

TESDA CIRCULAR

Subject: Implementing Guidelines on the Conduct of the Competency Assessment and Certification for Workers (CACW) Program		Page 1 of 7 page/s Number <u>31</u> , Series of 2017
Date Issued: June 14, 2017	Effectivity: June 14, 2017	Supersedes: TESDA Circular No. 11 and 11-A, series of 2016

In an effort to increase the acceptance of National Certificate by the industry and encourage industry workers and the companies to appreciate the value of the TESDA Competency Assessment and Certification System, the following guidelines is hereby issued:

I. Program Description

The Competency Assessment and Certification for Workers (CACW) is the conduct of free competency assessment and certification at the Regional and Provincial levels specifically for industry workers, in identified key sectors/qualifications.

Beneficiaries of the program, as clearly indicated in the title, are workers currently employed or engaged in livelihood jobs, who are NOT YET Certified.

II. Objectives

- 2.1 To promote Assessment and Certification program to industry workers;
- 2.2 To expand clients' access to assessment and certification program;
- 2.3 To enhance the competitiveness, employability and productivity of industry workers; and
- 2.4 To upgrade the qualification of existing workers, trainers and assessors to higher level of qualification.

III. Coverage

- 3.1 The assessment shall cover qualifications identified in the Training for Work Scholarship Programs (TWSP), TESDA Issuances on Training Regulations and those covered by specific government regulations such as:
 - Driving NC II and Driving (Passenger Bus/Straight Truck) NC III under DOTC Department Order No. 2011-25 re: Inclusion of Driver Proficiency Standard as Additional Requirement in the Exercise of the Regulatory Powers of LTFRB to issue Certificates of Public Convenience (CPC);
 - Automotive Servicing NC II, III and IV – Joint Administrative Order issued by DOTC, DENR and DTI – Requirement of

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TESDA-Certified Mechanics and Technicians for Automotive Repair Shops and Public Emission Testing Centers (PETCs);

- RAC Servicing (DomRAC) NC II and RAC Servicing (PACU/CRE) NC III – Joint Administrative Order by DTI and DENR requiring TESDA-Certified Mechanics for RAC Repair Shops;
- DOLE Department Order No. 13 series of 1998, Guidelines Governing Occupational Safety and Health in the Construction Industry.

3.2 For 2017, targeted to be assessed during the assessment schedule are **fifty one thousand and nine hundred (51,900)** (Annex A) candidates composed of Workers/Industry Practitioners/Professional/Career shifters, Prospective Industry Assessors, PWDs, Public Utility Vehicle (PUV) drivers, including Trainers of private and public technical-vocational institutions (TVIs), returning or displace Overseas Filipino Workers (OFWs) and OFWs currently working who want to be TESDA-certified and maybe tapped as trainer and/or competency assessor.

3.3 The CACW Program will not be offered to graduating students/trainees of WTR-registered programs.

IV. General Guidelines

- 4.1 Free assessment and certification services under CACW Program can only be availed once. Re-assessment or assessment fees for more than one (1) qualification shall be paid by the candidate as prescribed.
- 4.2 The assessment cost to be subsidized by the RO under the CACW Program shall be in accordance to the schedule of costs provided in the latest Training for Work Scholarship Program (TWSP) Schedule of Costs and/or TESDA issuance on assessment fees. Provided, however, that if the assessment fees have been amended, the updated rates issued through TESDA Circular will prevail.

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V. Specific Guidelines

5.1 Process of Application

- 5.1.1 An applicant may secure application form and list of requirements for assessment from the Accredited Assessment Centers identified in the Regional Qualification Map and/or the nearest TESDA Provincial Office. The Application Form and Self-Assessment Guide (SAG) may also be downloaded at <https://goo.gl/sluc7c> and www.tesda.gov.ph/Self_Assessment respectively.
- 5.1.2 The qualification requirements stated in the Training Regulations (TR) and Competency Assessment Tools (CATs) shall be followed in accepting candidate-applicants.
- 5.1.3 The candidate-applicant shall submit the duly accomplished application form, Self-Assessment Guide (SAG), three (3) 2x2 passport size pictures, color, white background with name written at the back (Mugshot for NCR), and all other requirements, to the identified Accredited Assessment Centers or at the nearest TESDA Provincial Office.
- 5.1.4 The identified Accredited Assessment Centers and/or the TESDA Provincial Office shall process the application and inform candidate-applicant of his/her assessment schedule.
- 5.1.5 The RO, in coordination with the PO, shall set the deadline for the filing of applications in accordance with the timelines prescribed in TESDA Training Management Information System (T2MIS).

VI. Schedule of Assessment

- 6.1 The implementation of the 2017 CACW Program shall be from June to December 2017.

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VII. Program Arrangements

7.1 Pre-Assessment Activities

- 7.1.1 The ROs shall select the qualification to be offered during the schedule of assessment based on the market demand in their respective areas.
- 7.1.2 All CACW Regional Qualification Maps (Annex B) shall be submitted to and evaluated by the Certification Office prior endorsement to Scholarships Management Office (SMO) and approval by the Director General.
- 7.1.3 The POs shall prepare the final list of applicants per qualification, per assessment center, per schedule and the assigned competency assessors according to the timelines prescribed in T2MIS.
- 7.1.4 The Central Office thru the Certification Office and Partnerships and Linkages Office, shall launch and promote the CACW Program through the Industry Associations and other Industry Partners.
- 7.1.5 The RO/POs shall promote/advocate the CACW Program through advertisements and announcements in national and/or regional newspapers, radio/TV stations and other social media platforms. The RO/POs shall coordinate with LGUs (i.e. Sangguniang Panglalawigan) for information dissemination.

7.2 Conduct of Assessment

- 7.2.1 The Certification Office shall monitor the conduct of CACW through the Regional CACW Monitoring and Accomplishment Report (RCMAR).
- 7.2.2 The RO shall monitor the conduct of assessment activities at the provincial level and submit accomplishment report to the Certification Office using the RCMAR form every 25th day of the month.
- 7.2.3 The Operating Procedure for Assessment and Certification shall be followed.

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7.2.4 There shall be ten (10) candidates per batch. The number of batches may be increased (maximum of 2 batches/day) depending on the qualification, duration of assessment, and the availability of assessment requirements (tools, equipment and space) provided that the integrity of the assessment and certification process is strictly preserved and not compromised.

7.2.5 To facilitate assessment of industry workers, the conduct of assessment may be done in the work place, provided that the Operating Procedure for Competency Assessment on the designation of assessment venues are followed. Accredited Assessment Centers (ACs) are to establish linkages with relevant companies or enterprises for the conduct of workplace or on-site assessment. The POs may encourage Industry Partners to apply for accreditation as an Assessment Center to expand its Assessment and Certification infrastructure.

7.3 Post Assessment Activities

7.3.1 The issuance of National Certificates and reporting of assessment results shall follow the Operating Procedure for Competency Assessment (TESDA-OP-CO-05).

VIII. Roles and Responsibilities

8.1 TESDA Central Office

Certification Office

- 8.1.1 Develop implementing guidelines for the conduct of the CACW Program.
- 8.1.2 Collaborate with the Partnership and Linkages Office to initiate promotion and advocacy activities including the Launching Activity in cooperation with industry partner.
- 8.1.3 Monitor and process the submission of Regional CACW Monitoring and Accomplishment Reports (RCMAR).

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8.1.4 Provide timely release of blank certificates to ROs.

Scholarships Management Office

8.1.5 Review the CACW Regional Qualification Maps for endorsement to and approval of the Secretary.

8.1.6 Subsidize the cost of assessment and certification in accordance to the schedule of costs as indicated in Section IV-4.2.

8.2 TESDA Regional Office

8.2.1 Provide administrative and technical assistance relative to the conduct of CACW to the POs.

8.2.2 Ensure proper announcement/promotion of the assessment activities/schedules, including process of application and deadline for filing of applications through posters, tarpaulin, radio and TV plugs, among others.

8.2.3 **Ensure timely updating and reporting of the Regional CACW Monitoring and Accomplishment Report (RCMAR Annex C.1 and C.2) every 25th of the month to the Certification Office.**

8.2.4 Assume full accountability and monitoring in the compliance and adherence to the Procedures Manual and Assessment and Certification Process by the implementing bodies in the conduct of CACW Program.

8.3 TESDA Provincial/District Office

8.3.1 Assist RO in ensuring that proper announcement/promotion of the assessment activities/schedules, including process of application and deadline for filing of applications through posters, tarpaulin, radio and TV plugs, social media platforms, among others.

8.3.2 Network with social partners, i.e. industry associations, business enterprises, public and private TVIs, among others, for technical assistance.

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- 8.3.3 Accept and process applications for competency assessment.
- 8.3.4 Confirm the schedule of competency assessment.
- 8.3.5 Facilitate identification of Accredited Assessment Centers and approval of Designated Assessment Venues (by the accredited Assessment Centers).
- 8.3.6 Approve the appointment of Competency Assessors and assignment of TESDA Representatives.
- 8.3.7 Reproduce the required competency assessment tools (CATs) and other assessment related forms.
- 8.3.8 Issue the National Certificate at no cost to the successful candidates.
- 8.3.9 Submit consolidated assessment and certification reports to RO for submission to Certification Office.

IX. Effectivity

This Circular shall take effect as indicated.


DDG ALVIN S. FELICIANO
Officer-in-Charge

**2017 TARGETS FOR THE COMPETENCY ASSESSMENT AND
CERTIFICATION FOR WORKERS (CACW)**
(Proposed Regional targets based on the 2016 accomplishments)

REGION	2016 Accomplishments	2017 Proposed Target
I	3,891	3,900
II	2,148	2,200
III	1,213	1,200
IV-A	5,895	6,000
IV-B	2,024	2,000
V	1,636	1,600
VI	1,390	1,400
VII	5,143	5,200
VIII	2,928	3,000
IX	2,651	2,700
X	3,022	3,000
XI	881	1,000
XII	1,288	1,300
NCR	12,696	12,500
CAR	2,497	2,500
CARAGA	2,201	2,200
ARMM	159	200
TOTAL	51,663	51,900

Competency Assessment and Certification for Workers 2017 REGIONAL QUALIFICATION MAP

ANNEX B

Region: _____

Province/ District	Assessment Center	Sector	Qualification	No. of Candidates	Date of Assessment	Assigned Assessors	Assessment Center/ Venue	Budgetary Requirements	
								Assessment Fee	TOTAL*

* TOTAL = No. of Candidates x Assessment Fee

Prepared by: _____

Recommended by: _____

Provincial Director

Provincial Director

Provincial Director

Provincial Director

Provincial Director

Provincial Director

Submitted by: _____

Regional Director

Reviewed by: _____

Executive Director, Certification Office

Recommending Approval: _____

Deputy Director General
Communities and Local Government Unit Services

Approved by: _____

Secretary/Director General

COMPETENCY ASSESSMENT AND CERTIFICATION FOR WORKERS (CACW) PROGRAM
2017 MONITORING SUMMARY FOR REGION _____
for the Month of _____

ANNEX
C.1

SECTOR	QUALIFICATION	ASSESSMENT CENTER/ VENUE	Enlisted as per approved QM	Total Assessed	Total Certified	Accomplishment (vis-a-vis target)	Certification Rate

Prepared by: _____
Regional Focal

Concurred by: _____
Regional Director

**Technical Education and Skills Development Authority
2017 Competency Assessment and Certification for Workers (CACW) Program
MONITORING REPORT for ASSESSED AND CERTIFIED of REGION _____**

ANNEX C.2

NO.	REGION	PROVINCE	Last Name	First Name	MI	Age	Sex	Client Type	Sector	NC Title/Qual	Type of Certificate Issued	Assessment Results	Date of Assessment	Assessment Center	Employment Status	Type of Employment	Name & Location of Employer/Business
								Worker			NC	Competent	mm/dd/yy		Employed	Wage-Employed	
								OFW			COC	Not yet competent			Unemployed	Self-Employed	
								Trainer									
								DepEd TLE									

Client Type
Please specify if:
Worker
Trainer
OFW

Type of Cert. Issued
Please specify if:
National Certificate (NC)
Certificate of Competency (COC)

Assessment Result
Please specify if:
Competent
Not yet competent

Employment Status:
Please specify if:
Employed
Unemployed

Type of Employment
Please specify if:
Wage Employed
Self-Employed

***RCMAR SHALL BE SUBMITTED EVERY 25th DAY OF THE MONTH**