

Responsibilities	Key Steps	Interfaces
CAC Focal (District Office)	<p style="text-align: center;">START</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">District office endorse applicants and create assessment schedule to the Assessment Center</p> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> <li>● Endorsement Letter</li> <li>● T2MIS</li> <li>● TESDA-OP-CO-05-F26 Application Form</li> <li>● TESDA-OP-QSO-02-F07 Self-Assessment Guide</li> </ul>
Processing Officer	<p style="text-align: center;">Processing Officer shall review and evaluate the completeness and correctness of documents endorsed by the District Office</p> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> <li>● TESDA-OP-CO-05-F26</li> <li>● Application Form</li> <li>● TESDA-OP-QSO-02-F07 Self-Assessment Guide</li> </ul> <p style="text-align: center;"><i>*other documentary requirements</i></p>
Candidate/ AC Cashier	<p style="text-align: center;">The Candidate pays the TESDA Approved Assessment Fee to the Cashier of the Assessment Center</p> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> <li>● Order of Payment</li> <li>● Official Receipt</li> </ul>
Processing Officer	<p style="text-align: center;">Processing Officer register the candidates in the assessment schedule created and approved by the District Office</p> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> <li>● T2MIS</li> </ul>
Processing Officer Trainer-in-Charge	<p style="text-align: center;">AC prepare the venue of the Conduct of Assessment</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Trainer-in-Charge check the availability of tools, equipment's, materials and supplies</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Available?</p> <p style="text-align: center;">Yes ↓ No ↓</p> <div style="display: flex; justify-content: space-around;"> <div style="width: 45%;"> <p style="text-align: center;">Trainer-in-charge turn over the tools, equipment's, materials and supplies to the Processing Officer</p> <p style="text-align: center;">↓</p> </div> <div style="width: 45%;"> <p style="text-align: center;">Request the needed tools, equipment's, materials and supplies</p> </div> </div> <p style="text-align: center;">END</p>	<ul style="list-style-type: none"> <li>● Assessment Schedule Tracking Sheet</li> <li>● Checklist Form (tools, equipment's, materials and supplies)</li> <li>● Borrower's Slip</li> </ul>

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