



	1.4 Reviews and evaluates the customer inquiry/request	None	15 Minutes	<i>Focal Person Chief/Head Concerned Office</i>
	1.5 Gathers factual information	None	3 Days	<i>Focal Person Chief/Head Concerned Office</i>
	1.6 Prepared response/letter for the customer/client	None	3 Days	<i>Focal Person Chief/Head Concerned Office</i>
2. Obtains the requested information/ assistance from Concerned Office	2.1 Sends response to the requested information	None	2 Minutes	<i>Focal Person Chief/Head Concerned Office</i>
	<b>TOTAL:</b>	None	6 Days, 26 Minutes	

#### 14. Issuance of Certification for Authentication and Verification (CAV) of Scholastic Records

The service provides orientation on the requirements, issuing office and the steps in the issuance of Certification for Authentication and Verification (CAV) of submitted scholastic records of the applicant.

<b>Office or Division:</b>	Provincial/ District Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen	
<b>Who may avail:</b>	All TVET Learners	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For Graduates</b>		
1. Certificate of Training or Certificate of Completion or Certification from the Registrar (Govt. institution only); or Diploma; or NC/COC; Transcript of Records or Special Order no quantity and type of document		TVIs/ Educational Institutions



2. Pictures, 2 x 2, (taken within the last 6 months) with white background and neutral expression. Picture can be printed on a chemical-based photo paper (2 copies)		Applicant		
<b>For Undergraduate Students:</b>				
1. Certification from the School Director/ Administrator (1 original)		TVIs/ Educational Institutions		
2. Accomplished Special Order Form (1 original)		Applicant		
3. Pictures, 2 x 2, (taken within the last 6 months) with white background and neutral expression. Picture can be printed on a chemical-based photo paper (2 copies)		Applicant		
<b>Additional requirements for authorized representative</b>				
- Authorization Letter from the Applicant (1 original)		Representative		
- Valid Identification Card of the applicant and the representative (1 original and photocopy)		Applicant/ Representative		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits requirements	1.1. Receives and checks completeness and validity of the requirements	None	20 Minutes	<i>CAV Focal Person Provincial/ District Director Provincial/ District Office (PO/ DO)</i>
	1.2. Prepares the CAV	None	1 Hour	<i>CAV Focal Person Provincial/ District Director Provincial/ District Office (PO/ DO)</i>
	1.3. Signs CAV and stamps the official seal of TESDA	None	1 Hour	<i>CAV Focal Person Provincial/ District Director Provincial/ District Office (PO/ DO)</i>
2. Secures Official Receipt and pays processing fee	2. Receives payment and issues Official Receipt	PHP30	10 Minutes	<i>Cashier Provincial/ District Director Provincial/ District Office (PO/ DO)</i>



3. Presents Official Receipt	3. Checks Official Receipt	None	30 Minutes	CAV Focal Person Provincial/ District Director Provincial/ District Office (PO/ DO)
4. Receives CAV of Scholastic Records	4. Issues CAV and requires applicant/ representative to sign the logbook	None	30 Minutes	CAV Focal Person Provincial/ District Director Provincial/ District Office (PO/ DO) Releasing Office
	<b>TOTAL:</b>	PHP30.00	3 Hours, 30 Minutes	

### 15. Issuance of Certified True Copy (CTC) of National Certificate (NC)/ Certificate of Competency (CoC)

This service covers the issuance of Certified True Copy (CTC) of National Certificate (NC) / Certificate of Competency (CoC) to certified workers.

<b>Office or Division:</b>	Provincial Office/ District Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Certified workers requesting authentication of NCs/ CoCs			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. National Certificate (NC)/ Certificate of Competency (1 original, 2 photocopy)			Applicant	
2. Documentary Stamp worth PHP15 (2 copies)			Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits documents/ requirements	1.1. Receives requirements  1.2. Verifies/ Checks documents/ requirements	None	1 hour	CACs Focal Person Provincial/ District Director Provincial/ District Office (PO/DO)