TESDA-OP-IAS-02-F06-PO

Rev. No. 01 - 05/20/2022

**CONSOLIDATED PROVINCIAL/DISTRICT REPORT ON AUDITED AND CLOSED QUALIFICATIONS**

**AND STATUS OF COMPLIANCE TO CORRECTION AND CORRECTIVE ACTIONS**

**For the year: \_\_\_\_\_\_**

**As of \_\_\_\_\_\_\_\_\_\_\_\_\_**

Province:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Seq. No.** | **Name of AC** | **Qualification** | **Accreditation** | | **Date of Audit/ Closure** | **Status (Place a check mark on columns F or H as applicable)** | | | | | | | | |
| **Compliant** | **Closed[[1]](#footnote-2)** | **Non-compliant** | | | | | | **Remarks** |
| **Date** | **Number** | **(H)** | **Findings on Areas Not Complied with** | **Correction Action** | **Corrective Action** | **Date of Implementation (Correction and Corrective Actions)** | **Date Non-Conformities Closed**  **(Date of Compliance)** |
| **(A)** | **(B)** | **(C)** | **(D.1)** | **(D.2)** | **(E)** | **(F)** | **(G)** | **(I)** | **(J)** | **(K)** | **(L)** | **(M)** | **(N)** |
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| **Prepared by:** |  | **Approved by:** |
|  |  |  |
| DO/PO Compliance Audit Focal |  | District/Provincial Director |
| Date: |  | Date: |

**CONSOLIDATED PROVINCIAL/DISTRICT REPORT ON AUDITED AND CLOSED QUALIFICATIONS**

**AND STATUS OF COMPLIANCE TO CORRECTION AND CORRECTIVE ACTIONS**

*INSTRUCTIONS*

1. This Summary shall be accomplished and be submitted by the District/Provincial Office to the Regional Office every end of the month.
2. This form shall be accomplished as follows:
   1. **For the year –** the applicable year where compliance audit was conducted
   2. **As of –** period covered of the report
   3. **Province –** name of the province/district
   4. Columns A to N shall reflect the following information:

|  |  |  |
| --- | --- | --- |
| Column A | Seq. No. | Sequence number |
| Column B | Name of AC | Name of Assessment Center (AC) audited |
| Column C | Qualification | Title of qualification audited |
| Column D.1 | Accreditation Date | Accreditation Date of the qualification audited |
| Column D.2 | Accreditation Number | Accreditation Number of the qualification audited |
| Column E | Date of Audit/Closure | Actual date of audit; date of AC closure; or the date when the AC’s Certificate of Accreditation was voluntarily surrendered to PO/DO |
| Column F | Compliant | Put a check "✓" mark to indicate status based on the duly accomplished Assessment and Certification Compliance Audit Report (TESDA-OP-IAS-02-F04) and/or Compliance Audit Action Catalogue (TESDA-OP-IAS-02-F05) as of reporting date |
| Column G | Closed | Indicate either: **1** – for Closed AC prior the conduct of audit; **2** – for Certificate of Accreditation voluntary surrendered to PO/DO prior the conduct of audit; or **3** – for Voluntary surrendered/Cancelled Certificate of Accreditation AFTER the conduct of audit due to unsettled nonconformities. |
| Column H | Non-Compliant | Put a check "✓" mark to indicate status based on the duly accomplished TESDA-OP-IAS-02-F04 at the time of audit OR TESDA-OP-IAS-02-F05 as of reporting date |
| Columns  I to L | I – Findings on Areas Not Complied with  J – Correction Action  K – Corrective Action  L – Date of Implementation (Corrective Actions) | Detailed audit findings and responses of the AC Manager indicated in the Assessment Center Compliance Audit Action Catalogue (TESDA-OP-IAS-02-F05) |
| Column M | Date Non-Conformities Closed  (Date of Compliance) | Actual date of AC’s compliance to all audit findings |
| Column N | Remarks | Other details/information on the status of the audited qualifications for which no specific column has been provided |

* 1. **Prepared by –** name and signature of the DO/PO Compliance Audit Focal who prepares the report and the date it was signed.
  2. **Approved by –** name and signature of the District/Provincial Director who approves the report and the date it was signed.

1. Entries to the report shall be based on the duly submitted Assessment and Certification Compliance Audit Report (TESDA-OP-IAS-02-F04) and/or Compliance Audit Action Catalogue (TESDA-OP-IAS-02-F05).

1. Indicate either: **1** – for Closed AC prior the conduct of audit; **2** – for Certificate of Accreditation voluntary surrendered to PO/DO prior the conduct of audit; or **3** – for Voluntary surrendered/Cancelled Certificate of Accreditation AFTER the conduct of audit due to unsettled nonconformities. [↑](#footnote-ref-2)