



	Disclosure Agreement			
5. Receives Certificate of Accreditation and ID Card	5.1. Issues Certificate of Accreditation and ID Card	None	(Day 3) 30 minutes	CACs Focal Person Provincial/ District Director Provincial/ District Office
	5.2. Files photocopy of the Certificate of Accreditation, CoS, NDA, ID and ensures all documents related to the application are safely secured	None	(Day 3) 30 minutes	CACs Focal Person Provincial/ District Director Provincial/ District Office
	<b>TOTAL:</b>	PHP500 per qualification	3 Days	

## 2. Accreditation of Competency Assessment Centers

This is a service provided for all qualified entities who want to engage in providing competency assessment activities.

<b>Office or Division:</b>	Provincial/ District Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B - Government to Business
<b>Who may avail:</b>	TVET entity/establishment who wants to manage the assessment activities of candidates for national certification
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Letter of Intent (1 original)	Applicant CAC
2. Copy of SEC Registration or equivalent (CDA Registration, R.A except Sole Proprietorship) (1 photocopy)	Applicant CAC



3. Business Permit or its equivalent in the country of origin (1 photocopy)	Applicant CAC/LGU			
4. Financial Statement (1 photocopy)	Applicant CAC			
5. For newly created company, paid up capital (1 photocopy); or For existing company, latest audited financial statement by a third party (1 photocopy)	Applicant CAC			
6. Fire Safety Certificate (current and valid) (1 photocopy)	Applicant CAC/BFP			
7. BIR Registration or its equivalent in the country of origin (1 photocopy)	Applicant CAC/BIR			
8. Building Lay-out/Floor Plan/Shop Lay-out (1 original)	Applicant CAC			
9. Company Profile (1 original)	Applicant CAC			
10. Location Map (1 original)	Applicant CAC			
11. List of complete facilities, tools equipment and materials appropriate to the Qualification(s) applied for (1 original)	Applicant CAC/TESDA			
12. Organizational Structure and Staff Complement and Profile (1 original)	Applicant CAC			
13. Self-Assessment Checklist (TESDA-OP-CO-03-F03) (1 original)	Applicant CAC/TESDA			
14. Lease Contract/Proof of Ownership of the location/premises of the Assessment Center (1 photocopy)	Applicant CAC			
15. Checklist of tools, equipment, supplies and materials, and facilities (TESDA-OP-CO-03-F04) (1 original) 16. Functional CCTV with Audio	Applicant CAC/TESDA			
17. Web Camera, signature pad, white backdrop	Applicant CAC/TESDA			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquiries on the Accreditation of Assessment Center	1. Conducts orientation	None	Day 1 (2 hours)	<i>PTCACs Focal Provincial/District Director</i>



				District/ Provincial Office
2. Signs the Certificate of Concurrence	2. Provides list of requirements	None	Day 1 (30 minutes)	<i>Provincial/ District Director</i> District/ Provincial Office
3. Submits documents	3.1 Checks the completeness and correctness of documents	None	Day 2 (2 hour)	<i>PTCACCS Focal Provincial/District Director</i> District/ Provincial Office
	3.2 Accomplishes Tracking Sheet for the Accreditation of Assessment Center	None	Day 2 (1 hour)	<i>PTCACCS Focal Provincial/District Director</i> District/ Provincial Office
4. Pays 50% of the accreditation fee	4.1 Issues Official Receipt (OR)	PHP1,500.00 per qualification	Day 2 (1 hour)	<i>Cashier Director III</i> District/ Provincial Office
	4.2 Prepares and submits Letter of Notification (Pre-Inspection)	None	Day 2 (1 hour)	<i>PTCACCS Focal Provincial/District Director</i> District/ Provincial Office
	4.3 Approves Letter of Notification (Pre-Inspection)	None	Day 2 (1 hour)	<i>Provincial/District Director</i> District/ Provincial Office <i>Director IV</i> Regional Office
	4.4 Informs the Applicant-AC of the evaluation results through Letter of Notification (Pre-Inspection)	None	Day 2 (1 hour)	<i>Provincial/District Director</i> District/ Provincial Office
	4.4.1 If compliant, informs Applicant-AC of the conduct	None	Day 2 (1 hour)	<i>PTCACCS Focal Provincial/District Director</i>



	of Ocular Inspection; or 4.4.2 If non-compliant, informs Applicant-AC of discrepancies or lacking requirements that need to be complied within 15 working days upon receipt of Letter of Notification (Pre-inspection)			District/ Provincial Office
	4.5 Directs the conduct of inspection	None	Day 3 (4 hours)	<i>Provincial/District Director</i> District/ Provincial Office <i>Director IV</i> Regional Office
	4.6 Schedules inspection and confirms availability of members	None	Day 3 (2 hours)	<i>PTCACS Focal Provincial/District Director</i> District/ Provincial Office
	4.7 Issues appointment of the Inspection Team	None	Day 3 (2 hours)	<i>Provincial/District Director</i> District/ Provincial Office
	4.8 Prepares documents and administrative arrangements for the conduct of ocular inspection	None	Day 4 (4 hours)	<i>PTCACS Focal Provincial/District Director</i> District/ Provincial Office
	4.9 Conducts calibration on the tools, equipment and facilities based on the CATs	None	Day 4 (4 hours)	<i>Provincial/District Director</i> District/ Provincial Office



	4.10 Provides Evaluation Guide and assigns inspection area to Inspection Team Members	None	Day 5 (30 minutes)	<i>Inspection Team Leader Provincial/District Director District/ Provincial Office</i>
	4.11 Inspects assigned area/s	None	Day 5 (3 hours)	<i>Inspection Team Leader Provincial/District Director District/ Provincial Office</i>
	4.12 Discusses findings and finalizes Inspection Report	None	Day 5 (1 hour)	<i>Inspection Team Leader Provincial/District Director District/ Provincial Office</i>
5. Concurs Inspection Report	5.1 Discusses findings with the Applicant-AC's authorized representative	None	Day 5 (1 hour)	<i>Inspection Team Leader Director III District/ Provincial Office</i>
	5.2 Submits the Inspection Report/Recommendation to the Provincial Director for review and consideration	None	Day 5 (30 minutes)	<i>Inspection Team Leader Director III District/ Provincial Office</i>
	5.3 Reviews the Report	None	Day 5 (30 minutes)	<i>Director III District/ Provincial Office Director IV Regional Office</i>
	5.4 Issues Letter of Notification (Post-Inspection)	None	Day 5 (30 minutes)	<i>Provincial/District Director District/ Provincial Office Director IV Regional Office</i>



	5.6.1 If with non-compliance/s, the Applicant –AC is given 15 days to comply: or	None	Day 5 (30 minutes)	<i>Provincial/District Director</i> District/ Provincial Office <i>Director IV</i> Regional Office
	5.6.2 If compliant, informs the Applicant—AC of the approval and provides Affidavit of Undertaking (AOU)	None	Day 5 (30 minutes)	<i>Provincial/District Director</i> District/ Provincial Office <i>Director IV</i> Regional Office
6. Attends training on the use of T2MIS and AC Operations	6.1 Conducts training to the AC Manager and Processing Officer on the use of T2MIS and AC Operations	None	Day 6 (2 hours)	<i>PTCACCS Focal Provincial/District Director</i> District/ Provincial Office
	6.2 Provides the Accredited Competency Assessment Center (ACAC) copy of the T2MIS User's Manual and AC Operations Manual	None	Day 6 (30 minutes)	<i>PTCACCS Focal Provincial/District Director</i> District/ Provincial Office
	6.3 Issues Certificate of Training to AC Managers and Processing Officer	None	Day 6 (30 minutes)	<i>Provincial/District Director</i> District/ Provincial Office <i>Director IV</i> Regional Office
	6.4 Encodes Profile of the ACAC and generates Accreditation Number from the T2MIS	None	Day 6 (1 hour)	<i>PTCACCS Focal Provincial/District Director</i> District/ Provincial Office



	6.5 Prepares Certificate of Accreditation	None	Day 6 (1 hour)	<i>PTCACS Focal Provincial/District Director District/ Provincial Office</i>
7. Pays the remaining 50% accreditation fee and submits Affidavit of Undertaking	7.1 Accepts payment and issues Official Receipt (OR)	PHP1,500 per qualification	Day 6 (1 hour)	<i>Cashier/ Collecting Officer Provincial/District Director District/ Provincial Office</i>
	7.2 Receives notarized Affidavit of Undertaking	None	Day 6 (30 minutes)	<i>PTCACS Focal Provincial/District Director District/ Provincial Office</i>
8. Receives Certificate of Accreditation and template of signage	8.1 Issues Certificate of Accreditation to the ACAC upon payment fee and submission of the notarized AOU	None	Day 6 (30 minutes)	<i>PTCACS Focal Provincial/District Director District/ Provincial Office</i>
	8.2 Files photocopy or scanned softcopy of the Certificate of Accreditation and AOU and ensures all documents related to the application are safely secured	None	Day 7 (30 minutes)	<i>PTCACS Focal Provincial/District Director District/ Provincial Office</i>
	8.3 Provides ACAC template of the signage to be used in the identification of the AC	None	Day 7 (30 minutes)	<i>PTCACS Focal Provincial/District Director District/ Provincial Office</i>
	8.4 Updates Tracking Sheet	None	Day 7 (30 minutes)	<i>PTCACS Focal Provincial/District Director</i>



				District/ Provincial Office
	<b>TOTAL:</b>	PHP3,000 per qualification	7 Days	

### 3. Availment of Scholarship Programs ( Face to Face)

Facilitating and providing information to the customers inquiring on scholarship availment.

<b>Office or Division:</b>	Provincial/District Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- Prospective beneficiaries, firm industries, communities, and the special clients such as but not limited to: indigenous people, persons with disabilities, senior citizens and returnees</li> <li>- Filipinos, 15 years old and above</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Personal visit/ inquiry of client;		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Face to face</b>				
1. Inquiries about available scholarship	1.1. Refers client to respective Provincial Office/Scholarship Focal	None	2 Minutes	Provincial/District Scholarship Focal Supervising TESD Specialist Provincial/District Director Provincial/District Office
	1.2. Informs clients of the different scholarship programs	None	25 Minutes	Provincial/District Scholarship Focal Supervising TESD Specialist Provincial/District Director