

TESDA CIRCULAR

Subject: Revised Guidelines on the Implementation of the PGMA-FREE ASSESSMENT SERVICE OF TESDA (FAST)		Number <u>33</u> s.2007
Date Issued: 6 August 2007	Effectivity: Immediately	Page 1 of 4 pages Supersedes: TESDA Circular No. 16 s.2007
<p>The provisions of the Guidelines on the Implementation of the Philippine TVET Qualification and Certification System (PTQCS) shall govern the implementation of the PGMA-Free Assessment Service of TESDA (FAST).</p> <p>Section 1 – Scope and Coverage</p> <p>1.1. Free assessment shall be offered in the following:</p> <p>1.1.1. TESDA Assessment Centers (TACs)</p> <p>1.1.1.a. TESDA Women's Center (TWC)</p> <p>1.1.1.b. National TVET Trainers Academy (NTTA)</p> <p>1.1.1.c. TESDA Taguig Complex</p> <p>1.1.1.d. Network of Regional and Provincial Training Centers and TESDA Schools</p> <p>1.1.2. Accredited Private Assessment Centers</p> <p>1.2. The PGMA-FAST is applicable only to Qualifications covered by promulgated Training Regulations.</p> <p>1.3. Free assessment shall be offered initially for the qualification requirements of land-based workers only.</p> <p>1.4. The TACs and the accredited private assessment centers can conduct assessment <u>only in Qualification areas where the center is accredited.</u></p> <p>1.5. Free assessment and certification shall be opened to all workers, graduating students of registered programs and individuals who are qualified and ready to undergo assessment.</p> <p>Section 2– Program Arrangements</p> <p>2.1. The RO/PO shall ensure that the assessment centers shall undergo accreditation as provided for in the Implementing Guidelines on PTQCS. An Affidavit of Undertaking must be executed by the accredited assessment center to ensure compliance to requirements.</p> <p>2.2. The TACs shall conduct assessment for three (3) Qualifications per schedule on Saturdays and Sundays only. Weekdays are dedicated to the provision of training.</p> <p>2.3. The TAC-NCR (Taguig Complex) is allowed to conduct assessment daily since the facility is dedicated solely for assessment.</p> <p>2.4. TESDA competency assessors shall be assigned on a rotation basis.</p> <p>2.5. The PO shall schedule the conduct of assessment in the TAC.</p> <p>2.6. An applicant may avail of free assessment only once.</p> <p>2.7. The accredited assessment centers are NOT allowed to charge the applicants any additional cost in the conduct of assessment. It is understood that free assessment covers the FULL COST of assessment.</p> <p>2.8. Candidates shall not be required to bring their supplies and materials or any material to be used for assessment.</p>		

- 2.9. Competency certificate shall be provided free to qualifiers.

Section 3 - Funding Source

- 3.1. The cost of assessment and certification shall be charged against the PGMA-TWSP Funds.

Section 4 – Retakes

- 4.1 An applicant who applies for retake/ re- assessment or for any succeeding assessments for other Qualification shall pay the assessment fee equivalent to the cost as stipulated in TESDA Board Resolution # 2007 – 15.

Section 5 – Administrative and Financial Management

5.1. General Provisions

- 5.1.1 The cost of assessment shall be reimbursed based on the schedule of assessment fees promulgated by the TESDA Board as provided in BR # 2007-15 dated April 20, 2007. This shall be remitted to the Sariling Sikap Program (SSP) Fund of the concerned regional office but with specific indication of the assessment center where the assessment has been provided. Thereafter, the RO remits to the TACs or accredited private assessment centers the cost of assessment.

- 5.1.2 Payments shall be done through the TESDA RO/PO upon submission of the following documents following the process flowchart herein attached:

1. Billing Statement
2. Assessment Report (RWAC)
3. Attendance Sheet signed by the District/Provincial Director
4. Admission Slips

- 5.1.3 The TESDA competency assessors are not allowed to receive honoraria for services rendered in the conduct of assessment.

- 5.1.4 **The RO/PO shall ensure that no part of the assessment cost shall be used for other purposes, except for the purchase of supplies, materials and other requirements for assessment. However, the RO and TACs may purchase equipment needed for assessment subject to approval by the Director General.**

5.2 TESDA Assessment Centers (TACs)

- 5.2.1 TESDA Assessment Centers must rely on its corps of technical trainers who have been accredited as TQ1/AQ1 in their field of specialization and AQ1 only if he is a non-training staff with appropriate NC.
- 5.2.2 TESDA Assessment Centers shall not hire private accredited assessors for assessment in their centers

5.3 Private Assessment Centers

- 5.3.1 The Regional Office shall pay each of the participating assessment center the cost of assessment

Section 6 - Process of Application

- 6.1 An applicant may secure application form and list of requirements for assessment from any TESDA Offices (Regional Offices, Provincial/District Offices), TACs and the accredited private assessment centers.
- 6.2 He/she shall submit the duly accomplished application form, Self-Assessment Guide, two (2) passport size pictures with name written at the back and all the requirements to the nearest TESDA Provincial/District Office/accredited private assessment center.
- 6.3 The TESDA Provincial/District Office/accredited assessment centers shall process the application and inform applicant of his/her assessment schedule.
- 6.4 Upon completion of assessment, a copy of the results must be posted in a conspicuous place in the TAC.

Section 7 – Coordination and Monitoring

- 7.1 The Competency Assessment and Certification Office (CACO) shall coordinate and monitor the nationwide implementation of the PGMA - FAST.
- 7.2 Weekly Electronic report shall be submitted to the Office of the Deputy Director General for Sectoral TVET. Submission of the RWAC shall be the accountability of the Regional Director, RCO and OTTI.

Section 8 – Penalty

- 8.1 The RO's,/PO's, TACs and accredited assessment centers must ensure and uphold at all times the integrity of the assessment and certification system. Any verified violation shall be dealt with in accordance with the relevant provisions as defined in the PTQCS.

Section 9 – Effectivity

This Circular shall take effect as indicated.



SEC. AUGUSTO BOBOY SYJUCO
Director General

PROCESS FLOW IN THE PAYMENT OF ASSESSMENT FEE

