



	1.6. Prepares the Provincial Qualification Map (PQM) based on the RTDBSA and submits it to RO.	None	1 Day	<i>District/Provincial Scholarship Focal Supervising TESD Specialist Director III District/Provincial Office</i>
	TOTAL:	None	6 Days	
Note: For the next step, refer to the Preparation of Regional Qualification Map by the Regional Office				

24. Program Registration

Process by which TVET programs are registered with TESDA.

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
Corporate and Administrative Documents		
1. Letter of Application/Intent (TESDA-OP-CO-F03) (2 original)		Form downloadable at www.tesda.gov.ph
2. Board Resolution/Academic Council Resolution to offer the program signed by the Board Secretary and attested by the Chairperson (SUCs, LCUs and private institutions) (Board Resolution/Academic Council Resolution must specifically cover the training delivery site) (2 original)		Applicant TVI
3. Special law creating the institution (For public institutions only) e.g. Republic Act, Executive Order, Sangguniang Resolutions) (2 original)		Applicant TVI
4. Securities and Exchange Commission (SEC) Registration (For private institutions only) (2 original)		Securities and Exchange Commission
5. Articles of Incorporation (indicate main address) (2 original)		Securities and Exchange Commission



6. Proof of building Ownership or contract of lease (covering at least two years) upon application for new program. For succeeding applications, a valid contract of lease (2 original)	Applicant TVI
7. Current Fire Safety Certificate (training site) (2 original)	Bureau of Fire Protection
8. For Institutions that will branch out, the Articles of Incorporation & Bylaws must state reasons for opening of the branch. The Articles of Incorporation signed by majority of the Incorporators must be notarized and received by SEC (2 original)	Applicant TVI
Curricular Requirements	
9. Competency-based Curriculum (TESDA-OP-CO-01-F11) indicating the qualification being addressed and the competencies to be developed a. Course Design (2 original) b. Modules of Instruction (2 original)	Form downloadable @www.tesda.gov.ph
10. List of Equipment (TESDA-OP-CO-01-F13), Tools (TESDA-OP-CO-01-F14) and Consumables/Materials (TESDA-OP-CO-01-F15) necessary to deliver the program (2 original)	Form downloadable @www.tesda.gov.ph
11. List of instructional materials (TESDA-OP-CO-01-F16) (such as reference materials, slides, video tapes, internet access and library resource necessary to deliver the program (2 original)	Form downloadable @www.tesda.gov.ph
12. List of Physical Facilities (TESDA-OP-CO-01-F17) and List of Off-Campus Physical Facilities TESDA-OP-CO-01-F18) (2 original)	Form downloadable @www.tesda.gov.ph
13. Shop layout of training facilities indicating the floor area (2 original)	Applicant TVI
14. Institutional Assessment Note: Actual Assessment Tools should be shown during inspection (2 original)	Applicant TVI
Faculty and Personnel (Photocopy of supporting evidence, except when certified copy is required) (2 original)	Applicant TVI
15. List of Officials (TESDA-OP-CO-01-F19)	Form downloadable @www.tesda.gov.ph



<p>16. For trainers:</p> <ul style="list-style-type: none"> a. List of Trainers (TESDA-OP-CO-01-F20) with their qualifications, areas of expertise, and courses/seminars (2 photocopy) b. Evidence of qualification: <ul style="list-style-type: none"> b.1. NTTC/trainer certificates and certification of employment for WTR (2 photocopy) b.2. Certificate on Trainers Methodology Level I or other Trainer Methodology Certificates and evidence of specialization of the trainer for NTR programs (2 photocopy) c. Notarized contract of employment (between the trainer and the Applicant TVI (2 certified true copies) 	<p>Form downloadable @www.tesda.gov.ph</p>
<p>17. For non-teaching staff:</p> <ul style="list-style-type: none"> a. List of personnel (TESDA-OP-CO-01-F21) with qualifications (2 photocopy) b. evidence of qualification with copies of certificates (2 photocopy) c. Contracts of employment (2 photocopy) 	<p>Form downloadable @www.tesda.gov.ph</p>
<p>Program Guidelines</p>	
<p>18. Program fees, with breakdown of tuition and other fees and schedule of fee payment duly signed by the school head indicating the effectivity of school year (2 original)</p>	<p>Applicant TVI</p>
<p>19. Documented grading system, details of which are provided to students/trainees at the start of their program (2 original)</p>	<p>Applicant TVI</p>
<p>20. Entry requirements for the program - comply with the relevant training regulations if applicable (2 original)</p>	<p>Applicant TVI</p>
<p>21. Rules on Attendance (2 original)</p>	<p>Applicant TVI</p>
<p>Support Services</p>	
<p>22. Health services are available to the students/trainees. If these services are contracted out or out-sourced, the contract or MOA or similar documents must be submitted. (2 original)</p>	<p>Applicant TVI</p>
<p>23. Job Linkaging and Networking Services (JLNS) which include Career Services and Employment Facilitation available to students/trainees/TVET</p>	<p>Applicant TVI</p>



graduates (reference: Section IV, letter A –Delivery Platforms of JLNS Nos. 1-4 of the TESDA Circular No. 38, series of 2016) (2 original)				
24. Community Outreach Program (optional) (2 original)		Applicant TVI		
25. Research program activities that will support continuing development of the program of the school (optional) (2 original)		Applicant TVI		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application documents/ requirements after complying with the orientation and site inspection requirements on program registration	1.1. Checks completeness and correctness of the documents	PHP2,000 per program	2 Hours	<i>UTPRAS Focal Person Provincial/ District Director Provincial/ District Office</i>
	1.2. Stamps “Received Complete/Correct Documents” for complete and correct application documents	None	2 Hours	<i>UTPRAS Focal Person Provincial/ District Director Provincial/ District Office</i>
	1.3. Issues Acknowledgment Letter	None	2 Hours	<i>UTPRAS Focal Person Provincial/ District Director Provincial/ District Office</i>
	1.4 Reviews Technical Inspection Report of facilities, tools and equipment.	None	2 Hours	<i>UTPRAS Focal Person Provincial/ District Director Provincial/ District Office</i>
2. Pays registration fee	2.1. Accepts payment of registration fee	None	1 Hour	<i>Cashier Provincial/ District Director</i>



	2.2. issues Official Receipt			Provincial/ District Office
	2.3. Prepares recommendation for program registration based on the results of the review and evaluation of documents and site inspection report	None	4 Hours	<i>UTPRAS Focal Person</i> Provincial/ District Director Provincial/ District Office
	2.4. Submits recommendation for program registration, application documents and site inspection report to the Regional Director.	None	3 Hours	<i>Provincial/ District Director</i> Provincial/ District Office
	2.5. Conducts final review of the recommendation and program registration documents	None	2 Hours	<i>Regional Director</i> Regional Office
	2.6. Prepares Certificate of TVET Program Registration (CTPR) or Letter of Denial	None	2 Hours	<i>UTPRAS Focal Person</i> <i>Regional Director</i> Regional Office
	2.7. Approves and signs TVET Program Registration (CTPR) or Letter of Denial	None	2 Hours	<i>Regional Director</i> Regional Office
	2.8. Transmits CTPR/ Letter of	None	1 Hour	<i>UTPRAS Focal Person</i>



	Denial to PO Issues CTPR/ Letter of Denial			<i>Regional Director Regional Office</i>
3. Receives CTPR/Letter of Denial	3. Issues CTPR/ Letter of Denial	None	1 Hour	<i>UTPRAS Focal Person Provincial/ District Director Provincial/ District Office</i>
	TOTAL:	PHP2,000 per program	3 Days	

*Does not include the 4-day transmittal of documents from Regional Office to Provincial/District Office and vice versa.

25. Release of Starter Toolkits

Starter Toolkits are tools and equipment related to the training that a beneficiary can utilize for self-employment or entrepreneurial activities. This kit is being released to the STEP graduates or to his/her authorized representative once the kit was received by the Provincial/District Office from the Regional Office.

Office or Division:	Provincial Office/District Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	STEP/ UAQTEA graduates			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Principal				
1. Acknowledgement Receipt for Starter Toolkit (3 original)			Provincial/ District Office Scholar	
Authorized Representative				
1. Acknowledgement Receipt for Starter Toolkit (3 original)			Provincial/ District Office Representative	
2. Special Power of Attorney (1 original)			Representative	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE