

# TESDA CIRCULAR

<b>SUBJECT:</b> Implementing Guidelines on the Deployment of Training Regulations (TR), Developed Competency Assessment Tools (CATs), and Conduct of Competency Assessment and Certification for Various Solid Waste Management Qualifications	Page <u>1</u> of <u>6</u> pages  Number <u>24</u> series of 2017	
<b>Date Issued:</b> April 27, 2017	<b>Effectivity:</b> Immediately	<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 Garbage Collection NC I, Sanitary Landfill Operations NC II, and Sanitary Landfill Operations NC III** and implementation of competency assessment and certification, the following Implementing Guidelines are hereby issued:

## I. BACKGROUND/LEGAL BASIS

- TESDA Board Resolutions No. **2015-02 and 2015-03** dated **16 June 2015**: "Approving and Promulgating the Training Regulations for Garbage Collection NC I and Sanitary Landfill Operations NC III."
- TESDA Board Resolution No. **2015-22** dated **16 December 2015**: "Approving and Promulgating the Training Regulations for Sanitary Landfill Operations NC II."
- The abovementioned Training Regulations were developed in partnership with the Solid Waste Management Association of the Philippines, Inc. (SWAPP).

## 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 solid waste management 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 (No Training Regulations (NTR) or unregistered) programs relating to Garbage Collection NC I, Sanitary Landfill Operations NC II, and Sanitary Landfill Operations NC III 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.

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## IV. GENERAL POLICIES

### A. Utilization of the Newly Developed TR

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.

### 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 enterprise-based or through dual/dualized 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 "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 from the date of issuance this Circular.

### D. Program Registration

1. The registration of programs related to Garbage Collection NC I, Sanitary Landfill Operations NC II, and Sanitary Landfill Operations NC III shall follow the Procedures Manual on Program Registration and TESDA Circular 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)
Garbage Collection NC I		UTL961301	Prepare for garbage collection activities
		UTL961302	Collect garbage
Sanitary Landfill Operations NC II		UTL541301	Direct dumping/disposal of in-coming waste in the active cell
		UTL541302	Perform post-dumping activities
Sanitary Landfill Operations NC III		UTL325301	Supervise in-coming waste in the active cell
		UTL325302	Supervise and maintain closed sanitary landfill facility

## E. Trainer's Qualification

### E.1 Garbage Collection NC I

1. Must be a holder of National TVET Trainers Certificate (NTTC) Level I in Sanitary Landfill Operations NC II (Spotter);
2. Must be able to communicate in Filipino/vernacular;
3. Must have at least two (2) years relevant waste management industry experience preferably in waste collection and hauling and/or.
4. Must have attended relevant training and seminars on waste collection and hauling.

### E.2 Sanitary Landfill Operations NC II

1. Holder of National TVET Trainers Certificate (NTTC) Level I in Sanitary Landfill Operations NC II;

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2. Must be able to communicate in English and Filipino/vernacular;
3. Must have at least 5 years relevant SLF industry experience; and
4. Must have attended relevant training and seminars on SLF operations.

### **E.3 Sanitary Landfill Operations NC III**

1. Must be a holder of National TVET Trainers Certificate (NTTC) Level I in Sanitary Landfill Operations NC III;
2. Must be able to communicate in English and Filipino/vernacular;
3. Must have at least 3-5 years relevant SLF industry experience; and
4. Must have attended relevant training and seminars on SLF operations.

### **F. Assessment and Certification**

1. The assessment and certification 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 applicable Training Regulations for Garbage Collection NC I, Sanitary Landfill Operations NC II, and Sanitary Landfill Operations NCIII.
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**

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.

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## 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 Fees

1. Based on the TESDA Board Resolution No. **2017- 26** dated **23 March 2017**, the assessment fees for the solid waste management qualifications are as follows:
  - Garbage Collection NC I shall be in the amount of **Four Hundred Seventy Pesos (Php 470.00)**;
  - Sanitary Landfill Operations NC II shall be in the amount of **Four Hundred Sixty Pesos (Php 460.00)**;
  - Sanitary Landfill Operations NC III shall be in the amount of **Four Hundred Sixty Pesos (Php 460.00)**;
2. The respective fees include the assessor's fee in the amount of **Two Hundred Pesos (Php200.00)**.

## C. Qualification of Competency-Assessors

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. Have 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 Garbage Collection NC I, Sanitary Landfill Operations NC II, and Sanitary Landfill Operations NC III 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.

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