



2. Submits application form with the complete requirements	2.1. Verifies completeness of the application form and submitted requirements	None	15 Minutes	Provincial Office CAC Focal
	2.2. Assigns candidates to the Assessment Center and assign Competency Assessor, two (2) weeks before the scheduled assessment if the number of applicants reaches to 10 and above	None	15 Minutes	Provincial Office CAC Focal
3. Receives assessment Schedule	3. Issue assessment Schedule	None	2 Minutes	Provincial Office CAC Focal
	TOTAL:	None	34 Minutes	

1. Accreditation of New Competency Assessors

This is to recognize and accredit Filipinos with relevant industry or teaching experience, who are qualified to assess competencies of candidates for national certification in specific trade/qualification.

Office or Division:	Provincial Office/District Office	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Individual who are qualified to assess competencies of candidates	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Intent (1 original)		Applicant
2. Accomplished Application Form (1 original)		Applicant



3. Picture, 2 x 2 white background with collar (1 original)	Applicant			
4. Transcript of Records	Applicant			
5. Certificate of Employment indicating compliance to the requirements of number of years of work/industry experience or teaching experience (1 certified true copy) as specified in the promulgated Training Regulations	Employer/ Applicant			
6. National Certificate (NC) Level II or higher (1 photocopy)	Applicant			
7. Training Methodology Certificate (TMC) or Certificate of Competency on Conduct Competency Assessment (TMI- COC2) (1 photocopy)	Applicant			
8. Certification on Loading (TESDA-OP-CO-04-F24) attested by the AC Manager, Lead Assessor. These certifications shall be attested by the AC Manager, Lead Assessor, and the TESDA Representative. (1 original)	TESDA/ Applicant			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiries on the accreditation of competency assessors	1. Conducts orientation on application and documents	None	(Day 1) 2 hours	CACs Focal Person Provincial/ District Director Provincial/ District Office
2. Signs the Certificate of Concurrence	2. Provides Checklist of Requirements	None	(Day 1) 30 minutes	Provincial/ District Director Provincial/ District Office (PO/DO)
3.1. Submits requirements	3.1. Receives the requirements and accomplishes the Tracking Sheet	None	(Day 2) 1 hour	CACs Focal Person Provincial/ District Director Provincial/ District Office
	3.2. Checks the completeness of documents/ requirements submitted	None	(Day 2) 2 hours	CACs Focal Person Provincial/ District Director Provincial/ District Office



	3.3. Evaluates documents	None	(Day 2) 2 hours	CACs Focal Person Provincial/ District Director Provincial/ District Office
	3.4. Prepares Letter of Notification on the results of evaluation of documents	None	(Day 2) 1 hour	CACs Focal Person Provincial/ District Director Provincial/ District Office
	3.5. Signs the notification letter	None	(Day 2) 30 minutes	Provincial/ District Director Provincial/ District Office
3.2. Complies with the deficiencies if any	3.6. Transmits Letter of Notification and ensures receipt by the applicant	None	(Day 2) 30 minutes	CACs Focal Person Provincial/ District Director Provincial/ District Office
	3.6 Endorse the application documents to the Regional Director	None	(Day 2) 1 hour	CACs Focal Person Provincial/ District Director Provincial/ District Office
4. Receives Contract of Service (CoS) and Non-Disclosure Agreement (NDA) for Notarization	Provide Contract of Service and Non-Disclosure Agreement for Notarization	None	(Day 3) 30 minutes	CACs Focal Person Provincial/ District Director Provincial/ District Office
5. Pays accreditation fee and submits notarized copy of Contract of Service and Non-Disclosure Agreement	4.1. Accepts payment and issues Official Receipt (OR)	PHP500 per qualification	(Day 3) 1 hour	Cashier Provincial Director Provincial/ District Office
	4.2. Receives notarized copy of Contract of Service and Non-	None	(Day 3) 5 minutes	CACs Focal Person Provincial/ District Director Provincial/ District Office



	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
	TOTAL:	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.

Office or Division:	Provincial/ District Office
Classification:	Complex
Type of Transaction:	G2B - Government to Business
Who may avail:	TVET entity/establishment who wants to manage the assessment activities of candidates for national certification
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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