TESDA-OP-IAS-01-F08

Rev. No. 02 – 07/05/2022

**REPORT ON REVOCATION PROCEEDINGS**

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| Region | : |  |
| Province | : |  |
| Name of Institution | : |  |
| TVET Program(s) | : |  |
| Date of Audit | : |  |
| Date Audit Report received by TVI | : |  |
| Date compliance period lapsed | : |  |

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| **Procedure on Revocation Proceedings** | | | |
| ***To be accomplished by the DO/PO*** | | | **DATE** |
| 1. DO/PO issues written communication to TVI of the probable cause in the revocation of TVI’s CTPR for the noncompliant TVET program/s | *After the lapse of the period to comply* | *6.9.3.a* |  |
| 1. AC writes reply, within prescribed period, why the accreditation for the noncompliant TVET program/s should not be cancelled   *(If the TVI fails to respond within the prescribed period, proceed to Number 5)* | *Within five (5) working days from receipt of written notice* | *6.9.3.b* |  |
| 1. DO/PO acts on the explanation letter and decides on the merit of TVI’s explanation   If merit is found, DO/PO notifies the TVI Authorized Representative in writing of the ten (10) working day period or \_\_\_\_\_\_\_\_\_\_ to correct its deficiencies/non-conformities.  *(If longer period was determined by the DO/PO and is reasonably justified, indicate in the space provided the period given)* | *Within two (2) working days from receipt of TVI’s explanation letter* | *6.9.3.c* |  |
| 1. Date compliance period lapsed in relation to Number 3 above. The TVI failed to correct its deficiencies/non-conformities within the extended compliance period. |  |  |  |
| 1. DO/PO sends its recommendation to the RO of the revocation of the TVI’s CTPR(s) | *Within one (1) working day after DOPO’s review of TVI’s explanation letter* | *6.9.3.c* |  |
| 1. RO acts on the recommendation of the DO/PO and issues the Notice of Program Closure | *Within three (3) working days from receipt of DOPO’s recommendation* | *6.9.3.d* |  |
| 1. DO/PO sends the Notice of TVET Program Closure (NTPC) to the TVI | *Upon receipt of the NTPC* | *6.9.3.e* |  |
| 1. TVI surrenders the CTPR(s) | *Within five (5) working days from receipt of NTPC* | *6.9.3.e* |  |
| 1. DO/PO submits to RO the Report on Revocation Proceedings (TESDA-OP-IAS-01-F08) | *Within three (3) working days after TVI’s receipt of NTPC* | *6.10.4.a* |  |
| ***To be accomplished by the RO*** | | | |
| 1. RO submits to IAS the TESDA-OP-IAS-01-F08 after RO’s notification to the Certification Office for the deletion in the database of the revoked TVI’s CTPR(s) | *Within two (2) working days after RO’s notification to Certification Office* | *6.10.4.b* |  |

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| **Prepared by:** | **Approved by:** | **Endorsed by:** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **UTPRAS Focal person** | **District/Provincial Director** | **Regional Director** |
| **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |