

Responsibilities	Key Steps	Interfaces
Processing Officer	<p style="text-align: center;">START</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Processing Officer capture and upload photo and digital signature of the candidates at the T2MIS</p>	<ul style="list-style-type: none"> • T2MIS
Processing Officer Competency Assessor	<p style="text-align: center;">↓</p> <p style="text-align: center;">Processing Officer turnover the candidates document and tools, equipment's, materials and supplies to the Competency Assessor</p>	<ul style="list-style-type: none"> • TESDA-OP-CO-05-F26 • Application Form • TESDA-OP-QSO-02-F07 Self-Assessment Guide • Checklist Form
AC Manager Competency Assessor Processing Officer TESDA Representative	<p style="text-align: center;">↓</p> <p style="text-align: center;">Conduct of Competency Assessment</p>	<ul style="list-style-type: none"> • TESDA-OP-CO-05-F31 Attendance Sheet • TESDA-OP-QSO-02-F09 Rating Sheet • TESDA OP-QSO-02-F08 Competency Assessment Result Summary (CARS)
Competency Assessor Processing Officer TESDA Representative AC Manager	<p style="text-align: center;">↓</p> <p style="text-align: center;">Competency Assessor turnover assessment related documents and tools, equipment's, materials and supplies to the Processing Officer and TESDA Representative</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">AC Manager review the Assessment Documents</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">AC Manager orients and issues candidate's copy of CARS</p>	<ul style="list-style-type: none"> • TESDA-OP-CO-05-F33 RWAC • TESDA-OP-CO-05-F26 Application Form • TESDA-OP-QSO-02-F07 Self-Assessment Guide • TESDA Consent Form • Checklist Form
AC Manager Processing Officer Trainer-in-Charge	<p style="text-align: center;">↓</p> <p style="text-align: center;">END</p>	<ul style="list-style-type: none"> • TESDA OP-QSO-02-F08 Competency Assessment Result Summary (CARS)

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