HDD) production line
Semiconductor Front-of-Line Operations NC II	ELCSFO215		ELC313310	Setup front-of-line (FOL) operations workplace for semiconductor production line
			ELC313311	Analyze, carry-out and monitor front-of-line (FOL) operations semiconductor production line
			ELC313312	Check quality compliance of front-of-line (FOL) operations for semiconductor production line
Semiconductor back-end Operations NC II	ELCSBO215		ELC313307	Set up back-end operations workplace for semiconductor production line
			ELC313308	Analyze, carry-out and monitor back-end operations for semiconductor production line
			ELC313309	Check quality compliance of back-end operations for semiconductor production line

## **E. Trainer's Qualification**

1. Must be a holder of National TVET Trainers Certificate (NTTC) Level I in the applicable qualification to be delivered, i. e., Electronics Front-of-Line Operations NC II, Electronics Back-End Operations NC II, Hard Disk Drive (HDD) Front-of-Line Operations NC II, Semiconductor Front-of-Line Operations NC II, and/or Semiconductor Back-End Operations NC II.

# TESDA CIRCULAR

<b>SUBJECT: Implementing Guidelines in the Deployment of Training Regulations, and on the Conduct of Competency Assessment and Certification for Various Electronics and Semiconductor Qualifications</b>		<b>Page 5 of 7 pages</b> <b>Number <u>14</u>, series of 2017</b>
<b>Date Issued:</b> March 28, 2017	<b>Effectivity:</b> March 31, 2017	<b>Supersedes:</b>

2. Must be at least two-year college level or two-year vocational course graduate.
3. Must have at least 2-years relevant industry experience in the qualification.

## **F. Assessment and Certification**

1. The assessment and certification shall follow the Procedures Manual on Competency Assessment and Certification and the provisions of Section 4 – National Assessment and Certification Arrangements of the TR.
2. A National Certificate (NC) is issued when a candidate has demonstrated competence in all the units of competency that comprise the applicable Training Regulations for Electronics Front-of-Line Operations NC II, Electronics Back-End Operations NC II, Hard Disk Drive (HDD) Front-of-Line Operations NC II, Semiconductor Front-of-Line Operations NC II, and/or Semiconductor Back-End Operations NC II.
3. Assessment shall focus on the core units of competency. The basic and common units shall be integrated or assessed concurrently with the core units.

## **V. CONDUCT OF COMPETENCY ASSESSMENT**

1. QSO shall initiate deployment of Competency Assessment Tools to all Regional/Provincial Offices. Concurrent with this, the Certification Office shall conduct Capability Building Programs for lead assessors. The lead assessor shall be responsible for the loading of candidate assessors.
2. Qualification of Competency-Assessors
  - 2.1. For Trainer-Assessor
    - 2.1.1. Holder of National TVET Trainer Certificate Level I (NTTC) in the applicable qualification, i. e., Electronics Front-of-Line Operations NC II, Electronics Back-End Operations NC II, Hard Disk Drive (HDD) Front-of-Line Operations NC II, Semiconductor Front-of-Line Operations NC II, and/or Semiconductor Back-End Operations NC II with at least 2 years relevant industry experience.

# TESDA CIRCULAR

<b>SUBJECT: Implementing Guidelines in the Deployment of Training Regulations, and on the Conduct of Competency Assessment and Certification for Various Electronics and Semiconductor Qualifications</b>		<b>Page <u>6</u> of <u>7</u> pages</b> <b>Number <u>14</u>, series of 2017</b>
<b>Date Issued:</b> March 28, 2017	<b>Effectivity:</b> March 31, 2017	<b>Supersedes:</b>

2.1.2. Must have attended relevant training and seminars along the qualification to be delivered, i. e., Electronics Front-of-Line Operations, Electronics Back-End Operations, Hard Disk Drive (HDD) Front-of-Line Operations, Semiconductor Front-of-Line Operations, and/or Semiconductor Back-End Operations.

2.2. For Industry-Assessor

2.2.1. Holder of National Certificate in the qualification where the assessment will be done, i. e., Electronics Front-of-Line Operations NC II, Electronics Back-End Operations NC II, Hard Disk Drive (HDD) Front-of-Line Operations NC II, Semiconductor Front-of-Line Operations NC II, and/or Semiconductor Back-End Operations NC II;

2.2.2. Holder of Certificate of Competency (COC) in Conduct Competency Assessment under the Trainers Methodology Level I (TM I); and

2.2.3. Must have at least 2 years relevant industry experience in the qualification where he/she will be conducting assessment.

3. **Assessment Fee**

- Based on the TESDA Board Resolution No. **2017- 19** dated **03 February 2017**, the assessment fee for the abovementioned electronics and semiconductor qualifications are as follows:
  - Electronics Front-of-Line Operations NC II shall be in the amount of **Five Hundred and Ninety Pesos (Php 590.00)**;
  - Electronics Back-End Operations NC II shall be in the amount of **Five Hundred and Fifty-Five Pesos (Php 555.00)**;
  - Hard Disk Drive (HDD) Front-of-Line Operations NC II shall be in the amount of **Five Hundred and Twenty-Five Pesos (Php 525.00)**;
  - Semiconductor Front-of-Line Operations NC II shall be in the amount of **Five Hundred Pesos (Php 500.00)**; and
  - Semiconductor Back-End Operations NC II shall be in the amount of **Five Hundred and Twenty-Five Pesos (Php 525.00)**.
- This includes the assessor's fee of **Two Hundred Pesos (Php200.00)** per qualification.

# TESDA CIRCULAR

<b>SUBJECT:</b> Implementing Guidelines in the Deployment of Training Regulations, and on the Conduct of Competency Assessment and Certification for Various Electronics and Semiconductor Qualifications		Page <u>7</u> of <u>7</u> pages Number <u>14</u> , series of 2017
<b>Date Issued:</b> March 28, 2017	<b>Effectivity:</b> March 31, 2017	<b>Supersedes:</b>

#### 4. Integrity Fortification

Integrity fortification of assessment and certification shall be strictly adhered to through the implementation of the following measures:

- Conduct of Capability Building Program for Regional Lead Assessors
- Pre-scheduled assessment
- Presence of a technical TESDA Representative during the entire conduct of assessment
- Conduct of Calibration Workshop for Competency Assessors

#### 5. Mandatory Assessment

- 5.1. All TVIs with UTPRAS-registered programs on Electronics Front-of-Line Operations NC II, Electronics Back-End Operations NC II, Hard Disk Drive (HDD) Front-of-Line Operations NC II, Semiconductor Front-of-Line Operations NC II, and/or Semiconductor Back-End Operations NC II must ensure mandatory assessment of their graduating students.
- 5.2. The list of certified individuals will be uploaded in the online Registry of Workers Assessed and Certified (RWAC).

#### VI. EFFECTIVITY

This Circular shall take effect as indicated and supersede all other issuances inconsistent hereof. Wide dissemination of this Circular by all concerned is hereby enjoined.

  
**GULING "GENE" A. MAMONDIONG**  
Director General/Secretary