

TESDA CIRCULAR

SUBJECT: Implementing Guidelines on the Deployment of Training Regulations (TR), Developed Competency Assessment Tools (CATs), and Conduct of Competency Assessment and Certification for Tourism Promotion Services NC II		Page 1 of 5 pages Number <u>23</u>, series of 2017
Date Issued: April 27, 2017	Effectivity: Immediately	Supersedes:

In the interest of the service and to provide coherence and uniformity as well as ensure efficiency and effectiveness in the deployment of the amended **Training Regulations on Tourism Promotion Services NC II** and implementation of competency assessment and certification, the following Implementing Guidelines are hereby issued:

I. BACKGROUND/LEGAL BASIS

- TESDA Board Resolution No. **2015-05** dated **16 June 2015**: "Approving the Amendments to the Training Regulations for Tourism Promotion Services NC II."
- The abovementioned Training Regulations were reviewed in partnership with the Tourism Industry Board Foundation, Inc. (TIBFI).

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 tourism 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 9001:2015;
- To develop the training and assessment 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 Tourism Promotion Services 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.

IV. GENERAL POLICIES

A. Utilization of the Amended TR

To ensure utilization of this TR, all Regional/Provincial/District Directors shall immediately advocate/encourage and facilitate the registration and re-registration of abovementioned programs. The Qualifications and

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Standards Office (QSO) shall initiate deployment/orientation of TRs and CATs for all Regional/Provincial Offices in accordance with the Procedures Manual.

B. Training Delivery Modality

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 school-based through dual/dualized training or enterprise-based training modality.

C. Transitory Provision

Subject to relevant provisions of Section XI of TESDA Circular No. 07 series of 2016 (Amended Omnibus Guidelines on UTPRAS), all "With Training Regulations (WTR)" registered programs related to this qualification shall be re-registered as Updated "With Training Regulations (WTR)" within a period of one (1) year from the date issuance of this Circular.

D. Program Registration

1. The registration of programs related to Tourism Promotion Services NC II shall follow the Procedures Manual on Program Registration and TESDA Circular No. 07 series of 2016;
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.

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4. The following codes shall be followed for this TR:

Qualification Title	Qualification Code	Unit Code (Core Competency)	Unit Title (Core Competency)
Tourism Promotion Services NC II	TRSTPS215	TRS5113123	Operate technology-based information system
		TRS5113124	Provide information and advice on a destination, product or service
		TRS5113125	Promote tourism products and services

E. Trainer's Qualification

1. Must be a holder of National TVET Trainer's Certificate (NTTC) Level I in Tourism Promotion Services NC II;
2. Must have at least 3-5 years job/industry experience; and
3. Must have attended relevant training and seminars.

F. Assessment and Certification

1. The assessment and certification for Tourism Promotion Services NC II shall follow TESDA Circular No. 24, series of 2008 on "Quality Procedures Manual on Competency Assessment and Certification" and provisions of Section 4 – Assessment and Certification Arrangements of these TRs.
2. A National Certificate (NC) is issued when a candidate has demonstrated competence in all the units of competency that comprise the Training Regulations for Tourism Promotion Services 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.

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V. CONDUCT OF COMPETENCY ASSESSMENT

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 assessor.

A. Competency Assessment Tools (CATs)

This shall serve as a basis for accreditation of assessment centers. The CATs include size requirement for assessment center's facility, specifications on assessment resources including supplies and materials as well as tools and equipment. This also contains the tasks, methods, and time allocation on the conduct of assessment.

B. Assessment Fee

Based on the TESDA Board Resolution No. **2017- 17** dated **03 February 2017**, the assessment fee for Tourism Promotion Services NC II shall be in the amount of **Four Hundred and Ninety Pesos (Php490.00)**. This includes the assessor's fee in the amount of **Two Hundred Pesos (Php200.00)**.

C. Qualification of Competency Assessor

In accordance with Section 7.2 of TESDA Circular No. 15, series of 2015 on "Guidelines on Assessment and Certification under the Philippine TVET Competency Assessment and Certification System (PTCACS)", the Accredited Competency Assessor must fulfill all of the following conditions:

1. Practitioner of the occupation/trade or a teacher/instructor/trainer in the trade area for at least two (2) years;
2. Holder of a National Certificate at least at the same or higher level of the Qualification where the assessor is accredited;
3. Holder of NTTC I and/or COC 2 – *Conduct Competency Assessment* under TM I; and
4. Has assisted in the conduct of actual assessment to at least two (2) candidates.

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D. Integrity Fortification

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

1. Conduct of Capability Building Program for Regional Lead Assessors;
2. Pre-scheduled assessment;
3. Presence of a technical TESDA Representative during the entire conduct of assessment; and
4. Conduct of Calibration Workshop for Competency Assessors.

E. Mandatory Assessment

1. All TVIs with UTPRAS-registered programs on Tourism Promotion Services NC II must ensure mandatory assessment of their graduating students.
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