

Technical Education and Skills Development Authority **REGIONAL TRAINING CENTER- NCR** 

# Operating Procedure on Assessment

## (Application and Conduct of Competency Assessment)

Building 14, TESDA Complex, East Service Road South Superhighway Taguig City, Metro Manila rtcncr@tesda.gov.ph

1.0 Purpose



Application and Conduct of **Competency Assessment** 

Rev. No. 00

Issued by: RTC-NCR

Date Issued:

Page 2 of 27

The Operating Procedure for Assessment Center set forth operational guidelines for Assessment Center Managers and Processing Officer to have a thorough understanding and standard application of the policies, detailed activities and procedures in the conduct of competency assessment.

#### 2.0 Scope

The procedures cover the activities involved the process of conducting Assessment as follows: processing application Competency of of candidates-applicant, organizing the conduct of assessment, review and evaluation of assessment result and submission of report.

#### 3.0 Responsibilities

- District Office: Shall ensure compliance to quality procedures in the delivery of assessment and certification services.
- Assessment Center Manager: Shall be accountable for the confidentiality of all assessment related documents which shall not be reproduced and disseminated in any forms.
- Accredited Competency Assessor: An individual authorized by TESDA to assesses competencies of a candidate for national certification. The Competency Assessor also assume full responsibility for ensuring the quality, confidentiality and integrity of assessment activities.
- **Processing Officer**: Shall be responsible for the completeness, correctness and accuracy of information and timeliness of processing of assessment- related documents.
- Trainer-in-Charge: Shall be responsible for the completeness of assessment tools, equipment's, materials and supplies.
- **TESDA Representative**: Shall oversee the conduct of assessment and monitor whether the assessment process is in accordance with the requirements as identified in the Competency Assessment Tools.

#### 4.0 Definition of Terms



Application and Conduct of **Competency Assessment** 

Document Code:
----------------

- Accredited Competency Assessment Center: The Accredited Competency Assessment Center, under close supervision by TESDA District Office shall provide appropriate and adequate tools, equipment's, supplies, materials and facilities that are well maintained to ensure efficient conduct of assessment.
- Assessment process: the step-by-step procedure in conducting assessment.
- Assessor's Guide: A set of documents which contains information that will assist the assessor in the evidence gathering process.
- Competency Assessment Results Summary (CARS): Refers to the consolidated assessment decisions made by the Competency Assessor which indicates the overall performance of the candidate during the assessment process.
- Candidate: An individual seeking recognition of his/her competencies to acquire a National Certificate or Certificate of Competency.
- Certificate of Competency (COC): A document issued by TESDA to individuals who were assessed as competent in a single unit or cluster of related units of competency.
- **Certification:** the formal process of recognizing that an individual is • qualified in terms of particular knowledge, skills and attitude based on industry standards
- Competency Assessment: The process of collecting evidence and • making judgements on whether competency has been achieved.
- National Certificate: A document issued by TESDA to individuals who have achieved all the required units of competency of a national qualification defined under the promulgated Training Regulations.



**Application and Conduct of Competency Assessment** 

Rev. No. 00

Issued by: RTC-NCR Date Issued:

Page 4 of 27

- Rating Sheet: Contains specific questions or activity/is developed from the selected assessment methods and the conditions under which the assessment should be conducted and recorded.
- Reference Number: A 16-digit alpha-numeric code assigned to a candidate for assessment by the Assessment Center per qualification basis to be used in all his/her assessment-related documents.
- Registry of Workers Assessed and Certified (RWAC): Refers to a record that contains the documentation of the results of assessment and as a basis for national certification.
- Self-Assessment Guide (SAG): A pre-assessment tool to help the candidate and the assessor determine what evidence is available, where gaps exist, including readiness for assessment.
- Unique Learner's Identifier (ULI): A personal 14-digit alpha-numeric code generated and allocated/ assigned to a learner when he avails of TED training or assessment services for the first time. This shall be used in future transactions relative to training and assessment.



Application and Conduct of Competency Assessment Rev. No. 00

Issued by: RTC-NCR

Page 5 of 27

#### 5.0 Process Flow

## A. (Provide applicant information and process application for assessment)

Responsibilities	Key Steps	Interfaces
Applicant	START Applicant inquires at Assessment Center	
Processing Officer	Processing Officer orients the Applicant	TESDA-OP-QSO-02-F07     Self-Assessment Guide
Applicant	Applicant accomplishes the Self- Assessment Guide (SAG)	TESDA-OP-QSO-02-F07     Self-Assessment Guide
Processing Officer	Processing Officer checks and evaluates the SAG Qualified? Yes No	• TESDA-OP-QSO-02-F07 Self-Assessment Guide
Applicant	Applicant accomplishes Application form and submits other documentary requirements A A B A A A	<ul> <li>TESDA-OP-CO-05-F26 Application Form</li> <li>TESDA-OP-QSO-02-F07 Self-Assessment Guide</li> <li>*other documentary requirements per qualification</li> </ul>

Responsibilities	Key Steps	Interfaces
Processing Officer	(A) ↓	TESDA-OP-CO-05-F26     Application Form     TESDA-OP-QSO-02-F07     Self-Assessment Guide *other documentary requirements per
	Processing Officer checks the documents	qualification



Application and Conduct of Competency Assessment Document Code:

Rev. No. 00

Issued by: RTC-NCR

RTC-NCR Date Issued:

Page 6 of 27

5.0 Process FlowB. (Conduct of Competency Assessment)Pre-Assessment



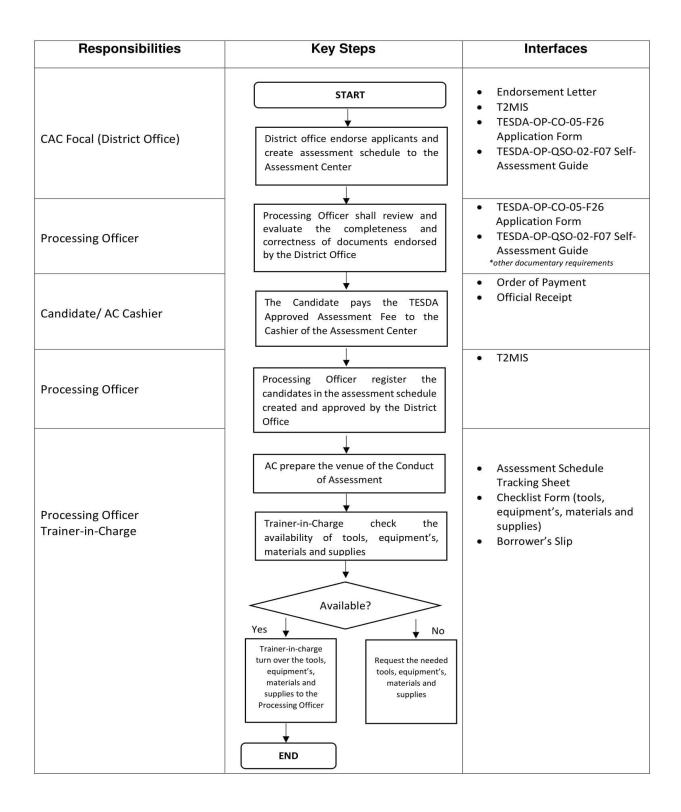
Application and Conduct of Competency Assessment Document Code:

Rev. No. 00

Issued by: RTC-NCR

CR Date Issued:

Page 7 of 27



#### 5.0 Process Flow

B. (Conduct of Competency Assessment)



Application and Conduct of Competency Assessment Document Code:

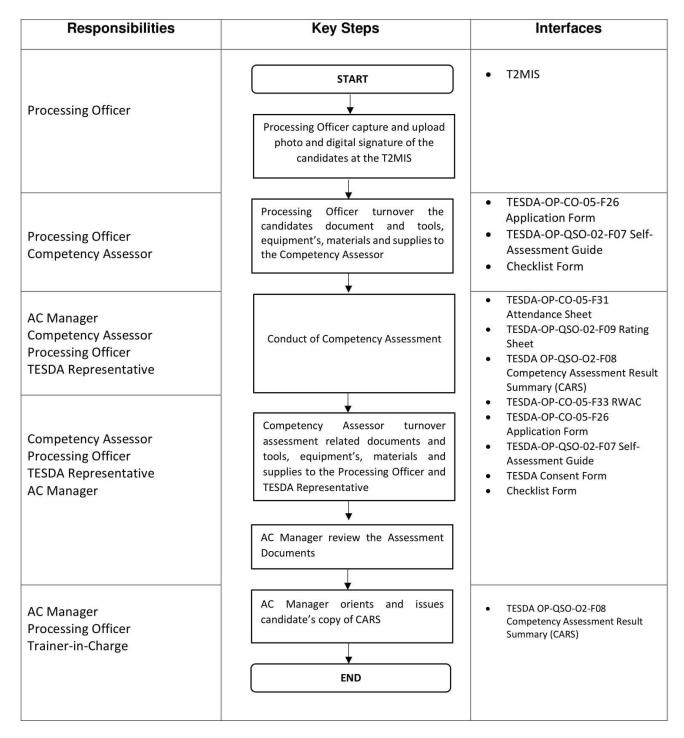
Rev. No. 00

Issued by: RTC-NCR

C-NCR Date Issued:

Page 8 of 27

#### **During Assessment**



#### 5.0 Process Flow

B. (Conduct of Competency Assessment)

Post-Assessment



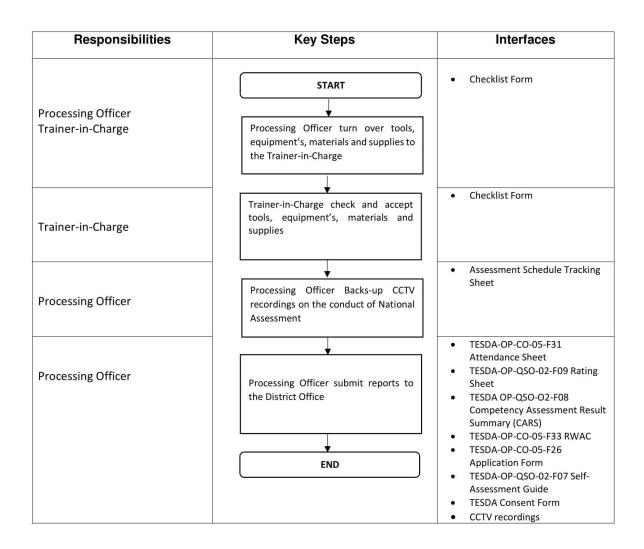
Application and Conduct of Competency Assessment Document Code:

Rev. No. 00

Issued by: RTC-NCR

NCR Date Issued:

Page 9 of 27



6.0 Procedure Details

A. (Provide applicant information and process application for assessment)



Application and Conduct of Competency Assessment

Document Code:	
Rev. No. 00	Page <b>10</b> of <b>27</b>
Issued by: RTC-NCR	Date Issued:

6.1 Applicants inquires at Assessment Center	Form	Time Frame	Inputs to Procedure
<ul> <li>The applicant inquires about the process of taking the competency assessment.</li> </ul>		2 mins	
6.2. Processing Officer orients the	Form	Time	Inputs to
applicant	Form	Frame	Procedure
The processing officer orients the applicant on the following:	<ul> <li>Self-Assessm ent Guide (TESDA-OP- QSO-02-F07)</li> </ul>	5 mins	
<ul> <li>Assessment and Certification</li> </ul>	400 02 1 01 )		
<ul> <li>arrangements</li> <li>Application Form</li> <li>Self-Assessment Guide</li> <li>Specification of photo requirement (passport size picture)</li> <li>Other requirements and preparation to be undertaken as may be required in the Competency Assessment Tools (CATs)</li> <li>TESDA approved assessment fees</li> <li>6.3 Applicant accomplishes the Self-Assessment Guide</li> </ul>	<ul> <li>Application form (TESDA-OP- CO-05-F26)</li> <li>Form</li> </ul>	Time Frame	Inputs to Procedure
<ul> <li>The Processing Officer orient and provide Self-Assessment Guide to the applicant on the qualification that he/she inquires.</li> <li>The Applicant accomplishes the given Self-Assessment Guide.</li> </ul>	<ul> <li>Self-Assessm ent Guide (TESDA-OP- QSO-02-F07)</li> </ul>	2 mins	
6.4 Processing Officer evaluates the Self- Assessment Guide	Form	Time Frame	Inputs to Procedure



## Application and Conduct of Competency Assessment

Document Code:

Rev. No. 00

Issued by: RTC-NCR

NCR Date Issued:

Page 11 of 27

<ul> <li>The Processing Officer checks and evaluates the Self- Assessment Guide.</li> <li>If the SAG shows that applicant is ready and qualified for assessment the processing officer advise the applicant fill up Application Form and to take the assessment for the full qualification or cluster of units of competency, whichever is applicable.</li> <li>Otherwise, the Processing Officer will refer the applicant to the enrollment focal to undergo training.</li> </ul>	<ul> <li>Self-Assessm ent Guide (TESDA-OP- QSO-02-F07)</li> </ul>	3 mins	
6.5 Processing Officer check the documents	Form	Time Frame	Inputs to Procedure
<ul> <li>The applicant who qualifies based on the SAG and other documentary requirements is now considered Candidate for assessment. The processing officer ask the candidate to submit the following:</li> <li>Accomplished Application Form</li> <li>Self-Assessment Guide</li> <li>Specification of photo requirement (passport size picture)</li> <li>Other requirements and preparation to be undertaken as may be required in the Competency Assessment Tools (CATs)</li> <li>The Processing Officer shall review and evaluate the completeness and correctness of documents submitted by the applicant.</li> </ul>	<ul> <li>Self-Assessm ent Guide (TESDA-OP- QSO-02-F07)</li> <li>Application form (TESDA-OP- CO-05-F26)</li> </ul>	10 mins.	Procedure



Document Code:

Rev. No. 00

## Application and Conduct of Competency Assessment

Issued by: RTC-NCR

ICR Date Issued:

Page 12 of 27

6.6 Assessment Center submits assessment application documents	Form	Time Frame	Inputs to Procedure
<ul> <li>Assessment Center submits assessment application documents to the district office in weekly basis.</li> </ul>	<ul> <li>Self-Assessm ent Guide (TESDA-OP- QSO-02-F07)</li> <li>Application form (TESDA-OP- CO-05-F26</li> <li>Memorandum (Submission of Application Forms)</li> </ul>	5 mins	



Application and Conduct of Competency Assessment

Document Code:	
Document Coue.	

Rev. No. 00

Issued by: RTC-NCR

TC-NCR Date Issued:

Page 13 of 27

## B. (Conduct of Competency Assessment)

Post-Assessment

6.1 District Office endorse applicants for assessment	Form	Time Frame	Inputs to Procedure
<ul> <li>The District Office shall create the assessment schedule and assign the competency assessor in the T2MIS.</li> <li>The District Office Endorse the applicant document to the Assessment Center.</li> </ul>	<ul> <li>Self-Assessme nt Guide (TESDA-OP-Q SO-02-F07)</li> <li>Application form (TESDA-OP-C O-05-F26)</li> <li>Endorsement Letter</li> </ul>	3 mins	
6.2. Processing Officer review and evaluate the assessment documents	Form	Time Frame	Inputs to Procedure
<ul> <li>The AC processing officer shall review and evaluate the completeness and correctness of documents endorsed by the District Office.</li> <li>Application form-TESDA-OP-CO-05-F26</li> <li>Self-assessment guide (to be evaluated and signed by AC manager)-TESDA-OP-QSO-02-F07</li> <li>3 pcs passport size picture</li> <li>Certificate of Employment/Training Certificate; if applicable</li> </ul>	<ul> <li>Self-Assessme nt Guide (TESDA-OP-Q SO-02-F07)</li> <li>Application form (TESDA-OP-C O-05-F26)</li> </ul>	5 mins	
6.3 Candidates pays the TESDA approved Assessment Fee	Form	Time Frame	Inputs to Procedure



## Application and Conduct of Competency Assessment

Document Code:

Rev. No. 00

Issued by: RTC-NCR

C-NCR Date Issued:

Page 14 of 27

The Processing Officer call/confirms the availability of the Candidate and instruct them to pay the TESDA Approved Assessment Fee to the Cashier of the Assessment Center <i>(if applicable).</i>	<ul> <li>Order of Payment</li> <li>Official Receipt</li> </ul>	2 mins	
6.4 Processing Officer register candidate at T2MIS	Form	Time Frame	Inputs to Procedure
<ul> <li>The Processing Officer shall register the candidates in the assessment schedule created and approved by the District Office.</li> <li>The Processing Officer shall facilitate encoding of correct and complete applicant profile in the T2MIS to generate Unique Learners Identification (ULI).</li> <li>The generated reference number and ULI shall be used in the following documents,</li> <li>✓ Application form</li> <li>✓ Admission Slip</li> <li>✓ Competency Assessment Result Summary (CARS)</li> <li>✓ National Certificate / Certificate of Competency</li> </ul>	T2MIS	5 mins	
6.5 Assessment Center prepare venue for the conduct of Competency Assessment	Form	Time Frame	Inputs to Procedure
<ul> <li>The Processing Officer informs the Trainer-in-Charge of the assessment schedule (Date of Assessment, Number of Candidates to be assessed).</li> <li>The Trainer-in-Charge ensures the following:</li> </ul>	<ul> <li>Assessment Schedule Tracking Sheet</li> <li>Checklist Form</li> </ul>	10 mins.	



## Application and Conduct of Competency Assessment

Document Code:

Rev. No. 00

Issued by: RTC-NCR

C-NCR Date Issued:

Page **15** of **27** 

<ul> <li>Complete and Functional set of Tools, Equipment's, Materials and Supplies</li> <li>Assessment Venue is arranged before the conduct of assessment;</li> <li>CCTV recording is available and functional.</li> </ul>			
6.6 Trainer-in-Charge check the tools, equipment's, materials and supplies	Form	Time Frame	Inputs to Procedure
<ul> <li>The Trainer-in-Charge checks the availability of the needed tools, equipment's, materials and supplies listed in the checklist form</li> <li>If the needed tools, equipment's, materials and supplies are complete and available the Trainer-in-Charge turns over it to the Processing Officer.</li> <li>Otherwise, the Trainer-in-Charge request the needed tools, equipment's, materials and supplies listed in the checklist form to the Tool Keeper.</li> </ul>	<ul> <li>Checklist Form</li> <li>Borrower's Slip</li> </ul>	10 mins	



Application and Conduct of Competency Assessment

Document	Code:

Rev. No. 00

Issued by: RTC-NCR

C-NCR Date Issued:

Page 16 of 27

## B. (Conduct of Competency Assessment)

During-Assessment

6.1 Processing Officer capture and upload photo and digital signature at T2MIS	Form	Time Frame	Inputs to Procedure
<ul> <li>The Processing Officer Captures and uploads Photo and Digital signature of the candidates at the T2MIS.</li> </ul>	• T2MIS	10 mins	
6.2. Processing Officer turn over candidates document and the tools, equipment's, materials and supplies	Form	Time Frame	Inputs to Procedure
<ul> <li>The Processing Officer turns-over the following to the Competency Assessor:</li> <li>Accomplished application forms and SAGs of the candidates</li> <li>Attendance sheet generated by the T2MIS.</li> <li>Needed Tools, Equipment, Materials and Supplies including the checklist form.</li> </ul>	<ul> <li>Self-Assessme nt Guide (TESDA-OP-Q SO-02-F07)</li> <li>Application form (TESDA-OP-C O-05-F26)</li> <li>Attendance Sheet</li> <li>Checklist Form</li> </ul>	10 mins	
6.3 Conduct of Competency Assessment	Form	Time Frame	Inputs to Procedure
<ul> <li>The competency Assessor conducts assessment in accordance with the methodology and procedures in the TESDA promulgated CATs and adopts the following step:</li> <li>Pre-Assessment         <ul> <li>✓ Establish the Assessment Context and Purpose of the Assessment</li> <li>✓ Prepare Evidence Gathering Process</li> <li>✓ Prepare the Candidate</li> </ul> </li> </ul>	<ul> <li>TESDA-OP-C O-05-F31 Attendance Sheet</li> <li>TESDA-OP-Q SO-02-F09 Rating Sheet</li> <li>TESDA OP-QSO-O2- F08 Competency Assessment Result Summary (CARS)</li> <li>TESDA-OP-C O-05-F26 Application Form</li> </ul>	(Depends on the qualificati on)	



Application and Conduct of Competency Assessment Document Code:

Rev. No. 00

No. 00 Page **17** of **27** 

Issued by: RTC-NCR

TC-NCR Date Issued:

<ul> <li>✓ Collect evidence and make assessment decision</li> <li>✓ Provide feedback on the assessment</li> </ul>	<ul> <li>TESDA-OP-Q SO-02-F07 Self-Assessm ent Guide</li> <li>TESDA Consent Form</li> <li>Checklist Form</li> </ul>		
6.4 Competency Assessor turnover the assessment related documents and tools, equipment's, materials and supplies	Form	Time Frame	Inputs to Procedure
<ul> <li>Upon completion of the assessment process, the processing officer received the assessment-related documents from the competency assessor:</li> <li>Accomplished application form with picture – TESDA-OP-CO-05-F26</li> <li>Accomplished self-assessment guide – TESDA-OP-QSO-02-F07</li> <li>Accomplished attendance sheet –TESDA-OP-CO-05-F31</li> <li>Accomplished rating sheets TESDA-OP-QSO-02-F09: and</li> <li>Accomplished competency assessment result summary TESDA-OP-QSO-02-F08</li> <li>Checklist form for tools, equipment's, materials and supplies</li> </ul>	<ul> <li>TESDA-OP-C O-05-F31 Attendance Sheet</li> <li>TESDA-OP-Q SO-02-F09 Rating Sheet</li> <li>TESDA OP-QSO-O2- F08 Competency Assessment Result Summary (CARS)</li> <li>TESDA-OP-C O-05-F26 Application Form</li> <li>TESDA-OP-Q SO-02-F07 Self-Assessm ent Guide</li> <li>Checklist Form</li> </ul>	10 mins	
6.5 Assessment Center Manager reviews the assessment documents	Form	Time Frame	Inputs to Procedure
<ul> <li>The AC Manager reviews the assessment-related documents.</li> <li>The Processing Officer prints and signs three (3) copies of Registry of</li> </ul>	<ul> <li>TESDA-OP-C O-05-F31 Attendance Sheet</li> </ul>		



Application and Conduct of Competency Assessment Document Code:

Rev. No. 00

Issued by: RTC-NCR

-NCR Date Issued:

Page 18 of 27

<ul> <li>workers assessed and certified (RWAC) – TESDA-OP-CO-05-F33</li> <li>The Competency Assessor and AC manager check consistency of entries in the result column in the RWAC against the Rating Sheet and CARs, after which they sign the RWAC.</li> </ul>	<ul> <li>TESDA-OP-Q SO-02-F09 Rating Sheet</li> <li>TESDA OP-QSO-02- F08 Competency Assessment Result Summary (CARS)</li> <li>TESDA-OP-C O-05-F33 RWAC</li> <li>TESDA-OP-C O-05-F26 Application Form</li> <li>TESDA-OP-C O-05-F26 Application Form</li> <li>TESDA-OP-Q SO-02-F07 Self-Assessm ent Guide</li> <li>TESDA Consent Form</li> </ul>	10 mins.	
6.6 Assessment Center Manager orients and issues copy of Competency Assessment Result and Summary (CARS)	Form	Time Frame	Inputs to Procedure
<ul> <li>The AC Manager issues candidate's copy of CARS to each candidate after the assessment process. Where applicable.</li> <li>The AC Manager orients the successful candidate on the release of NC/COC through Liaison Officer and e-certificate through email.</li> </ul>	<ul> <li>TESDA OP-QSO-O2- F08 Competency Assessment Result Summary (CARS)</li> </ul>	5 mins	



#### Document Code:

Rev. No. 00

Application and Conduct of Competency Assessment

Issued	by:	RT	C-N	ICI

RTC-NCR Date Issued:

Page 19 of 27

#### 6.0 Procedure Details

## C. (Conduct of Competency Assessment)

Post- Assessment	it <i>)</i>		
6.1. Processing Officer turn over the tools, equipment's, materials and supplies	Form	Time Frame	Inputs to Procedure
<ul> <li>The Processing Officer turns-over the tools, equipment, materials and supplies including the checklist form to the Trainer-in-Charge.</li> </ul>	Checklist Form	10 mins	
6.2 Trainer-in-Charge check and accept the tools, equipment's, materials and supplies	Form	Time Frame	Inputs to Procedure
<ul> <li>The Trainer-in-Charge accept and check the completeness and functionality of the tools, equipment, materials and supplies</li> <li>The Trainer-in-Charge sign the Checklist Form</li> </ul>	Checklist Form	25 mins	
6.4 Processing Officer Backs-up CCTV Recording	Form	Time Frame	Inputs to Procedure
<ul> <li>The Processing Officer ensures the following:</li> <li>Back-up CCTV recording and burnt to compact discs in two copies for compilation.</li> <li>Ensure that the Assessment Center has a backup copy of CCTV Recording from the Orientation Process until the end of Assessment.</li> <li>Submit CCTV recording copies to the District Office within 5 days after the assessment.</li> </ul>		(Depends on the number of hours of the assessme nt)	



Application and Conduct of Competency Assessment

Document Code:

Rev. No. 00

Page 20 of 27

Issued by: RTC-NCR

Date Issued:

6.5 Processing Officer Submit Reports to the District Office	Form	Time Frame	Inputs to Procedure
<ul> <li>The Processing Officer submit the assessment documents at the District Office the next working day after the assessment.</li> <li>CCTV Recording will be submitted within 5 days after assessment.</li> </ul>	<ul> <li>TESDA-OP-C O-05-F31 Attendance Sheet</li> <li>TESDA-OP-Q SO-02-F09 Rating Sheet</li> <li>TESDA OP-QSO-O2- F08 Competency Assessment Result Summary (CARS)</li> <li>TESDA-OP-C O-05-F33 RWAC</li> <li>TESDA-OP-C O-05-F26 Application Form</li> <li>TESDA-OP-C O-05-F26 Application Form</li> <li>TESDA-OP-Q SO-02-F07 Self-Assessm ent Guide</li> <li>TESDA Consent Form</li> <li>CCTV Recordings</li> </ul>	5 mins.	



Application and Conduct of Competency Assessment

Document Code	э:
---------------	----

Rev. No. 00

Issued by: RTC-NCR Date Issued:

Page 21 of 27

#### D. References

- a. TESDA Operations Manual for Assessment Center
- b. Operating Procedure of Borrowing of Tools

	00 - 03/08/17	g/Seminars Attended	(National Q	alification-re	lated)	
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY	4/1. Title	4.2. Venue		4.3. Inclusive Dates	4.4 4.5	nducted By
Eangasiwaan sa Edukasyong Teknikal at Bagpanaunlad ng Kasanayan.	100		3		The stricting out	nuocito by
APPLICATION FORM	(For more information, pie	ara vira, racarata chaati		10		
REFERENCE NUMBER : Series Previous Number Series Number Series Advised to AC						
Anipud a AC		amination(s) Passed		15.4	15.5	15.6
ARNERS IDENTIFIER (ULI):	CTURE Title	Year Taken Exi	amination Venue	Rating	Remarks	Expiry Date
	olored,	2			2	
to be filled - out by the Processing Officer	sport size.					
pag	(For more information, ple.	ase use separate sheet)		27	97	WL.
	6 Competence	Assessment(s) Passe	d			
Applicant's Signature Date of Application	6.1	6.2. 6	1.3	6.4.	6.5	6.6.
pare or ophication	Title	Qualification Level	ndustry Sector	Certificate Number	Date of Issuance	Expiration Date
me of School/Training Center/Company:						
dress:	4					-
e of Assessment applied for:	(For more information, , pi	ease use separate sheet)				
Ful Qualification     COC     Renewed						
Client Type						
TVET Gredueting Student D TVET greduete D Industry worker D K-12 D OWF		A	DMISSION SI	.IP		
Profile Name		- 00 - 00 - 00 - 10 - 10 - 10 - 10 - 10	<u> </u>	25 65 65 76	21 20 42 10 - A	
	REFERENCE NUM	IBER:				
SURNAILE						
	Name of Applicant		Tel.	Number:		PICTUR
MODLE UCCENTEL MEETTAGE				107		(D-1-1-1-1
Mailing	Assessment Applied fi	or:		lal Receipt Number:	6	(Passpo size)
			Date	locued:		size)
Address: Number, Street Barangay District		the Processing Officer	~X			
Number, Street Barangay Dictrict	To be accomplished by					
Number, Etreet Barangey Dickrist	Name of Accessment C		Remarket			2 <b>-</b>
Address: Number, Ibreet Earangay Dictrict City Province Region Zip Code Mother's Name 12.4. Fabrie's Name 354 (2.9. CitVI Status (2.7. CitRiber's Name) 354 (2.9. CitVI Status (2.7. CitRiber's Name) 354 (2.9. CitVI Status (2.7. CitRiber's Name) 354 (2.9. CitVI Status (2.7. CitRiber's Name)	Name of Assessment C	nents	Remarks:			
Number, Street         Saanaay         Dictrict           Ofly         Province         Region         Zip Code           Other's Name         2.4. Fibher's Name         Zip Code         Zip Code           Sex         2.6. Civil Status         2.7. Contact Number(e)         Anaiment         Zin Ender	vment Statue	nents Self-Assessment Guide	Bring o	wn Personal Protecth	e Equipment	
Number, Street         Saranay         Dictroit           Oby         Province         Region         Zip Code           Mother's Name         2.2. Fibhrer's Name         Zip Code         Zip Code           Sex         2.6. Civil Status         2.7. Contact Humber(s)         Zi Highest Educational Attainment         Zip Code           Mote         Emergine         Tel:         Etennettry Graduate         Casual	yment Statue  When the statue  Name of Accessment O  Check submitted requires  Accomplicated  Three (3) place  F-TEED place  Three (3) place T	nents: Self-Assessment Guide s colored passport size pictures fillicate: Practicing COVID-19	Bring o Other	Pls. specify: Original and Photo		
Number, Breet         Sanapay         Dickford           Mother's Name         City         Province         Region           Job Chief's Name         2.0 City         Province         Region           Job Chief's Name         2.0 City         Province         Region           Job Chief's Name         2.0 City         Province         2.0 Employ           Ansinent         Province         Province         Ansinent           Female         Married         Motile:         Hight Stored Graduate         J. do Critic	In the second se	nents Self-Assessment Guide s colored passport size pictures	Bring o Other	Pls. specify:	copy of required	
Number, Breet         Brangay         Dictriet           Other's Name         Zip Code         Zip Code           Mother's Name         2.8 Fibbre's Name         Zip Code           Sex         2.0 CVI Status         2.7 Confact Number(is)         Anianent           Maie         Bingle         Tel:         Emande         Catual           Penade         Image         Tel:         Emante         Jubre Concurst           Wodewier         Emant:         Text Torostaske         Jubre Concurst	Vame of Accessment D yment Status Check submitted requirement Check submitted Check sub	nents: Self-Assessment Guide s colored passport size pictures fitcate: Practicing COVID-19 isures in the Workplace	Bring o Other	<ul> <li>Pls. specify: Original and Photo documents Packed snacks / lu</li> </ul>	copy of required	
Number, Breet         Brangay         Olctrid           Othyr's Name         7.2 / Fabrit? Name         7.2 Cods           Sex         2.0 CVII Status         7.2 Confact Number(s)         2.8 Highest Educational         2.9 Employ           Maio         Bingle         Tel         Emmany         Catual         2.6 CvII           Maio         Bingle         Tel         Emmany         Catual         2.6 CvII           Marco         Marco         Marco         Highest Educational         2.0 CvII         Catual           Marco         Marco         Email         Thorthold Graduate         Catual         2.0 CvII           Wodwitzr         Email         Thorthold Graduate         Catual         Protation         Promark           Separated         Faxx         College Level         Promark         Promark	Internet Status Internet Statu	nents: Self-Assessment Guide s colored passport size pictures fitcate: Practicing COVID-19 isures in the Workplace	Bring o Other	<ul> <li>Pls. specify: Original and Photo documents Packed snacks / lu</li> </ul>	copy of required	
Number, Breet         Brangay         Dictriet           Other's Name         Zip Code         Zip Code           Mother's Name         2.8 Fibbre's Name         Zip Code           Sex         2.0 CVI Status         2.7 Confact Number(is)         Anianent           Maie         Bingle         Tel:         Emande         Catual           Penade         Image         Tel:         Emante         Jubre Concurst           Wodewier         Emant:         Text Torostaske         Jubre Concurst	Internet Status Internet Statu	nents: Self-Assessment Guide s colored passport size pictures rificate: Practicing COVID-19 isures in the Workplace	Bring o Other	<ul> <li>Pls. specify: Original and Photo documents Packed snacks / lu</li> </ul>	copy of required	
Address:         Number, Breat         Bassagay         Dictingt           City         Frontion         Region         Zip Code           Mother's Name         2.4. Fiber's Name         2.8. Employ           Sax         2.6. CVNI Status         2.7. Contact Number(s)         Xin Ansinent           Mole         Itinging         Tel         Etennatic         Casual           Mole         Itinging         Tel         Etennatic         Casual           Worknine         Branzit         Itinging         Probation         Jos Crasual           Brenzite         Ontract         Brenzite         Cotinge Contactional         Jos Crasual           Brenzite         Ontract         Brenzite         Cotinge Contactional         Jos Crasual           Brenzite         Ontract         Cotinge Contactional         Jos Crasual         Ontract           Brenzite         Brenzite         Cotinge Contactional         Jos Crasual         Ontract         Ontract           Brenzite         Etennatic         Cotinge Contactional         Jos Crasual         Ontract         Ontract         Ontract           Brenzite         Brenzite         Cotinge Contactional         Ontract         Ontract         Ontract         Ontract         Ontract <td>None of Assessment G     None of Assessment G     Check submitted require     Assessment Status     for     for</td> <td>nents: Self-Assessment Guide: a colored passport size pictures fitcate: Practing COVID-19 sures in the Wonplace</td> <td>Assessmer</td> <td>Pis. specify: Original and Photo documents Packed snacks / lu t Time:</td> <td>copy of required</td> <td></td>	None of Assessment G     None of Assessment G     Check submitted require     Assessment Status     for	nents: Self-Assessment Guide: a colored passport size pictures fitcate: Practing COVID-19 sures in the Wonplace	Assessmer	Pis. specify: Original and Photo documents Packed snacks / lu t Time:	copy of required	
Addrese: Vamber, Ebeet Barangoy Dickford Target Addrese: 20 Construction Pagina PaginaPagina Pagina Pagina PaginaP	Internet Status Internet Statu	nents: Self-Assessment Guide s colored passport size pictures rificate: Practicing COVID-19 isures in the Workplace	Bring o Other Assessmer	I. Plis. specify: Original and Photo documents Packed snacks / lu t Time: P	copy of required	of Applicant
Addrese: vumber, Itvert Esrangoy Dicklot City Fronting Region Zip Code Molter's Name 2 5. Civil Status 2.7. Contact Number(s) Sex 2 5. Civil Status 2.7. Contact Number(s) Main Bingle Tel Penuse Minimum Employee Write Emark: Civil Status 2.7. Contact Number(s) Bingle Tel Bing	yment Status     yment Status     yment Status     yment Status     is	nents: Self-Assessment Guide: a colored passport size pictures fitcate: Practing COVID-19 sures in the Wonplace	Bring o Other Assessmer	Pis. specify: Original and Photo documents Packed snacks / lu t Time:	copy of required	of Applcant
Number, Breat         Bannay         Dictivit           City         Province         Region         Zip Code           Mother's Name         2.8 Fabre's Name         Zip Code         Zip Code           Sax         2.6 CVIP Statu         2.7 Contact Number(i)         2.8 Highest Educational         2.9 Employ           Main         8marced         Marined         Marine         Casual         G code         Casual         G code         Probatine         Casual         G code         Probatine         Codinge Contactal         G code         Probatine         Codinge Contactal         G code         Probatine         Probatine         Codinge Lond         Probatine         Codinge Lond         Probatine         OPW         OPM codinge Lond         Bernave         OPM codinge Lond         OPF         OPM codinge Lond         OPM codinge Lond         OPF         OPM codinge Lond         OPF         OPM codinge Lond         OPM coding	yment Status     yment Status     yment Status     yment Status     is	nents: Self-Assessment Guide: a colored passport size pictures fitcate: Practing COVID-19 sures in the Wonplace	Assessmen	s Pis specify: Orignal and Photo documents Packed snacks / lu t Time:  P pate:	copy of required noh	of Applicant

#### Annexes

**Annexes A: Sample Application Form** 



Application and Conduct of Competency Assessment

Document Code:

Rev. No. 00

Issued by: RTC-NCR

Date Issued:

Page 22 of 27

Reference No.		12-21-00	
S. 5. 11	to be filled out by the Processing Officer	10 11 10 1	
SELF ASSESSMENT O	NUIDE	5	0.00
Qualification:	PV SYSTEMS INSTALLATION NC II		
121557 14			
Project:	INSTALL PV SYSTEMS		
Units of Competency Covered:	PERFORM SITE ASSESSMENT     CHECK PV COMPONENTS/MATERIALS     INSTALL PV SYSTEM     PERFORM PV SYSTEM TESTING AND     COMMISSIONING	COMPL	IANCI
	e questions in the left-hand column of the char in the appropriate box opposite each question t		e your
Can I?		YES	NO
<ul> <li>Validate design par</li> </ul>	ameters for the installation*		
<ul> <li>Perform site assess</li> </ul>	sment and prepare installation data sheet*		
	rers' manuals/product specifications, plans, and work instructions*		
<ul> <li>Handle and use approperly for testing</li> </ul>	propriate tools, materials and test instruments and installation*		
	PV equipment components and their tions and operating ranges*		
<ul> <li>Conduct various fur manufacturers spectrum</li> </ul>	nctional testing techniques according to cification*		
<ul> <li>Fill out forms prope report*</li> </ul>	rly such as test result findings and installation		
<ul> <li>Apply basic principl</li> </ul>	es of electricity		
<ul> <li>Apply basic mather</li> </ul>	natical techniques		
<ul> <li>Plan activities to en</li> </ul>	sure that tasks are conducted properly*	~	
<ul> <li>Install PV compone</li> </ul>	nts*		
<ul> <li>Demonstrate comp worksite operations</li> </ul>	iance with safety regulations applicable to *		
	personal protective equipment*		
<ul> <li>Access information ensure safe and eff</li> </ul>	and communicate effectively with others to ective operations of the systems		
	ials, tools, and proper housekeeping*		

	ov:	Qualified for Assessment
	Candidate's Name & Signature	Date:
be u		wledge that information gathered will on urposes and can only be accessed t nanager/supervisor.
<ul> <li>Ap</li> </ul>	ply PEC and other regulatory requirem	ents
• Ide	entify system deficiencies and rectifies	if possible*
• Pla	an commissioning procedures*	c. (1)
• Pre	epare and submit testing and commiss	ioning report*
• Ins	spect completion of work*	9 0
• Co	nduct testing and commissioning of P\	/ system*
• Pre	epare to commission PV system*	
	spond_to user's request within the pre rameters of the installation standards*	scribed technical
	nformity with the installation plan*	ystem to ensure

CONPVI206-8211 PV System Installation NC II

## Annex B: Sample of Self-Assessment Guide

Appendix B	Appendix B
CONSENT FORM Relative to the strict implementation on the conduct of Assessment and Certification Program of Technical Education and Skills Development Authority (TESDA), consent from the Assessment Candidate and Assessor (the data subjects) is hereby required pursuant to RA 10173, Data Privacy Act of 2012 and its Implementing Rules and Regulations (IRR).	those instances, other people's images should be obscured and the consent of the Regional Office concerned must be obtained before the data shall be released. 3. Names and addresses of recipients of the personal data; 4. Manner by which such data were processed; 5. Reasons for the disclosure of the personal data to recipients; 6. Date when his or her personal data concerning the data subject were last accessed and appliced; and 7. The designation, name or identity, and address of the personal information controller.
What information we collect and why           The Assessment Center collects information from the assessment candidates and assessors (data subjects) through Closed Clicuit Television (CCTV) cameras which capture and record footages which determine your identity, actions, and whereabouts.           The information collected shall be processed by the Assessment Center and will be shared to TESDA solely for the following purposes:           Protect the integrity of the assessment and certification process.           Ensure the assessment and certification process are strictly observed.           Support the TESDA Internal Audit Service, Regional Offices and Provincial Offices in a bit to deter and detect non-compliance, by providing evidence in support of an audit or enquiry.           Also, the information collected shall be retained by the Assessment Center for a maximum period of two (2) years from the date of recording and shall be destroyed or disposed of	The candidate (data subject) has the following right in controlling the information collected: 1. Right to object – the right to object to the processing of or direct markeling, automated processing or ordinate and the the inaccuracy or error in the personal data and have the personal information controller correct it immediately and accordingly, unless the request is vexatious or otherwise unreasonable. 3. Right to reasure or blocking – the right to usugend, withdraw or order the blocking, removal or destruction of his or her personal data from the personal information controller's filing system.  I hereby authorize <u>Regional Training Center-NCR</u> and Technical Education and Skills Development Authority (TESDA), to collect, process and share the data indicated herein proteines is protected.
thereafter.	by RA 10173, Data Privacy Act of 2012 and its Implementing Rules and Regulation
How we share the information we collect We share your information to TESDA through provision of viewing access in respect to: (1) live stream the actual conduct of competency assessment; (2) conduct of monitoring activities by TESDA in ACs and, (3) conduct of Compliance Audit of TESDA personnel. The following are the authorized individuals that can access your personal information: • Assessment Center (AC) Manager • AC designated authorized user/PIC	(IRR).
TESDA Provincial/District designated Personal Information Controller (PIC)     TESDA Regional Directors and Provincial Directors     TESDA Internal Audit Service (IAS) Director and Auditors     TESDA Designated Auditors for the conduct of Compliance Audits	(signature over printed name of Assessment Canoidate)
How you can access the information we collect	Date
The data subject has the right to reasonable access to, upon demand, the following: <ol> <li>Viewing access only on the contents of his or her personal data that were processed;</li> <li>Copy of a still/series of still images of their data. Provided, however, that in case of personal data breach, security incident or an order from a court of competent jurisdiction, the data subject may obtain a copy of the footage. However, in either of</li> </ol>	

**Annex C: TESDA Consent Form** 



Application and Conduct of Competency Assessment

	Document	Code:
--	----------	-------

Rev. No. 00

Issued by: RTC-NCR

C-NCR Date Issued:

Page 23 of 27

Cash / Treasury Unit Please issue Official Receipt in favor of: Name Adress/Office In the amount of P		Agency		
fund/project:       fund/project:       Image: Constraint of the second			No.	12
The Collecting Officer: ARYAN R. BECIRIL Cash / Treasury Unit Please issue Official Receipt in favor of: Name Adress/Office in the amount ofP		Order of Paymen	t Date:	
Cash / Treasury Unit Please issue Official Receipt in favor of: Name Adress/Office In the amount of P		fund/project:		
Adress/Office	The Collecting Officer:	ARYAN R. BECIRIL		
Name Adress/Office In the amount of	Cash / Treasury Unit			
Adress/Office	Please issue Official Rece	ipt in favor of:		
in the amount of P		Adress/Off	ice	
Р		Adress/Off	ice	
	in the amount of			
E and a branches and a second s				Р
for the payment of	for the payment of			
				ARAH JANE C. OLIVO
SARAH JANE C. OLIVO			A	dministrative Officer IV
SARAH JANE C. OLIVO Administrative Officer I				TESDA RTC- NCR

Annex D: Sample Order of Payment



## Application and Conduct of Competency Assessment

Document Code:

Rev. No. 00

Issued by: RTC-NCR Date Issued:

Page 24 of 27

	Repu	Official Receipt of the Iblic of the Philippine							
	N?	3144	411 M						
	Date								
Agency			Fund						
Payor	201 X 20								
Nature of Collection		Account Code	Amount						
Collection			P						
TOTAL			₽						
Amount in Word	s								
Cash	Drawee Bank	Number	Date						
Check									
Money Order									
Received the amou	nt stated at	oove.							

## Annex E: Sample Official Receipt



Application and Conduct of Competency Assessment

Issued by: RTC-NCR

T2MIS					rter	crac@gmail.com ∽
	希 НОМЕ	🚑 REGISTER +	REPORT	Seedback	PATCH NOTES	🖉 MANUAL 🗸

#### ASSESSMENT CENTER

alification			
ector	Qualification	Accrediation #	
VET	Trainers Methodology Level NC I	AC-TRM0113162123171	🗎 Schedule
construction	PV Systems Installation NC II	AC-PVI0213162123186	🛗 Schedule
lectrical and Electronics	Mechatronics Servicing NC II	AC-MEC0213162123204	Schedule
nformation and Communication Technology	Visual Graphic Design NC III	AC-VGD0313162123232	Schedule
lectrical and Electronics	Mechatronics Servicing NC III	AC-MEC0313162224105	🛗 Schedule
leating, Ventilation, Airconditioning and Refrigeration	Commercial Air-conditioning Installation and Servicing NC III	AC-CAC0313162224164	🛗 Schedule
faritime	Ship's Catering Services NC I	AC-5C50113162224168	Bchedule
fetals and Engineering	Shielded Metal Arc Welding (SMAW) NC III	AC-EAW0313162325101	🚔 Schedule

#### Annex F: Sample T2MIS

												REGIS	TRY O	VORI	KERS A	SSESS		t Authority CERTIFIED 2022										DA-OP-CO-05-F3 No. 00 - 03/08/		
Region	District	Refere nce	Learn er ID		First Name	Middle Name	MJ	Ext Nam	Date of Birth	Moda lity	Clien t	Address	Cont act	Sez			ist Con ut pan	Date of application	Date of assessm		Com		Sect or	Type of	NC Tiltle	CO C	Asse ssme		Date of Certification	¥alid unti (mm/dd/g
lational Capital legion NCR)	ABLAST	MEC221	AJF- 99-109- 03014- 001	AZADA	JOHN PATRIC K	FRANCIS CD	F		03/29/1995	Manda tory	TVET gradua te	10 Valenzuela street, Catmon City of Malolos Bulacan Region III- Central Luzon	9E+09	Male	Colleg e Gradua te	Mech atroni cs Servi cing NC III	EN RA JIN NVA EN ER C	12/19/2023	12/23/2022	REGIO NAL TRAIN ING CENT ER - NCR		CA- MEC0 304212 224051	Electro	NC	Mecha tronics Servici ng NC III	NłA			12/23/2022	12/22/20
lational Capital legion VCR()	ABLAST	MEC221 31610500 0032	QES- 99-266- 03054- 001	QUIAMB AQ	ERICO	SANTOS	s		07/26/1995	Manda tory	TVET gradua te	Bik 110 Lot 37 Bulaon Resettlement City of San Fernando Pampanga Region III - Central Luzon	9E+03	Male	Colleg e Gradua W	Mech atroni os Servi	EG IN RA IN N/A ER C	12/19/202		REGIO NAL TRAIN ING CENT ER - NCR	Narvin e E. Santia guel	CA- MEC0 304212 224051	Electri cal and Electro nics	NC	Mecha tronics Servici ng NC III	NFA			12/23/2022	12/22/20
	MCR use L bet Assesse		eed of P	rovince 2														1	Г											
repared b	;								Attested By:			CA-ME	etency A C03042	ssessor 122240	5						Approv	ed By:								
												Accre	ditation I	Vumber									ELLE D	DEC						
	<b>A</b> B	YAN B	BECIR	1																			trict Dire		02MA					
		ature over										GILBER	RT M. C	ASTR	D							015	anor Dates							
				1.0								Assessm	ent Cent	er Mana	Jer															

Annex G: Sample RWAC



Document Code:

Rev. No. 00

Application and Conduct of Competency Assessment

Issued by: RTC-NCR

Date Issued:

Page 26 of 27

#### TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY ASSESSMENT SCHEDULE TRACKING SHEET

- a. Office/Division: \_\_\_\_ b. Trainer-In-Charge:
- c. Qualification .: \_
- d. Date of Assessment:
- e. Number of Candidates:

				Responsible	Date	& Time	Remarks/	
No.	Process	Form	Timeline	Office/ Person	Received	Action Completed	Comments	Initials
1	Informs the Trainer-in-Charge of the Assessment Schedule	-Tracking Sheet	3-5 Days Before the Schedule	-Processing Officer				
2	Prepare the Assessment Venue	-Tracking Sheet	1-2 Days before the Schedule	-Trainer-in- Charge				
3	Check the completeness of tools, equipment's, materials and supplies	-Checklist Form	1-2 Days before the Schedule	-Trainer-in- Charge				
4	Request needed tools, equipment's, materials and supplies	-Checklist Form -Borrowers Slip	1-2 Days before the Schedule	-Trainer-in- Charge				
5	Accept requested tools, equipment's, materials and supplies	-Borrowers Slip	1-2 Days before the Schedule	-Trainer-in- Charge -Tool Keeper				
6	Turn-over tools, equipment's, materials and supplies to the Processing Officer	-Checklist Form	1 Day before the Schedule	-Processing Officer -Trainer-in- Charge				
7	Turn-over tools, equipment's, materials and supplies	-Checklist Form	Assessment Day	-Processing Officer -Competency Assessor				
8	Turn-over tools, equipment's, materials and supplies to the Trainer-in-Charge	-Checklist Form	1 Day after the Schedule	- Processing Officer -Trainer-in- Charge				
9	Check the tools, equipment's, materials and supplies	-Checklist Form	1 Day after the Schedule	-Trainer-in- Charge				
10	Back-up CCTV Recording	-Tracking Sheet	1 Day after the Schedule	-Processing Officer				

Note: Please do not detach. Return to Assessment Unit/Focal

#### Annex H: Sample Assessment Schedule Tracking Sheet



## Application and Conduct of Competency Assessment

ī.

Document Code:

Rev. No. 00

00 Page 27 of 27

Issued by: RTC-NCR Date Issued:

Name o	f Trainer-in-Charge			
Qualific	ation	Mechatronics	Servicing NC II	
Assessn	nent Date	1		
No.	Specification	Quantity Required	Quantity on Venue	Quantity to be request
1.	Long-nosed pliers (6")	10 pcs	8	7
2.	Diagonal cutter (6")	10 pcs	35	
3.	Standard screwdriver	10 pcs	<i>6</i> .	
4.	Phillips screwdriver	10 pcs	0)	8
5.	Adjustable wrench	5 pcs		
6.	Wire stripper	5 pcs	30	2
7.	Crimping tool	5 pcs		
8.	Allen wrench	5 sets		
9.	Precision screwdrivers	5 sets	8	i.
10.	Multimeters (Analog/ Digital)	5 units		
11.	Air compressor (approx. 160 psi)	1 unit		
12.	Regulated 24VDC power supplies	5 units		
13.	Double-acting cylinder	10 pcs		
14.	Industrial pushbuttons	20 pcs	8	8
15.	Directional solenoid valves (5/2 way or 4/2 way)	15 pcs		

16.	Filter- regulator-lubricator set	5 sets	
17.	Reed/ limit switches/ photo electric sensor/ proximity switches	30 pcs	
18.	201/O's PLC	5 units	
19.	Relays with socket (14 pins, 24vdc)	20 pcs	0
20.11.	Timer with socket (8 pins 24vdc)	10 pcs	
21.	TF Wires/ cable (AWG #18) (1 roll- 150 meters)	30 mtrs.	
22.	Terminal lugs	300 pcs	5 5
23.	Terminal strips/blocks	100 pcs	
24.	Cotton gloves	10 pairs	
25.	Plastic tubing	50 mtrs	2 32
26.	Quick-connect fittings	100 pcs	
27.	Electrical tape	1 roll	5 5
28.	Wire wrap	30 mtrs.	
29.	Pneumatic hose	20 mtrs.	
30.	Cable ties	50 pcs	
31.	Assessment Venue	100 sq meters	
32.	Admin Office	30 sq meters	

Annex I: Sample Checklist Form