



Technical Education and Skills Development Authority
REGIONAL TRAINING CENTER- NCR

Operating Procedure on Assessment

**(Application and Conduct of Competency
Assessment)**

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1.0 Purpose



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Application and Conduct of Competency Assessment

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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 Competency Assessment as follows: processing of application 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



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- **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.



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- **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.



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5.0 Process Flow

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

Responsibilities	Key Steps	Interfaces
Applicant	START	
Applicant	Applicant inquires at Assessment Center	
Processing Officer	Processing Officer orients the Applicant	<ul style="list-style-type: none"> TESDA-OP-QSO-02-F07 Self-Assessment Guide
Applicant	Applicant accomplishes the Self-Assessment Guide (SAG)	<ul style="list-style-type: none"> TESDA-OP-QSO-02-F07 Self-Assessment Guide
Processing Officer	Processing Officer checks and evaluates the SAG	<ul style="list-style-type: none"> TESDA-OP-QSO-02-F07 Self-Assessment Guide
Processing Officer	<p style="text-align: center;">Qualified?</p> <p>Yes</p>	
Applicant	<p>Applicant accomplishes Application form and submits other documentary requirements</p> <p style="text-align: center;">A</p>	<ul style="list-style-type: none"> TESDA-OP-CO-05-F26 Application Form TESDA-OP-QSO-02-F07 Self-Assessment Guide <p><i>*other documentary requirements per qualification</i></p>
Applicant	<p>Processing Officer refers the Applicant to the Enrollment Focal for training</p> <p style="text-align: center;">B</p>	

Responsibilities	Key Steps	Interfaces
Processing Officer	<p style="text-align: center;">A</p> <p style="text-align: center;">↓</p> <p>Processing Officer checks the documents</p>	<ul style="list-style-type: none"> TESDA-OP-CO-05-F26 Application Form TESDA-OP-QSO-02-F07 Self-Assessment Guide <p><i>*other documentary requirements per qualification</i></p>



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5.0 Process Flow

B. (Conduct of Competency Assessment)

Pre-Assessment



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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"> • Endorsement Letter • T2MIS • TESDA-OP-CO-05-F26 Application Form • TESDA-OP-QSO-02-F07 Self-Assessment Guide
Processing Officer	<p style="text-align: center;">↓</p> <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"> • TESDA-OP-CO-05-F26 Application Form • TESDA-OP-QSO-02-F07 Self-Assessment Guide <p><i>*other documentary requirements</i></p>
Candidate/ AC Cashier	<p style="text-align: center;">↓</p> <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"> • Order of Payment • Official Receipt
Processing Officer	<p style="text-align: center;">↓</p> <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"> • T2MIS
Processing Officer Trainer-in-Charge	<p style="text-align: center;">↓</p> <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="text-align: center;"> <p style="font-size: small;">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="text-align: center;"> <p style="font-size: small;">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"> • Assessment Schedule Tracking Sheet • Checklist Form (tools, equipment's, materials and supplies) • Borrower's Slip

5.0 Process Flow
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During Assessment

Responsibilities	Key Steps	Interfaces
Processing Officer	<div style="text-align: center;"> <p>START</p> <p>↓</p> <p>Processing Officer capture and upload photo and digital signature of the candidates at the T2MIS</p> <p>↓</p> </div>	<ul style="list-style-type: none"> T2MIS
Processing Officer Competency Assessor	<div style="text-align: center;"> <p>Processing Officer turnover the candidates document and tools, equipment's, materials and supplies to the Competency Assessor</p> <p>↓</p> </div>	<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	<div style="text-align: center;"> <p>Conduct of Competency Assessment</p> <p>↓</p> </div>	<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	<div style="text-align: center;"> <p>Competency Assessor turnover assessment related documents and tools, equipment's, materials and supplies to the Processing Officer and TESDA Representative</p> <p>↓</p> <p>AC Manager review the Assessment Documents</p> <p>↓</p> </div>	<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	<div style="text-align: center;"> <p>AC Manager orients and issues candidate's copy of CARS</p> <p>↓</p> <p>END</p> </div>	<ul style="list-style-type: none"> TESDA OP-QSO-02-F08 Competency Assessment Result Summary (CARS)

5.0 Process Flow

B. (Conduct of Competency Assessment)

Post- Assessment



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

6.0 Procedure Details

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



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6.1 Applicants inquires at Assessment Center	Form	Time Frame	Inputs to Procedure
<ul style="list-style-type: none"> ▪ The applicant inquires about the process of taking the competency assessment. 		2 mins	
6.2. Processing Officer orients the applicant	Form	Time Frame	Inputs to Procedure
<p>The processing officer orients the applicant on the following:</p> <ul style="list-style-type: none"> ▪ Assessment and Certification arrangements ▪ Application Form ▪ Self-Assessment Guide ▪ Specification of photo requirement (passport size picture) ▪ Other requirements and preparation to be undertaken as may be required in the Competency Assessment Tools (CATs) ▪ TESDA approved assessment fees 	<ul style="list-style-type: none"> ▪ Self-Assessment Guide (TESDA-OP-QSO-02-F07) ▪ Application form (TESDA-OP-CO-05-F26) 	5 mins	
6.3 Applicant accomplishes the Self-Assessment Guide	Form	Time Frame	Inputs to Procedure
<ul style="list-style-type: none"> ▪ The Processing Officer orient and provide Self-Assessment Guide to the applicant on the qualification that he/she inquires. ▪ The Applicant accomplishes the given Self-Assessment Guide. 	<ul style="list-style-type: none"> ▪ Self-Assessment Guide (TESDA-OP-QSO-02-F07) 	2 mins	
6.4 Processing Officer evaluates the Self- Assessment Guide	Form	Time Frame	Inputs to Procedure



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<ul style="list-style-type: none"> ▪ The Processing Officer checks and evaluates the Self- Assessment Guide. ▪ 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. ▪ Otherwise, the Processing Officer will refer the applicant to the enrollment focal to undergo training. 	<ul style="list-style-type: none"> ▪ Self-Assessm ent Guide (TESDA-OP-QSO-02-F07) 	3 mins	
<p>6.5 Processing Officer check the documents</p>	<p>Form</p>	<p>Time Frame</p>	<p>Inputs to Procedure</p>
<ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> ✓ Accomplished Application Form ✓ Self-Assessment Guide ✓ Specification of photo requirement (passport size picture) ✓ Other requirements and preparation to be undertaken as may be required in the Competency Assessment Tools (CATs) ▪ The Processing Officer shall review and evaluate the completeness and correctness of documents submitted by the applicant. 	<ul style="list-style-type: none"> ▪ Self-Assessm ent Guide (TESDA-OP-QSO-02-F07) ▪ Application form (TESDA-OP-CO-05-F26) 	10 mins.	



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6.6 Assessment Center submits assessment application documents	Form	Time Frame	Inputs to Procedure
<ul style="list-style-type: none"> ▪ Assessment Center submits assessment application documents to the district office in weekly basis. 	<ul style="list-style-type: none"> ▪ Self-Assessment Guide (TESDA-OP-QSO-02-F07) ▪ Application form (TESDA-OP-CO-05-F26) ▪ Memorandum (Submission of Application Forms) 	5 mins	

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B. (Conduct of Competency Assessment)

Post- Assessment

6.1 District Office endorse applicants for assessment	Form	Time Frame	Inputs to Procedure
<ul style="list-style-type: none"> ▪ The District Office shall create the assessment schedule and assign the competency assessor in the T2MIS. ▪ The District Office Endorse the applicant document to the Assessment Center. 	<ul style="list-style-type: none"> ▪ Self-Assessment Guide (TESDA-OP-Q SO-02-F07) ▪ Application form (TESDA-OP-C O-05-F26) ▪ Endorsement Letter 	3 mins	
6.2. Processing Officer review and evaluate the assessment documents	Form	Time Frame	Inputs to Procedure
<ul style="list-style-type: none"> ▪ The AC processing officer shall review and evaluate the completeness and correctness of documents endorsed by the District Office. ✓ Application form- TESDA-OP-CO-05-F26 ✓ Self-assessment guide (to be evaluated and signed by AC manager)- TESDA-OP-QSO-02-F07 ✓ 3 pcs passport size picture ✓ Certificate of Employment/Training Certificate; if applicable 	<ul style="list-style-type: none"> ▪ Self-Assessment Guide (TESDA-OP-Q SO-02-F07) ▪ Application form (TESDA-OP-C O-05-F26) 	5 mins	
6.3 Candidates pays the TESDA approved Assessment Fee	Form	Time Frame	Inputs to Procedure



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<ul style="list-style-type: none"> ▪ 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 (if applicable). 	<ul style="list-style-type: none"> ▪ Order of Payment ▪ Official Receipt 	<p style="text-align: center;">2 mins</p>	
<p>6.4 Processing Officer register candidate at T2MIS</p>	<p style="text-align: center;">Form</p>	<p style="text-align: center;">Time Frame</p>	<p style="text-align: center;">Inputs to Procedure</p>
<ul style="list-style-type: none"> ▪ The Processing Officer shall register the candidates in the assessment schedule created and approved by the District Office. ▪ The Processing Officer shall facilitate encoding of correct and complete applicant profile in the T2MIS to generate Unique Learners Identification (ULI). ▪ The generated reference number and ULI shall be used in the following documents, <ul style="list-style-type: none"> ✓ Application form ✓ Admission Slip ✓ Competency Assessment Result Summary (CARS) ✓ National Certificate / Certificate of Competency 	<p style="text-align: center;">T2MIS</p>	<p style="text-align: center;">5 mins</p>	
<p>6.5 Assessment Center prepare venue for the conduct of Competency Assessment</p>	<p style="text-align: center;">Form</p>	<p style="text-align: center;">Time Frame</p>	<p style="text-align: center;">Inputs to Procedure</p>
<ul style="list-style-type: none"> ▪ The Processing Officer informs the Trainer-in-Charge of the assessment schedule (Date of Assessment, Number of Candidates to be assessed). ▪ The Trainer-in-Charge ensures the following: 	<ul style="list-style-type: none"> ▪ Assessment Schedule Tracking Sheet ▪ Checklist Form 	<p style="text-align: center;">10 mins.</p>	



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<ul style="list-style-type: none"> ✓ Complete and Functional set of Tools, Equipment's, Materials and Supplies ✓ Assessment Venue is arranged before the conduct of assessment; ✓ CCTV recording is available and functional. 			
<p>6.6 Trainer-in-Charge check the tools, equipment's, materials and supplies</p>	<p>Form</p>	<p>Time Frame</p>	<p>Inputs to Procedure</p>
<ul style="list-style-type: none"> ▪ The Trainer-in-Charge checks the availability of the needed tools, equipment's, materials and supplies listed in the checklist form ▪ If the needed tools, equipment's, materials and supplies are complete and available the Trainer-in-Charge turns over it to the Processing Officer. ▪ Otherwise, the Trainer-in-Charge request the needed tools, equipment's, materials and supplies listed in the checklist form to the Tool Keeper. 	<ul style="list-style-type: none"> ▪ Checklist Form ▪ Borrower's Slip 	<p>10 mins</p>	

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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 style="list-style-type: none"> ▪ The Processing Officer Captures and uploads Photo and Digital signature of the candidates at the T2MIS. 	<ul style="list-style-type: none"> ▪ 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 style="list-style-type: none"> ▪ The Processing Officer turns-over the following to the Competency Assessor: <ul style="list-style-type: none"> ✓ Accomplished application forms and SAGs of the candidates ✓ Attendance sheet generated by the T2MIS. ✓ Needed Tools, Equipment, Materials and Supplies including the checklist form. 	<ul style="list-style-type: none"> ▪ Self-Assessment Guide (TESDA-OP-Q SO-02-F07) ▪ Application form (TESDA-OP-C O-05-F26) ▪ Attendance Sheet ▪ Checklist Form 	10 mins	
6.3 Conduct of Competency Assessment	Form	Time Frame	Inputs to Procedure
<ul style="list-style-type: none"> ▪ The competency Assessor conducts assessment in accordance with the methodology and procedures in the TESDA promulgated CATs and adopts the following step: <p>Pre-Assessment</p> <ul style="list-style-type: none"> ✓ Establish the Assessment Context and Purpose of the Assessment <p>During Assessment</p> <ul style="list-style-type: none"> ✓ Prepare Evidence Gathering Process ✓ Prepare the Candidate 	<ul style="list-style-type: none"> • TESDA-OP-C O-05-F31 Attendance Sheet • TESDA-OP-Q SO-02-F09 Rating Sheet • TESDA OP-QSO-O2-F08 Competency Assessment Result Summary (CARS) • TESDA-OP-C O-05-F26 Application Form 	(Depends on the qualification)	



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<ul style="list-style-type: none"> ✓ Collect evidence and make assessment decision ✓ Provide feedback on the assessment 	<ul style="list-style-type: none"> • TESDA-OP-Q SO-02-F07 Self-Assessment Guide • TESDA Consent Form • Checklist Form 		
<p>6.4 Competency Assessor turnover the assessment related documents and tools, equipment's, materials and supplies</p>	Form	Time Frame	Inputs to Procedure
<ul style="list-style-type: none"> ▪ Upon completion of the assessment process, the processing officer received the assessment-related documents from the competency assessor: <ul style="list-style-type: none"> ✓ Accomplished application form with picture – TESDA-OP-CO-05-F26 ✓ Accomplished self-assessment guide – TESDA-OP-QSO-02-F07 ✓ Accomplished attendance sheet –TESDA-OP-CO-05-F31 ✓ Accomplished rating sheets TESDA-OP-QSO-02-F09: and ✓ Accomplished competency assessment result summary TESDA-OP-QSO-02-F08 ✓ Checklist form for tools, equipment's, materials and supplies 	<ul style="list-style-type: none"> • TESDA-OP-C O-05-F31 Attendance Sheet • TESDA-OP-Q SO-02-F09 Rating Sheet • TESDA OP-QSO-02-F08 Competency Assessment Result Summary (CARS) • TESDA-OP-C O-05-F26 Application Form • TESDA-OP-Q SO-02-F07 Self-Assessment Guide • Checklist Form 	10 mins	
<p>6.5 Assessment Center Manager reviews the assessment documents</p>	Form	Time Frame	Inputs to Procedure
<ul style="list-style-type: none"> ▪ The AC Manager reviews the assessment-related documents. ▪ The Processing Officer prints and signs three (3) copies of Registry of 	<ul style="list-style-type: none"> • TESDA-OP-C O-05-F31 Attendance Sheet 		



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<p>workers assessed and certified (RWAC) – TESDA-OP-CO-05-F33</p> <ul style="list-style-type: none"> ▪ 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. 	<ul style="list-style-type: none"> • TESDA-OP-Q SO-02-F09 Rating Sheet • TESDA OP-QSO-02-F08 Competency Assessment Result Summary (CARS) • TESDA-OP-C O-05-F33 RWAC • TESDA-OP-C O-05-F26 Application Form • TESDA-OP-Q SO-02-F07 Self-Assessment Guide • TESDA Consent Form 	<p>10 mins.</p>	
<p>6.6 Assessment Center Manager orients and issues copy of Competency Assessment Result and Summary (CARS)</p>	<p>Form</p>	<p>Time Frame</p>	<p>Inputs to Procedure</p>
<ul style="list-style-type: none"> ▪ The AC Manager issues candidate’s copy of CARS to each candidate after the assessment process. Where applicable. ▪ The AC Manager orients the successful candidate on the release of NC/COC through Liaison Officer and e-certificate through email. 	<ul style="list-style-type: none"> • TESDA OP-QSO-02-F08 Competency Assessment Result Summary (CARS) 	<p>5 mins</p>	



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C. (Conduct of Competency Assessment)

Post- Assessment

6.1. Processing Officer turn over the tools, equipment's, materials and supplies	Form	Time Frame	Inputs to Procedure
<ul style="list-style-type: none"> ▪ The Processing Officer turns-over the tools, equipment, materials and supplies including the checklist form to the Trainer-in-Charge. 	<ul style="list-style-type: none"> ▪ 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 style="list-style-type: none"> ▪ The Trainer-in-Charge accept and check the completeness and functionality of the tools, equipment, materials and supplies ▪ The Trainer-in-Charge sign the Checklist Form 	<ul style="list-style-type: none"> ▪ Checklist Form 	25 mins	
6.4 Processing Officer Backs-up CCTV Recording	Form	Time Frame	Inputs to Procedure
<ul style="list-style-type: none"> ▪ The Processing Officer ensures the following: <ul style="list-style-type: none"> ✓ Back-up CCTV recording and burnt to compact discs in two copies for compilation. ✓ Ensure that the Assessment Center has a backup copy of CCTV Recording from the Orientation Process until the end of Assessment. ✓ Submit CCTV recording copies to the District Office within 5 days after the assessment. 		(Depends on the number of hours of the assessment)	



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6.5 Processing Officer Submit Reports to the District Office	Form	Time Frame	Inputs to Procedure
<ul style="list-style-type: none"> ▪ The Processing Officer submit the assessment documents at the District Office the next working day after the assessment. ▪ CCTV Recording will be submitted within 5 days after assessment. 	<ul style="list-style-type: none"> • TESDA-OP-C O-05-F31 Attendance Sheet • TESDA-OP-Q SO-02-F09 Rating Sheet • TESDA OP-QSO-O2-F08 Competency Assessment Result Summary (CARS) • TESDA-OP-C O-05-F33 RWAC • TESDA-OP-C O-05-F26 Application Form • TESDA-OP-Q SO-02-F07 Self-Assessment Guide • TESDA Consent Form • CCTV Recordings 	5 mins.	



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ACCOUNTABLE FORM No. 51-C (ORIGINAL)
 Revised January, 1992

	Official Receipt of the Republic of the Philippines	
	Nº 3144411 M	
	Date	
Agency	Fund	
Payor		
Nature of Collection	Account Code	Amount
		P
TOTAL		P
Amount in Words		
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Money Order	Drawee Bank	Number
		Date
Received the amount stated above.		
<hr style="width: 50%; margin: auto;"/> Collecting Officer		
NOTE: Write the number and date of this receipt on the back of check or money order received.		

Annex E: Sample Official Receipt



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- [REPORT](#)
- [FEEDBACK](#)
- [PATCH NOTES](#)
- [MANUAL](#)

ASSESSMENT CENTER

Qualification

Sector	Qualification	Accreditation #	
TVET	Trainers Methodology Level NC I	AC-TR08113162123171	Schedule
Construction	PV Systems Installation NC II	AC-PV18213162123186	Schedule
Electrical and Electronics	Mechatronics Servicing NC II	AC-MEC8213162123284	Schedule
Information and Communication Technology	Visual Graphic Design NC III	AC-VGD8313162123232	Schedule
Electrical and Electronics	Mechatronics Servicing NC III	AC-MEC8313162224185	Schedule
Heating, Ventilation, Airconditioning and Refrigeration	Commercial Air-conditioning Installation and Servicing NC III	AC-CAC8313162224164	Schedule
Maritime	Ship's Catering Services NC I	AC-SCS8113162224168	Schedule
Metals and Engineering	Shielded Metal Arc Welding (SMAW) NC III	AC-EAW8313162325181	Schedule

Annex F: Sample T2MIS

Technical Education and Skills Development Authority																				TESDA-00000000												
REGISTRY OF WORKERS ASSESSED AND CERTIFIED																				TESDA-OP-CO-05-F33												
Date of Assessment: December 23, 2022																				Rev. No. 00 - 03/08/17												
Region	District	Reference	Learn er ID	Last Name	First Name	Middle Name	M.I	Ext Nam	Date of Birth	Modality	Client	Address	Contact	Sex	Educa tion	Train ing	Inst ruct	Com pan	Date of application	Date of assessm	Asse ssme	Com peten	Asse ssor	Seet or	Type of	NC Title	CD C	Asse ssme	Certificate No.	Date of Certification	Valid until (mm/dd/yy)	
National Capital Region (NCR)	MUNICIPALITY OF APAT	MEC22138105000031	AJF-89169-00014	AZADA	JOHN PATRICK	FRANCISCO	F		03/28/1999	Mandatory	TVET graduate	10 Valenzuela street, Camon City of Malolos Bulacan Region II - Central Luzon	8E-09	Male	College Graduate	Mechatronics Servicing NC III	INSTRUC TOR	N/A	12/19/2022	12/23/2022		Competent	Narvin E. Santiguag	CA-MECO 38426224651	Electrical and Electronics	NC	Mechatronics Servicing NC III	NA			12/23/2022	12/22/2027
National Capital Region (NCR)	MUNICIPALITY OF APAT	MEC22138105000032	QES-89268-03054-001	QUAMBEADO	ERICO	SANTOS	S		07/26/1998	Mandatory	TVET graduate	Bk 10 L4337 Bulacan Recreational City of San Fernando Pampanga Region II - Central Luzon	8E-09	Male	College Graduate	Mechatronics Servicing NC III	INSTRUC TOR	N/A	12/19/2022	12/23/2022		Competent	Narvin E. Santiguag	CA-MECO 38426224651	Electrical and Electronics	NC	Mechatronics Servicing NC III	NA			12/23/2022	12/22/2027

Note: For NCR use District instead of Province.
Total Number Assessed: 2

Prepared by: **ARYAN R. BECIBIL** (Signature over printed name)
Attested By: **Narvin E. Santiguag** Competency Assessor
CA-MECO38426224651 Accreditation Number
GILBERT M. CASTRO Assessment Center Manager
Approved By: **ATTY. MARICHELLE D. DE GUZMAN** District Director

Annex G: Sample RWAC



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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: _____

No.	Process	Form	Timeline	Responsible Office/ Person	Date & Time		Remarks/ Comments	Initials
					Received	Action Completed		
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



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⊕ Checklist of tools, equipment, supplies and materials, and facilities

Name of Trainer-in-Charge				
Qualification				
Mechatronics Servicing NC II				
Assessment Date				
No.	Specification	Quantity Required	Quantity on Venue	Quantity to be request
1.	Long-nosed pliers (6")	10 pcs		
2.	Diagonal cutter (6")	10 pcs		
3.	Standard screwdriver	10 pcs		
4.	Phillips screwdriver	10 pcs		
5.	Adjustable wrench	5 pcs		
6.	Wire stripper	5 pcs		
7.	Crimping tool	5 pcs		
8.	Allen wrench	5 sets		
9.	Precision screwdrivers	5 sets		
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		
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.	20I/O's PLC	5 units		
19.	Relays with socket (14 pins, 24vdc)	20 pcs		
20.11.	Timer with socket (8 pins 24vdc)	10 pcs		
21.	TF Wires/ cable (AWG #18) (1 roll- 150 meters)	30 mts.		
22.	Terminal lugs	300 pcs		
23.	Terminal strips/blocks	100 pcs		
24.	Cotton gloves	10 pairs		
25.	Plastic tubing	50 mts.		
26.	Quick-connect fittings	100 pcs		
27.	Electrical tape	1 roll		
28.	Wire wrap	30 mts.		
29.	Pneumatic hose	20 mts.		
30.	Cable ties	50 pcs		
31.	Assessment Venue	100 sq meters		
32.	Admin Office	30 sq meters		

Annex I: Sample Checklist Form