

Responsibilities	Key Steps	Interfaces
Processing Officer Trainer-in-Charge	<p style="text-align: center;"><b>START</b></p> <p style="text-align: center;">↓</p> <p>Processing Officer turn over tools, equipment's, materials and supplies to the Trainer-in-Charge</p>	<ul style="list-style-type: none"> <li>• Checklist Form</li> </ul>
Trainer-in-Charge	<p style="text-align: center;">↓</p> <p>Trainer-in-Charge check and accept tools, equipment's, materials and supplies</p>	<ul style="list-style-type: none"> <li>• Checklist Form</li> </ul>
Processing Officer	<p style="text-align: center;">↓</p> <p>Processing Officer Backs-up CCTV recordings on the conduct of National Assessment</p>	<ul style="list-style-type: none"> <li>• Assessment Schedule Tracking Sheet</li> </ul>
Processing Officer	<p style="text-align: center;">↓</p> <p>Processing Officer submit reports to the District Office</p> <p style="text-align: center;">↓</p> <p style="text-align: center;"><b>END</b></p>	<ul style="list-style-type: none"> <li>• TESDA-OP-CO-05-F31 Attendance Sheet</li> <li>• TESDA-OP-QSO-02-F09 Rating Sheet</li> <li>• TESDA-OP-QSO-02-F08 Competency Assessment Result Summary (CARS)</li> <li>• TESDA-OP-CO-05-F33 RWAC</li> <li>• TESDA-OP-CO-05-F26 Application Form</li> <li>• TESDA-OP-QSO-02-F07 Self-Assessment Guide</li> <li>• TESDA Consent Form</li> <li>• CCTV recordings</li> </ul>