



2. Secures Order of payment and pays Certified True Copy fee	2. Receives payment and issues Official Receipt	PHP50	1 hour	Cashier Provincial/ District Director Provincial/ District Office (PO/DO)
3. Presents Official Receipt	3. Certifies the photocopy of NC/ COC as true copy	None	5 minutes	CACs Focal Person Provincial/ District Director Provincial/ District Office (PO/DO)
4. Receives the Certified True Copy and signs the client's records logbook	4. Issues the Certified True Copy of the NC/ COC	None	5 minutes	CACs Focal Person Provincial/ District Director Provincial/ District Office (PO/DO)
	TOTAL:	PHP50.00	2 hours 10 minutes	

16. Issuance of E-Certification (NC/COC)

The National Certificate and Certificate of Competency are issued to passers of National Competency Assessment who requested for issuance.

Office or Division:	Provincial/District Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Passers of National Competency Assessment			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			None	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Checks the correctness of information in the application documents vis-a-vis encoded in the T2MIS	None	1 hour	CACs Focal Person Provincial/ District Director Provincial/ District Office



	2. Verifies the assessment result in the assessment documents	None	1 hour	CACs Focal Person Provincial/ District Director Provincial/ District Office
	3. Encodes assessment result in the T2MIS and generate certificate number	None	1 hour	CACs Focal Person Provincial/ District Director Provincial/ District Office
	4. Checks the uploaded photo and signature of candidate	None	1 hour	CACs Focal Person Provincial/ District Director Provincial/ District Office
1. Received the E-Certificate	5. Sends the E-Certificate to the competent individual	None	5 minutes	CACs Focal Person Provincial/ District Director Provincial/ District Office
	TOTAL:	None	4 hours and 5 minutes	

17. Issuance of National TVET Trainer Certificate

This service is provided to all qualified TVET trainers. National TVET Training Certificate (NTTC) is a document issued to a trainer who is a holder of a National Certificate (NC), a Trainer Methodology Certificate (TMC) and with Industry Work Experience as may be provided in Section 3 of the respective Training Regulation.

Office or Division:	Provincial Office/ District Office	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	All individuals who are qualified to become TVET trainers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Valid National Certificate (NC) II (1 Photocopy)		Applicant