



	from the Central Office			Provincial/ District Office
	TOTAL:	PHP100	1 Day, 1 Hour, 35 Minutes	

19. Issuance of Special Order (SO)

The Special Order is being issued by TESDA to graduates of all registered programs, whether WTR or NTR; and whether full qualification or in cluster of units of competency. This is being requested by the Technical Vocational Institutions prior to graduation and issued to eligible graduates who have satisfactorily completed and met the requirements of the qualification.

Office or Division:	Provincial Office/District Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Technical Vocational Education and Training Institutions (TVIs) with TESDA Registered Programs			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter request for the issuance of SO Number of the graduates (with attached list of names of graduates) (1 Original Copy)			TVI	
1 Original copy of Form 9 or Records of Candidates for Graduation			TVI	
1 Certified true copy of the following a. Form 138/137, if the candidate's previous education is high school b. Transcript of Records or Certificate of Training, if the candidate has already completed the program c. OJT Training Certificate, if required by the employer d. Enrolment Report (MIS 03-02) or screenshot of T2MIS report officially received/ acknowledged by TESDA e. Marriage Contract, if candidate or graduate got married prior to his/her request for the issuance of SO Number from the institutions			TVI	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submits the requirements	1. Checks/ Verifies the name of TVI and its registered program/s with the Compendium of Registered Programs and the list of graduates in the Enrollment Report (MIS -03-02) in the TESDA Training Management Information System (T2MIS)	None	2 Days	UTPRAS Focal Person Provincial/ District Director Provincial/ District Office
2. Receives Special Order Number	2. If documents are in order, issues appropriate SO number	None	1 Day	UTPRAS Focal Person Provincial/ District Director Provincial/ District Office
	TOTAL:	None	3 Days	

20. Online Processing of Program Registration Application

Online processing of program registration application under the Unified TVET Program Registration and Accreditation System (UTPRAS), as an alternative mode of processing applications for Program Registration in the New Normal.

Office or Division:	Provincial Office/District Office	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Institution/s who intend to offer TVET programs	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. General Requirements		
1. Letter of Intent (1 Original Copy) / Application add/ shift the delivery mode to either Blended Learning, Distance Learning, Online Learning or combination of Distance Learning and Face-to-Face Learning;		Applicant TVI