

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Superhighway, Taguig, Metro Manila

132nd TESDA BOARD MEETING
14 September 2021, Tuesday, 09:00 A.M.
Through Teleconference via Zoom Platform

Resolution No. 2021 – 34
(Page 1 of 3)

APPROVING THE OMNIBUS GUIDELINES ON TVET PROGRAM REGISTRATION

WHEREAS, Section 8 of the Republic Act No. 7796, otherwise known as the TESDA Act of 1994, mandates that TESDA through the TESDA Board, shall establish and administer a system of accreditation of both public and private institutions;

WHEREAS, TESDA Board Resolution 98-03 approved the establishment of Unified TVET Program Registration and Accreditation System (UTPRAS) in pursuit of a quality-assured TVET system;

WHEREAS, TESDA Board Resolution No. 2015-28 – approved the Amendments to the Omnibus Guidelines on Program Registration under the Unified TVET Program Registration and Accreditation System;

WHEREAS, there is a need to continuously enhance the policies and guidelines on Program Registration to quality-assure the delivery of TVET Programs;

WHEREAS, TESDA Circular No. 07 s. 2016 or the Amended Omnibus Guidelines on Program Registration under UTPRAS is the existing policy and guidelines;

WHEREAS, Section XXI of TESDA Circular No. 07 series of 2016 provides that the TESDA Board Committee on Support to TVET Provision together with the appropriate Committee of the TESDA Secretariat shall jointly review the said amended Omnibus Guidelines once a year during their consultation meetings.

WHEREAS, Section XVII – Sanctions and Penalties of TESDA Circular No. 07 s. 2016 was amended in 2019 through TESDA Circular No. 023 s. 2019, to strengthen the appropriate sanctions and penalties that will be imposed to institutions found to have violations in the delivery of TVET programs

WHEREAS, in recognition of the principle of private-public partnership and stakeholder participation in policy review and formulation, TESDA, through the Certification Office and Tech-Voc Schools Association (TVSA) of the Philippines, Inc. agreed to conduct the Project - Review of the Amended Omnibus Guidelines on Program Registration under UTPRAS and determine best policy options that will be submitted to TESDA Management and the TESDA Board for approval;

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WHEREAS, during the 137th, 138th, 139th and 140th Standards-Setting and Systems Development (SSSD) Committee Meeting held on 22 July 2021, 03 August 2021, 27 August 2021 and September 9, 2021 respectively, the Committee deliberated upon and favorably recommended to the TESDA Board the approval of the Omnibus Guidelines on Program Registration.

WHEREAS, during the 132nd TESDA Board Meeting on 14 September 2021, the TESDA Board deliberated and considered the proposed Omnibus Guidelines on TVET Program Registration

NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, that the aforementioned Omnibus Guidelines on TVET Program Registration as herein appended is hereby approved and promulgated.

BE IT RESOLVED, FINALLY, that:

(1) Copies of this Resolution and the abovementioned Omnibus Guidelines on TVET Program Registration be published in the Official Gazette or in a newspaper of general circulation, and disseminated to all concerned, and the same shall be effective fifteen (15) days upon publication;

(2) The Board directs the TESDA Director General to issue the corresponding TESDA Circular, and disseminate copies of this Resolution and guidelines to all concerned;

(3) The Approved Omnibus Guidelines on TVET Program Registration shall be followed by the technical-vocational institutions, both private and public, and the TESDA Operating Units, as their guide, particularly in the registration of TVET programs and in the implementation and operations of the institutions' delivery systems;

The effectivity as indicated TESDA Circular to be issued by the TESDA Secretariat.

Approved this 14th day of September 2021.

ATTY. JAN MICHAEL P. JARO
Officer-In-Charge
TESDA Board Secretariat

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SEC. ISIDRO S. LAPEÑA, PhD, CSEE
Designated Chairperson, TESDA Board
Director General, TESDA

(Original Signed)
USEC. RENATO L. EBARLE
Department of Labor and
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Board Member, Labor Sector

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Board Member, Employer Sector

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Board Member, Business,
and Investment Sector

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Pursuant to Republic Act No. 7796 which empowers TESDA to establish and maintain a system of accrediting, coordinating, integrating, monitoring and evaluating formal and non-formal TVET programs, TESDA Board Resolution 98-03 approved the establishment of Unified TVET Program Registration and Accreditation System (UTPRAS) in pursuit of a quality-assured TVET system. In view of the need to continually improve the system of quality-assuring TVET programs, the following policies and guidelines are hereby issued:

I. PURPOSE

1. To prescribe policies and guidelines in the registration of TVET programs with TESDA that will lead to continual improvement of the quality management of the Philippine TVET System;
2. To ensure the delivery of quality TVET programs to the public.

II. DEFINITION OF TERMS

For the purpose of this Circular, the following terms shall be defined as follows:

1. **Area-based Skills Map** – refers to the compilation of the skills requirements culled from different references and mapping of the availability of TVET programs vis-a-vis the industry requirements in the areas which also include emerging skills and soft skills requirements.
2. **Administrative Data** - refer to TVET data collected and submitted by the regional and provincial offices which include, but not limited to, enrolled, graduates, assessed, certified, and employed.
3. **Administrative Documents** - refer to documents required in the registration of the program which include among others, Fire Safety Certificate, Proof of Ownership or Titles of the Land, Contract of lease.
4. **Basic Competencies** - refer to non-technical skills (knowledge, skills and attitudes) that everybody will need in order to perform satisfactorily at work and in society and are considered portable and transferable irrespective of jobs and industrial settings. These are the competencies required for all qualification levels in all industry sectors. They are the units of competency that every worker must possess. There will, initially, be only a small number of basic competencies, covering only the more tangible/observable work activities common to all workers. This refers to the required knowledge, skills and attitude to perform satisfactorily at work irrespective of jobs and industrial settings.

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5. **Bundled Program** - refers to the combination of two or more 'With Training Regulations' (WTR) qualifications offered as a program to produce multi-skilled graduates. This can be done either through vertical articulation under the same qualification and different national qualification levels or horizontal or lateral progression under different qualifications within the same sector and the same national certification levels.
6. **Bundling** - refers to the grouping or clustering of qualifications that result in multi qualification program and, consequently, in multi-skilled graduates. Bundling can be done either through vertical articulation (under same qualification with different national certification levels) and horizontal or lateral progression (under different qualifications within the same sector and same national certification levels) and inter sector qualifications that are interrelated to support an occupation or career progression.
7. **Certificate of Competency (COC)** — refers to a document issued by TESDA to individuals who were assessed as competent in a single unit or cluster of related units of competency as defined in Section 4 of the National Assessment and Certification Arrangements of the Training Regulations.
8. **Certificate of Program Recognition (COPR)** - refers to a document issued by TESDA to a concerned Technical Vocational Institution (TVI) as a manifestation that the diploma which the said institution is offering is duly recognized by TESDA for implementation.
9. **Certificate of Bundled Program Recognition (CoBPR)** - refers to a document issued by TESDA to a concerned Technical Vocational Institution (TVI) as a manifestation that the Title of the Bundled Program which the said institution is offering is approved by TESDA for implementation.
10. **Certificate of Recognition (CoR)** – refers to a document issued by TESDA to a concerned Technical Vocational Institution (TVI) as a manifestation that the registered institution-based program which the said institution is offering shifted to any of the flexible learning delivery modes and complied the necessary requirements.
11. **Certificate of TVET Program Registration (CTPR)** -refers to a document issued by TESDA to a concerned Technical Vocational Institution (TVI)/enterprise as evidence that the TVET program which the said institution is offering complies with the minimum requirements or standards prescribed by TESDA.

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12. **Cluster of Units of Competency** - refers to a group of competencies as defined in the Training Regulations that correspond to a Certificate of Competency. A cluster of units of competency include the basic, common and core competencies addressing a Certificate of Competency that can be offered as a registered program.
13. **Competency** – refers to the acquired knowledge, skills and attitude in accordance to the standard performance in the workplace. The knowledge, skills, attitudes, and values required for the performance in the workplace and is conducted by the supervisor. The observable and vital knowledge, skills and attitude which are translation of capabilities deemed essential for organizational success.
14. **Competent** - refers to the person who is properly or sufficiently qualified or fit to perform tasks associated with the job.
15. **Common Competencies** - refer to the units of competency required of workers in a particular sector. These are sector- specific but not as specialized or highly technical in nature as the core competencies. It also refers to the required knowledge, skills and attitude for an individual working in a particular industry.
16. **Core Competencies** - refer to the specialized units of competency required of workers that are unique in a particular area of work. These are sector specific and may pertain to a stream of technology or specialty job with a particular industry or sector. The specialized units of competency required to individual workers for a particular area of work. It is specific for the industry sector's practices and technology.
17. **Competency Assessment** – refers to the process of collecting evidence to determine the acquired knowledge, skills and attitude of an individual in accordance with the standard performance expected at the workplace.
18. **Competency-based Curriculum** - refers to the specifications for a program or module, which describes all the learning experiences a learner undergoes. It generally includes learning outcomes, contents, conditions, methodologies, and assessment methods. It specifies outcomes, which are consistent with the requirements of the workplace as defined in the TRs or based on industry or community consultations and/ or supported by a demand or employability study for No Training Regulations.
19. **Competency-based Training** - refers to a system by which the learner acquires a competency, or a qualification based on demonstrated ability rather than on the time spent on training.

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20. **Compliance Audit** - refers to a process to check compliance of whether a training institution for its registered TVET Program/s is continuously complying with the minimum requirements and standards prescribed by TESDA on program registration under the Unified TVET Program Registration and Accreditation System (UTPRAS).
21. **Community-Based Training (CBT)** – refers to TVET programs intended to address the specific needs of the community. Training programs may be delivered in an informal or formal setting in the community. These are programs implemented with TESDA assistance.
22. **Corporate Documents**- refer to the **Certificate of Incorporation, Memorandum of Association, Articles of Association, Bylaws** and any other corporate document of an entity, including any shareholders, voting and/or any other agreement or document relating to the incorporation, ownership or management of an entity.
23. **Deceit** - refers to the action or practice of knowingly deceiving another or the Authority by withholding information, by preventing other authorized individuals or the Authority from acquiring relevant information, or by any other conduct, act or omission that creates or perpetuates a false information related to the registration of programs and relevant regulations. (The act of causing someone to accept as true or valid what is false or invalid)
24. **E-learning** – refers to an umbrella term for providing computer instruction (courseware) online over the public internet, private distance learning networks on in house via an intranet.
25. **Employment**- refers to work being performed that is related to the training program undertaken for at least 6 months after the completion of the TVET training program that satisfies either of the following categories:
 - a. **Self-employed** – refers to work through operation of own businesses or trades that do not employ paid workers in the conduct of economic activities.
 - b. **Wage-employed** – refers to work for pay, in cash or in kind, under contract with an institution or employer.
26. **Enterprise-based Training Program** - refers to TVET programs delivered in the enterprise which may be in-plant or stand alone or may be linked with a training provider. These programs are offered to an industry group or to enterprises employees and individuals.

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27. **Falsification** - refers to the act of deliberately lying about or misrepresenting relevant documents and pieces of evidence in program registration and implementation and making them genuine or true, including the forgery of signatures, making false statements, counterfeiting the seal of the Authority or that of the TVI, or other acts that tend to misrepresent a false statement or document to be genuine.
28. **Fraud** - refers to any intentional act or omission by the TVI-applicant or its authorized representatives, designed to deceive the Authority, resulting in the losses on the part of the Authority and/or achieving gains on the part of the perpetrator such as to obtain money, property, or services; to avoid payment or loss of services; or to secure personal or business advantage.
29. **Foreign Investment Negative List (FINL) or Negative List** - refers to a list of economic sectors where foreign ownership and participation in the Philippines are regulated. List A contains areas of investment where foreign ownership is limited by mandate of the Philippine Constitution or by specific laws.
30. **Ghost Trainees** - refer to persons reported to have attended a training solely for the purpose of obtaining payment of the corresponding scholarship allocation, but upon verification by TESDA were found out to be fictitious.
31. **Institutional Assessment** - refers to an assessment conducted by the institution for its learners to determine their achievement of the learning outcomes in the module/s of instructions in a given unit of competency or cluster of competencies. This assessment applies to both WTR and NTR registered programs.
32. **Labor Education** – refers to the teaching of basic knowledge on labor rights and other skills relating to negotiation, fostering smooth interpersonal relations in the workplace, and mechanisms for redress of grievances and other concerns.
33. **Misrepresentation** – refers to an untrue statement of fact. It can either even be incorrect or false representation that which, if accepted, leads the mind to an apprehension of fact other than or different from that which exists.
34. **Mobile Training Program (MTP)** - refers to a registered program that is transportable bringing with it all the necessary tools, equipment, consumables including the qualified trainer.
35. **Module of Instruction** - refers to a self-contained instruction material that includes one or more units of competency with learning outcomes, appropriate learning materials and methods, and associated criterion-referenced measures with valid institutional assessment.

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36. **Moratorium** - refers to a suspension in the processing of new program registration applications for a given qualification due to oversubscription or no employment opportunities for the graduates as revealed in the Labor Market Intelligence Reports or any other similar issuances, or due to the undergoing review status of its Training Regulations.
37. **National Certificate (NC)** - refers to the document issued by TESDA to individuals after being subjected to a National Competency Assessment and proven competent in all the required units of competency of a national qualification defined under the promulgated Training Regulations. (NCs are aligned to specific levels in the Philippine Qualifications Framework (PQF).
38. **National Service Training Program (NSTP)** – refers to a program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of its three (3) program components. Its various components are specially designed to enhance the youth's active contribution to the general welfare.
39. **Nominal Duration** - refers to the estimated learning hours, which indicate the time for an average person to achieve the learning outcomes of the units of competency, inclusive of classroom contact time, laboratory/field work/practicum and other methods of study/assignments as defined in the TRs. It is an indicative duration per qualification based on experts' consensus or advice that will also serve as a guide to the TVET providers in the delivery of the qualification depending on specific guidelines to be issued by the TESDA Director General.
40. **No Training Regulations (NTR)** - refers to the programs registered under UTPRAS not covered by any Training Regulations.
41. **Online Program** - refers to a TVET program that can be accessed primarily or entirely through the use of an internet-connected computer or mobile device.
42. **Oversubscription of Programs** - refers to a situation where the number of programs produce graduates greater than the demand based on labor market intelligence report, resulting to unemployment of graduates.
43. **Philippine Qualifications Framework (PQF)** – refers to a quality-assured national system for the development, recognition, and award of qualifications based on standards of knowledge, skills, and values acquired in different ways and methods by learners and workers of the country. It is a national policy describing the levels of educational qualifications and sets the standards for qualification outcomes. It is assessment- based qualification recognition.

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44. **Financial Capacity** - Refers to a measure of how well an institution can meet its short-term financial liabilities. It is calculated using the Quick Ratio Formula: (cash+marketable securities+account receivable) divided by current liabilities. Result which is greater than 1 (>1) will mean that the institution can meet its short-term liabilities.

The values of the current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

45. **Program Migration** - refers to the process of re-registering a With Training Regulation (WTR) program to conform to the requirements of an amended Training Regulations. It also covers the registration of a previously registered No Training Regulations (NTR) program to the appropriate Training Regulations that covers it.
46. **Program Registration** - refers to the process by which TVET programs are registered with TESDA. It is the first stage of the Unified TVET Program Registration and Accreditation System (UTPRAS). Applying for program registration indicates the intent of the institution to offer TVET programs.
47. **Program Re-registration** - refers to a process wherein a registered program is re-evaluated against the registration requirements for re-issuance of a new CTPR due to any of the following conditions: (a) Program migration; and (b) Transfer of location/address of the TVI in another region.
48. **Qualification** - refers to a package of competencies describing a particular function or job role existing in an economic sector, covering the work activities required to undertake a particular job. Depending on the breadth, depth and scope of competency, a qualification may fall under National Certificate levels I, II, III, IV or Diploma. A National Certificate is a full qualification while a Certificate of Competency is leading to a qualification. It also refers to a formal certification that a person has successfully achieved specific learning outcomes relevant to the identified academic, industry or community requirements. A qualification confers official recognition of value in the labor market and in further education and training.
49. **Recognition of Prior Learning (RPL)** - refers to the acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience, which may be used to grant status or credit. It is also defined as a process of identifying, documenting, assessing, and certifying formal, non-formal and informal learning outcomes against standards used in formal education and training. Thus, RPL provides an opportunity for people to acquire qualifications or credits towards a qualification or exemptions (from all or part of the curriculum, or

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even exemption from an academic prerequisite for entering a formal study program) without going through a formal education or training program.

50. **Special Order (SO) Number** - refers to a number granted by the Provincial Office through the Provincial Director as evidence that the learner has completed/satisfied all the requirements of the training program and that the learners is qualified to graduate from a specified registered program on a certain date.
51. **Special Clients** — refer to special target beneficiaries to include: (1) farmers and fishermen, (2) workers in the informal sectors, (3) migrant workers, (4) indigenous people and cultural communities, (5) women, (6) persons with disability, (7) senior citizens, (8) victims of calamities and disasters, (9) out-of-school youths, (10) urban poor. Furthermore, special beneficiaries also cover solo parents and their children, OFWs and their dependents, drug surrenderers and their dependents, victims of human trafficking, wounded-in-action, or killed-in-action AFP and PNP personnel and their dependents, returnees, inmates and detainees and their dependents, micro entrepreneurs and their dependents, members of cooperatives, internally displaced population and other related or similarly situated clients.
52. **Supervised Industry Learning** – Supervised Industry Learning (SIL) - refers to an approach in learning, designed to complement the training gained in the institution with the intention of enhancing the knowledge and skills of a Learner through actual application of the core competencies in the workplace, as identified in the Training Regulations. It is commonly used as synonymous to On-The-Job training (OJT) and Supervised Industry Training (SIT), henceforth, for TVET, the terms OJT and SIT will be replaced with SIL.
53. **Technical Education** - refers to the education process designed at post-secondary and lower tertiary levels, officially recognized as non-degree programs aimed at preparing technicians, paraprofessionals and other categories of middle-level workers by providing them with a broad range of general education, theoretical, scientific, artistic and technological studies, social services and related job skills training.
54. **Technical Training** - refers to the training of specific vocational skills that are needed to perform certain job tasks or to design, develop, implement, maintain, support or operate a particular technology or related application, product or service.

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55. **Technical Vocational Education and Training (TVET)** - refers to the education or training process which involves, in addition to general education, the study of technologies and related sciences and the acquisition of practical skills relating to occupations in various sectors of economic and social life.
56. **Technical Vocational Institution (TVI)** - refers to an institution whether public or private offering TVET program/s. This shall include TESDA Technology Institutions, Public and Private Technical Vocational Institutes, and Higher Education Institutions (HEIs), State Universities and Colleges (SUCs), Local Colleges and Universities (LCUs), Training Centers, and enterprises offering TVET programs.
57. **TESDA Technology Institutions** - refer to TESDA Regional Training Centers, TESDA Provincial Training Centers, TESDA Administered Schools and TESDA Specialized Centers (e.g., TESDA Women's Center, Korphil, LSI, HRDI, etc.).
58. **TESDA Training Management Information System (T2MIS)** - refers to the web-based system developed/designed to facilitate the organized collection, processing, analysis, and dissemination of all Technical Vocational Education and Training (TVET) data.
59. **Training Regulations (TRs)** - refers to the package of competency standards, training standards, assessment and certification arrangements promulgated by the TESDA Board for nationwide application. The TRs contain the following sections: a) Section 1 — Title and Description of Qualification; b) Section 2 - Competency Standards; c) Section 3 - Training Arrangements; and d) Section 4 - Assessment and Certification Arrangements.
60. **Team Teaching** – coordinated teaching by a team of teachers working together in the delivery of learning/training.
61. **Unauthorized Exaction of Fees** - refers to the act of demanding, directly or indirectly the payment of sums different from or larger than those prescribed by the Authority.
62. **With Training Regulations (WTR)** - refers to the programs registered with corresponding Training Regulations as basis for its registration under UTPRAS.

III. SCOPE and COVERAGE

1. These guidelines shall apply to all TVET programs open to the public. In general, these guidelines shall apply to all types of training programs, including but not

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limited to, institution-based, enterprise-based, community-based training, online training, mobile training and dual training programs.

2. These guidelines shall also include all training delivery modalities. Each program delivery modality shall be covered by separate implementing guidelines, in compliance with this Circular.

IV. GENERAL POLICIES

1. All programs shall be registered as WTR or NTR under these guidelines before they are authorized to be offered to the public.
2. Registration of TVET programs under WTR and NTR category shall conform to the levels and descriptors of the Philippine Qualifications Framework (PQF).
3. TVIs shall have the option to bundle qualifications into multi-qualification programs to produce multi-skilled graduates.
4. TVET program registration shall be governed by the principle of full disclosure in the submission of the following documentary requirements, as indicated in the Checklist of Requirements on Program Registration to be provided to applicant TVI/s, to wit:
 - a) Corporate and Administrative Documents;
 - b) Curricular Requirements;
 - c) Faculty and personnel;
 - d) Program Guidelines;
 - e) Support Services; and
 - f) Documentary evidence of financial capacity to offer and sustain the initial program/s applied for.
5. Recognition of Prior Learning principle shall be adopted. Prior Learning shall be given consideration by the TVIs in their TVET program offerings and shall be assessed in both institutional and national competency assessment.
6. The Supervised Industry Learning (SIL) shall be required for all WTR registered programs. For NTR registered programs, SIL shall be required only for those with training duration of more than 100 hours.

Language registered programs are exempted from the implementation of SIL

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7. Special Order shall be issued by the concerned TESDA Provincial Office to all graduates of private and public TVET providers with registered programs whether WTR or NTR and whether full qualification or in cluster of units of competency.
8. In consideration of the special clients no additional requirements shall be required from them other than the requirements stipulated in the existing Guidelines in the issuance of Certification, Authentication and Verification (CAV) and Special Order (SO).
9. The Special Order Number shall be issued to Bundled and Diploma programs.
10. Any entity organized for educational and training purposes, regardless of the nature of the organization may be qualified or eligible to be recommended for incorporation in accordance with the Revised Corporation Code of the Philippines except One Person Corporation (OPC).
11. Recruitment Agencies are not allowed to establish/operate technical vocational institutions (TVIs) and/or assessment centers which operations and interests would run in conflict with the interests and operations of the established training center. As proof of absence of conflict of interest, the applicant-TVI shall be required to submit an Undertaking certifying that no member of the Board of Directors or Trustees or any of their immediate family members are direct members of such or any recruitment agency. Other documentary requirements to substantiate this claim may also be required.
12. The registration of program shall consider the skills requirements indicated in Area-based Skills Map identified as priority of the industries and concerned stakeholders in the area which include the emerging skills and soft skills requirements.
13. These guidelines shall also cover foreign investors with up to 40% foreign equity as part of the Eleventh Regular Foreign Negative List and who will be engaged on the following:
 - a. Foreign skilled trainer who will be engaged in the TVET delivery system in the Philippines; and
 - b. Foreign Education Institution that will register its TVET program or qualification in the Philippines provided the center shall be engaged in high-level skills development
14. To produce work-ready, globally competitive, green economy workers imbued with 21st century skills, the amended Competency Standards for Basic Competencies Integrated with 21st Century Skills is a pre-requisite for all training delivery for all

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TVET qualifications/programs. All TRs promulgated as new or amended in 2019 onwards have integrated the 21st Century Skills.

15. The implementation of the National Service Training Program (NSTP) shall cover TVET programs with at least two (2)-year duration as provided in the Republic Act 9163 or the NSTP Law. The NSTP Serial Number shall be issued to learners completing the program
16. The labor education module shall be integrated in the TVET curriculum as prescribed by Law and its Implementing Rules and Regulations. The modules shall include fundamental rights of workers at work, occupational safety and health (OHS), workers responsibilities, among others.

V. BASIC PRINCIPLES OF THE REGISTRATION SYSTEM

1. The TVET Program Registration is primarily intended to promote public interest and welfare by ensuring the quality of all TVET programs.
2. The registration system is anchored on the Quality Assured Philippine TVET System. TVET programs whether WTR or NTR shall be categorized on the basis of the qualification levels in the Philippine Qualification Framework (PQF), namely: National Certificate (NC) I, National Certificate (NC) II, National Certificate (NC) III, National Certificate (NC) IV and Diploma.
3. The registration system utilizes the competency-based training (CBT) approach, where acquisition of a qualification by a person is based on his/her learning (Knowledge, Skills and Attitude) of a set of competencies rather than the completion of a fixed period of study.
4. The Training Regulations sets the minimum requirements for WTR programs such as: competency standards; training arrangements; and assessment and certification arrangements necessary to deliver the program.
5. The registration system is designed to lead to a more efficient, effective and quality assured management of the TVET sector.

VI. REGISTRATION PROCESS

1. The process of TVET program registration shall follow a standard Operating Procedure prescribed for TVET Program Registration. Such standard process in program registration includes detailed procedures in the registration of TVET programs following three (3) major activities, namely:

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- a) Review and Evaluation of submitted documents (as to completeness, correctness and compliance);
 - b) Preparation and Submission of Recommendation; and
 - c) Approval of Program Registration Application and Issuance of CTPR.
2. The standard process in program registration shall be included in the Orientation of the applicant-TVI, and shall adhere to a standard Process Cycle Time (PCT) that shall be prescribed by TESDA.
3. The Online Submission and Processing of Program Registration Application shall be adopted. The Regional/Provincial Offices may use their online system in the submission (in digitized form) and processing of program registration applications using the prescribed standard procedures and requirements on program registration.
4. The Team-Teaching approach shall be encouraged. To ensure effectiveness of the educational strategy, trainers shall be from the same institution.

VII. REQUIREMENTS FOR REGISTRATION

1. The requirements for program registration shall be in accordance with the Checklist of Program Registration Requirements contained in the Operating Procedure on Program Registration.
2. The major components of the requirements shall include, but not limited to the following: (a) Corporate and Administrative Documents; (b) Curricular Requirements; (c) Faculty and Personnel; (d) Program Guidelines; (e) Support Services; and (f) Documentary evidence of financial capacity for the initial program/s applied for.
3. The basis of evaluation of the application shall be on the completeness, correctness, compliance and validity of the documents required that serve as evidences of the applicant-TVI's capacity to offer, manage and sustain TVET programs.
4. For the registration of program/s under TESDA Special Programs and Projects with separate guidelines, indicated corresponding requirements shall be complied with and adopted.

VIII. PROGRAMS COVERED BY TRAINING REGULATIONS

1. With Training Regulations (WTR) programs shall be registered either as full qualification or cluster of units of competency by TESDA.

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2. Programs registered as full qualification may be offered as cluster of units of competency contained therein, unless otherwise provided in the Implementing Guidelines of the corresponding Training Regulations (TRs).

3. The Training Regulations (TRs) prescribe the minimum standards that shall be used in registering a WTR program, whether full qualification or cluster of units of competency. Programs which conform in full of the TRs shall strictly follow the title of the qualification and the appropriate NC level in the TRs.

Example:

Electronic Products Assembly and Servicing NC II with a duration of 260 hours

4. The title of programs covering a cluster of units of competency shall be indicated in the CTPR per corresponding developed/amended Training Regulations (TRs) with the phrase "Leading to" preceding the title of the qualification which is being addressed:

Example:

Servicing Consumer Electronic Products and Systems Leading to Electronic Products Assembly and Servicing NC II with a duration of 50 hours

5. All learners completing registered WTR programs shall be required to take the Institutional Assessment conducted by the TVI/TTI. The Institutional Assessment Tools shall be approved and recognized by the Provincial Offices based on evaluated set of criteria indicated in the Operating Procedure on Program Registration.

6. Registered WTR programs with certification rate lower than the administrative data average rate on certification set by TESDA, for three (3) consecutive years shall be subject to closure of the program. This particular provision applies only to WTR programs and does not apply to Diploma programs.

7. Registered WTR programs without enrolment for three (3) consecutive years, shall be subject to closure proceedings in accordance with this Omnibus Guidelines, provided that:

a) The program is no longer relevant and responsive to market demands and the priorities in the regional or local area where the TVI is located, as determined by TESDA and other regional development bodies;

b) The TVI is no longer compliant to the requirements on program registration, based on compliance audit reports within the 3-year period; and

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c) Such closure of the program is without prejudice to the TVI's re-offering subject to the guidelines and rules on re-registration.

IX. PROGRAMS NOT COVERED BY TRAINING REGULATIONS (NTR)

1. A program not covered by Training Regulations (TRs) shall be registered as No Training Regulations (NTR) provided it is proven to lead towards employment opportunities evidence by any of the following but not limited to:
 - a) The skills requirement of critical emerging industry or specific area-based demand needs identified in Development Plans such as Priority Skills Plan/Area Based Skills Map, National/ Regional/ Provincial Technical Education and Skills Development Plan, Industry Studies, Development Imperatives, and other development plans;
 - b) The industry with high employment potentials based on: 1) Labor Market Intelligence Report, Philippine Overseas Employment Administration publications, news clippings on job vacancies, Phil. Jobnet, and other employment studies/reports; and
 - c) The employment commitment from enterprises which may be in the form of a Memorandum of Agreement, certification from employers, job orders, employment commitments.
2. Language programs for employment purposes, specifically for workers intending to work locally and abroad shall be registered as NTR.
3. Learners of NTR programs shall be subjected to institutional competency assessment based on the assessment tools endorsed by the industry partner company, association or vendor, subsequently verified, evaluated, approved and recognized by the Provincial Offices based on evaluated set of criteria indicated in the Operating Procedure on Program Registration..
4. Trainers of NTR programs shall have at least Trainers Methodology (TM) Level I Training Certificates or other training methodology certificates or any of the following teaching qualifications, such as but not limited to: Licensure Examination for Teachers (LET), Bachelor's Degree in education, 6.09 IMO model course, industry (in-company) training/certification, in addition to the certificate gained from other certifying bodies.

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X. PROGRAM REGISTRATION FEES

1. A TVI registering a program in full qualification, by cluster of units of competency, or even just a certifiable unit of competency whether WTR or NTR, and diploma programs shall pay the non-refundable P2,000.00 registration fee per program. The current approved registration fee is subject for review every 2 years.
2. The TESDA Technology Institutions are exempted from paying the program registration fee.

XI. RE-REGISTRATION OF PROGRAMS

A registered program shall undergo re-registration in any of the following instances:

A. Migration from NTR to WTR or from Old WTRs to Updated WTRs

1. Full re-registration of program is required in all cases of migration from NTR to WTR.
2. Migration from Old WTRs to Updated WTRs will require re-registration or not depending on the following provisions:
 - a) If the old TR has been updated with major changes, such as but not limited to, additional critical units of competencies, and other significant changes, the re-registration of the program shall be required.
 - b) If the changes in the amended TRs are just minor and do not affect the overall delivery of the program, re-registration of the program shall not be required. However, the TVI shall be required to submit updated documents such as but not limited to, curricular documents and qualifications of Trainers and staff, and other documents that will be required related to the program but do not necessarily affect the delivery of the program.
3. The one-year period of migration of the affected registered WTR or NTR program shall commence only after the conduct of the following activities:
 - a) Deployment of the Implementing Guidelines on Training Regulations (TRs) and Competency Assessment Tools (CATS); and
 - b) Conduct of capability building program for Regional Lead Trainers (RLTs) and Regional Lead Assessors (RLAs).

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4. The conduct of Capability Building Program for Regional Lead Trainers and RLAs shall facilitate the building of the training and assessment infrastructure and to ensure uniform/standard implementation of training based on Operating Procedure on Program Registration and conduct of mandatory Competency Assessment based on Operating Procedure on Competency Assessment.
5. Within the migration period, the TESDA District Office (DO)/Provincial Office (PO) shall not accept and process program applications under the old TRs/NTR.
6. TVIs with affected programs shall be allowed to continue the on-going program being conducted while in the migration period. TVIs shall be allowed to accept new enrollees for the old registered WTR/NTR program within the migration period in the Implementing Guidelines of the Training Regulations; PROVIDED that, the end of the training and the assessment of the learners shall be within the migration period using the standards of the old TRs/NTR; and PROVIDED further that, there are still available Assessors for the old registered WTR/NTR program.
7. Programs which are not migrated within the period as stated in the Implementing Guidelines of the TRs and provisions contained in Item No. 3 of Section XI shall be closed in accordance with the Procedures on Closure of Programs and Revocation of CTPR contained in the Operating Procedure on Compliance Audit.
8. TESDA shall ensure that supporting mechanisms and infrastructure are available for the TVIs to ensure successful migration of the programs as contained in Item 3 of Section XI. TESDA shall also ensure that proper notification to the TVI has been made regarding the closure of the program.

B. Change of Location of a TVI

1. A TVI that transfers to a new location in a different region, shall be required to re-register its program with the concerned TESDA Provincial/District Office which has jurisdiction over the new location of the TVI; PROVIDED that, a letter of notification of such transfer be duly submitted to and received by, the current TESDA District/Provincial Office.
2. A TVI that transfers to a new location within the same TESDA district/province or in another district/province within the region shall NOT be required to re-register its program but will be subject to a site inspection by the concerned TESDA Provincial Office and clearance from any case or complaints filed against the TVI. The TVI shall be required to submit a Letter or Notice of Transfer prior to the submission of the selected documents relevant to the reporting of the new location, such as but not limited to, Physical Facilities, Lay-out, Proof of Ownership/Contract of Lease, Current Fire Safety Certificate among others. There will be a re-issuance of CTPR reflecting its new location.

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C. Change of Ownership

1. In instances of a change of ownership of the Institution, the TVI shall submit to TESDA District/Provincial Office the revised General Information Sheet and Articles of Incorporation indicating the change in ownership as approved by the Security and Exchange Commission (SEC). Said documents will be noted by TESDA and re-registration of the program is no longer required.

XII. ISSUANCE AND RE-ISSUANCE OF CERTIFICATE OF TVET PROGRAM REGISTRATION (CTPR)

1. All registered programs shall be issued with corresponding Certificate of TVET Program Registration (CTPR) with validity period of 5 years or earlier subject to the provisions on migration under item No. 3 of this Section.
2. Registered institution-based program that shifted to any of the flexible delivery mode shall be issued with a Certificate of Recognition (CoR).
3. Issuance of a new CTPR shall be done in any of the following instances after substantially complying with the requirements:
 - a) Program migration from NTR to WTR or old TRs to amended TRs;
 - b) Registration of new program adopting any of the flexible learning delivery modes;
 - c) Re-registration due to change of location of the TVI as provided in the policy on Section XI-Letter B, Item No.1;
 - d) Re-issuance of CTPR shall be done for change of location as provided in Section XI-Letter B, Item No. 2.
4. For newly registered program directly adopting flexible delivery mode, issuance of Certificate of Recognition (CoR) shall no longer be required. However, competency-based curriculum indicating the modality under flexible delivery mode shall be submitted.
5. A registered program shall be issued another CTPR if there is a change of name of the institution. The said institution shall submit the following documents:
 - a) Letter informing TESDA on the change of the institution's name; and

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b) Certified true copy of the Amended Articles of Incorporation and the approved new SEC Certificate of Registration.

6. A new CTPR number shall be issued consistent with the prescribed coding in the Operating Procedure on Program Registration.
7. A new CTPR shall no longer be necessary in case there is a change in the name of the designated trainer(s) or additional trainer/s. The TVI shall submit to the District/Provincial Office the required documents for the change of trainer/s or additional trainer/s as prescribed in the Operating Procedure on Program Registration.
8. Re-issuance of CTPR due to loss/destruction and due to subsequent loss(es) shall be subject to submission of Affidavit of Loss and shall be charged a fee equivalent to ten percent (10%) of the current prescribed registration fee.
9. For re-issuance of CTPR, the old CTPR number shall be retained. The re-issued CTPR shall indicate the current date and current signatory.

XIII. TVET PROGRAM CLOSURE AND MANDATORY REVOCATION/ WITHDRAWAL OF CTPR

1. The closure of any program/s offered by a Technical Vocational Institution may be:
 - a) Voluntary Closure/Cessation of Operation - Voluntary, when the TVI for valid cause and upon its own initiative chooses to terminate or close any of its program/s offered, subject to "Closure Procedures;" or
 - b) Involuntary when the closure or termination is ordered by the Authority through the mandatory revocation/withdrawal of the Certificate of TVET Program Registration previously issued for the program/s and shall follow the guidelines of Section XX, Letter K, referring to Sanctions and Penalties.
2. The closure of programs shall be undertaken without affecting the status of currently enrolled learners, if there be any, who shall be allowed to finish their training programs; PROVIDED that, the school remains obliged to surrender its CTPR/s together with the necessary credentials and records of graduates and learners affected by the closure to TESDA District/Provincial Offices or for learners who requested for transfer to other schools.
3. Registered NTR programs resulting to a situation where there is no recorded wage employment or self-employment of graduates, for three (3) consecutive years, based on the employment report of the TVI, shall be subject to closure proceedings

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4. The concerned TESDA District/Provincial/Regional Offices shall automatically delist the closed program in the compendium of the registered programs. The concerned District/Provincial/Regional Office shall submit the updated Status of TVET Program Registration Report (MIS 02-04 Report) through the T2MIS as basis for the Certification Office in delisting the said program/s from TESDA Compendium of Registered Programs. The TESDA District/Provincial Office shall properly notify the TVI on the delisted program/s.

XIV. BUNDLED PROGRAMS

1. Bundled programs shall be allowed, consistent with offering of multi-qualifications program to produce multi-skilled graduates under the following conditions:
 - a) Only programs covering full qualifications shall be bundled;
 - b) Registration of bundled programs shall be by qualification. In no particular instance shall a TVI include in its bundling system any program or qualification that is not duly registered with TESDA. The TVI has the responsibility to report to the TESDA PO/DO the individual programs which it intends to bundle and the proposed title thereto. In no particular instances shall a TVI offer a bundled program to the public stakeholders without prior approval from TESDA.
2. Only the following may be bundled:
 - a) Same qualifications with different NC levels; or
 - b) Qualifications within the same sector provided the entry requirements of each TRs are complied with; or
 - c) Inter-sector qualifications, WTR and/or NTR, that are aimed at enhancing and supporting an occupation or career progression.
3. TVI/s may use their own title for the bundled program; however, they will have to get the approval from the TESDA RO through the TESDA PO/DO. The qualifications and/or units of competency in the bundled program shall be specified in the T2MIS reports, signages, curriculum, and other institution and learner documents.
4. A Certificate of Recognition for Bundled Program (CoRBP) shall be issued for the approved Title of Bundled Program by the TESDA RO through the TESDA PO/DO.

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5. Certificate of Training Completion shall be issued for completed bundled program or for a specific completed qualification.
6. Certificate of Training indicating the Special Order (SO) Number shall be issued upon completion of all the qualifications of the bundled program or for the specific completed qualification.
7. In the issuance of the Special Order (SO) Number and Certification, Authentication and Verification (CAV), the title of the bundled program and the qualifications that were bundled shall be indicated.
8. A separate institutional assessment for the bundled program/s shall be conducted. Provided, however, that learners who took and passed the national assessment for each and all the qualifications in the bundled program, shall already be exempted from the institutional assessment for the bundled program. A failure in the national assessment on any of the qualification in the bundled program shall result in requiring the learner to take an institutional assessment for the bundled program, prior to the issuance of a Certificate of Training on the bundled program.

XV. DIPLOMA PROGRAM

1. The recognition of all PQF Level 5 (Diploma) Programs shall follow the registration procedures prescribed in these Omnibus Guidelines and shall likewise adhere to other Guidelines prescribed in TESDA Circulars pertaining to Level 5 (Diploma) Programs.
2. Program recognition pertaining to PQF Level 5 diploma programs shall implement the provisions in the Guidelines on Packaging Rules of PQF Level 5 (Diploma) Programs for the TVET Sector and the Implementing Guidelines on the Pilot Implementation for the Development and Alignment of PQF Levels 4 and 5 (Diploma) Programs/Qualifications with Dublin Accord and Sydney Accord Accreditation Process.
3. The Packaging Rules referred to in the preceding paragraph shall set the minimum requirements, competency standards, learning arrangement, and assessment and certification necessary to develop the PQF Level 5 (Diploma) program. The Procedures Manual on the Evaluation of PQF Level 5 (Diploma) shall serve as a guide in evaluating a Diploma Program.
4. The title that contains "Diploma" shall only be allowed if the program complies with the PQF Level 5 descriptors.
5. All approved PQF Level 5 (Diploma) programs shall be issued with a Certificate of Program Recognition (CoR).

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XVI. COMPLIANCE AUDIT OF REGISTERED PROGRAMS

1. As a support to quality assurance measures and mechanisms and risk management, TESDA shall conduct a compliance audit of registered programs offered by TVIs to ensure adherence with updated laws, regulations, policies, and other internal guidelines relevant to TVET program registration. The conduct of compliance audit shall be done one (1) year after the approval of the program registration and every two (2) years thereafter for succeeding audits.
2. The scope and coverage of the compliance audit shall include all guidelines and requirements pertaining to program registration, such as corporate and administrative documentary requirements, faculty and personnel, curricular requirements, training delivery practices, support services, and other relevant matters that are acceptable as evaluation of the strengths and weaknesses of the TVI to support improvement.
3. In the compliance to the audit process and practice, TESDA shall be responsible for the following:
 - a) Ensures that the TVI/s comply with TVET Program Registration policies, rules, regulations and requirements;
 - b) Provides recommendations on ways to make improvements or corrective actions, to prevent future deficiencies or non-conformities and to consistently stay in compliance; and
 - c) Informs the TVI under audit on deficiencies and non-conformities.
5. The TVI being audited on its programs shall be responsible for the following:
 - a) Disclosure of all documents that may be required in the performance of the audit;
 - b) Ensures that all necessary facilities and devices required in the performance of the audit are open and accessible to the Auditors; and
 - c) Provides soft or hard copies to the Auditors prior or during the conduct of the actual audit.
6. The process in the compliance audit shall follow standard operating procedures including audit cycle times, frequency of audits, manner of conduct of audit, expectations and requirements as may be prescribed by TESDA. Such standard

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practices shall be duly informed to the TVI during the Orientation of the applicant-TV I or prior to the scheduled audit of the TVI.

7. In accordance with quality assurance policies of TESDA, all Training Providers with active STAR-rating awards or APACC accreditation awards, shall be exempted from compliance audit during the validity of such awards.

XVII. DATA MANAGEMENT AND SECURITY IN PROGRAM REGISTRATION -

1. For purposes of ensuring a systematic collection, storing and securing of valuable and necessary data in program registration, all TVIs with registered programs shall be required to submit a Report on the data on enrolment, graduation, assessment and certification and employment, among others through the T2MIS to the TESDA Provincial/District Office which has jurisdiction over the TVIs.
2. Similar data in the Report mentioned in the preceding provision shall likewise be required to be posted in the T2MIS, the procedures of which shall be duly informed to all TVIs. Other relevant data or documents and their submission time lines may be required by TESDA for data management and security purposes, as the need arises, provided that the same shall be duly informed to the TVIs.
3. TVIs with registered program/s shall submit the following required documents to the TESDA Provincial/District Office which has jurisdiction over the TVIs, in digitized or soft copies:
 - a) Transcript of Records which shall be submitted upon application for issuance of the Special Order (SO) No.; or
 - b) Certificate of Training or Diploma if applicable, stating the units of competency achieved which shall be submitted not later than one (1) month after official completion of the training program.
4. TESDA Provincial/District Offices (PO/DOs) shall maintain a hard copy and digitized/scanned copy of the program registration documents and keep them in safe and secure location. In the same manner, TVI/s are required to maintain their own digitized and hard copies of documents submitted to the TESDA PO/DO for compliance audit and other purposes.
5. Preparation and submission of reports involving the transfer of personal data and information of individuals, pertaining to program registration shall adhere to and comply with, Republic Act No. 10173 or the Data Privacy Act of 2012 and other pertinent laws and regulations.

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XVIII. PUBLIC ADVOCACY AND INFORMATION OF REGISTERED PROGRAMS

1. All TVET programs and the Institutions with registered programs with TESDA shall be published and shall be updated semi-annually by the Central, Regional and Provincial offices, for public information purposes, in any applicable forms of media or publication.
2. TVI/s with registered programs shall put up a signage of their registered programs in conformance with the following:
 - a) The word(s) "Registered Programs" shall be used and not the word "Accreditation" which entails different process; and
 - b) Title and duration of the registered program shall conform to Section VIII, Item No. 3 or No. 4 of these guidelines.
3. A TVI can advertise or announce a program offering only after a Certificate of TVET Program Registration (CTPR) is officially granted by TESDA.

XIX. MORATORIUM OF REGISTRATION OF PROGRAMS

1. Moratorium on the registration of new programs may be declared due to the following:
 - a) Program oversubscription or when the number of graduates is greater than demand based on labor market intelligence report issued by the Planning Office resulting to unemployment of graduates; and
 - b) Training Regulations (TRs) when affected by specific guidelines.
2. No new program applications shall be accepted for registration when there is moratorium.
3. TVET programs covered by moratorium shall be allowed to be re-registered only after the moratorium is lifted.

XX. SANCTIONS AND PENALTIES

The following shall constitute and considered as acts detrimental to the interests of public service in the registration of TVET programs and the commission or omission thereof, shall be subject to the imposition of sanctions and penalties, which shall be applied in progressive levels as may be deemed applicable, after due process.

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All such other acts or violations considered as inimical to public interest relative to program registration and delivery of TVET program training not covered in these Guidelines, shall likewise be subjected to the imposition of sanctions and penalties.

A. Offering of an unregistered training course, qualification or program.

Evidence of mere public offering of an unregistered course or program is considered as public fraud or misrepresentation and is sufficient to constitute this offense.

1. If the TVI has no existing CTPR:
 - a. The TVI shall be issued with a cease-and-desist order from offering the unregistered training course, qualification, or program.
 - b. The TVI shall not be allowed to apply for any program registration; and
 - c. The unregistered training course, qualification or program/s of the TVI shall be posted in the TESDA website.
2. If the TVI has existing CTPR/s:
 - a. Revocation of the CTPR for the program concerned;
 - b. Full refund of the scholarship funds received if payment was made.
 - c. Disapproval of payment of the scholarship funds if payment is not yet made.
 - d. Delisting of program/s concerned and/or TVI in the Compendium and TESDA website; and
 - e. Prohibition on the delisted TVI to apply for any program registration.

B. Any false declaration, fraud and deceit in connection with the TVI's/company's submission of documentary requirements for its application for program registration.

The false information must be of material importance leading to the considerable approval of the application. On the other hand, overt acts are considered to constitute fraud and deceit in application.

1. If the TVI has no existing CTPR:
 - a. Revocation of the CTPR for the program concerned;
 - b. Revocation of all other existing CTPRs;
 - c. Full refund of the scholarship funds received if payment was made;
 - d. Disapproval of payment of the scholarship funds if payment is not yet made.
 - e. Delisting of program/s concerned and/or TVI in the Compendium and TESDA website; and
 - f. Prohibition on the delisted TVI to apply for any program registration.

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2. In case the application for program registration of the TVI is not yet approved.
 - a. Denial of the subject application for program registration;
 - b. Posting of unregistered program/s of TVI on TESDA website; and
 - c. Prohibition on the delisted TVI to apply for any program registration.

C. Sharing of Program Registration by a TVI to either its affiliate, subsidiaries, branch, or to any third person

1. For the Lender:
 - a. Revocation of the CTPR of the program concerned;
 - b. Revocation of all other existing CTPRs;
 - c. Full refund of the scholarship funds received if payment was made;
 - d. Disapproval of payment of the scholarship funds if payment is not yet made;
 - e. Delisting of program/s concerned and/or WI in the Compendium and TESDA website; and
 - f. Prohibition on the delisted TVI to apply for any program registration.
2. For the Borrower:
 - 2.1 In case the borrowing TVI has no registered programs
 - a. Prohibition on the TVI to apply for any program registration; and
 - b. Posting of unregistered program/s of WI on TESDA website.
 - 2.1 In case the borrowing TVI has other registered programs
 - a. Revocation of all existing CTPRs;
 - b. Full refund of the scholarship funds received if payment was made;
 - c. Disapproval of payment of the scholarship funds if payment is not yet made;
 - d. Delisting of program/s concerned and/or TVI in the Compendium and TESDA Website;
 - e. Prohibition on the delisted TVI to apply for any program registration; and
 - f. Posting of unregistered program/s of TVI on TESDA website.

D. Failure of the TVI to continuously comply within a specified time frame as determined in any audit conducted by TESDA or a TESDA- authorized third party auditor in cases where there is no fraud, misrepresentation, or falsification

1. Revocation of the CTPR for the program concerned;
2. Full refund of the scholarship funds received if payment was made;
3. Disapproval of payment of the scholarship funds if payment is not yet made;
4. Delisting of program/s concerned and/or TVI in the Compendium and TESDA website; and

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5. Prohibition on the delisted TVI to apply for any program registration for a period of three (3) years.

E. Continuous offering of a TVET program that has not been migrated within the prescribed period to migrate the program is tantamount to unauthorized offering of a TVET program and shall be subject to sanctions and penalties in accordance with Sec. XX-Letter A of these guidelines.

F. Failure of the TVI to submit the reports which includes enrolment, graduation, assessment, certification, and employment in the T2MIS within the prescribed period for three (3) consecutive offerings.

1. Revocation of the CTPR for the program concerned;
2. Full refund of the scholarship funds received if payment was made;
3. Disapproval of payment of the scholarship funds if payment is not yet made.
4. Delisting of program/s concerned and/or TVI in the Compendium and TESDA website; and
5. Prohibition on the delisted TVI to apply for any program registration for a period of three (3) years.

G. Failure falsification, misrepresentation, or any other similar acts by the TVI that tend to undermine, destroy and cast doubt on the credibility of conduct of TESDA scholarship training programs

1. Revocation of the CTPR for the program concerned;
2. Revocation of all other existing CTPRs;
3. Full refund of the scholarship funds received if payment was made;
4. Disapproval of payment of the scholarship funds if payment is not yet made;
5. Delisting of program/s concerned and/or TVI in the Compendium and TESDA website; and
6. Prohibition on the delisted TVI to apply for any program registration.

H. Ghost Training

1. Revocation of the CTPR for the program concerned;
2. Revocation of all other existing CTPRs;
3. Full refund of the scholarship funds received if payment was made;
4. Disapproval of payment of the scholarship funds if payment is not yet made;
5. Delisting of program/s concerned and/or TVI in the Compendium and TESDA website; and
6. Prohibition on the delisted TVI to apply for any program registration.

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I. Inclusion of Ghost Trainees

1. Revocation of the CTPR for the program concerned;
2. Revocation of all other existing CTPRs;
3. Full refund of the scholarship funds received if payment was made;
4. Disapproval of payment of the scholarship funds if payment is not yet made;
5. Delisting of program/s concerned and/or WI in the Compendium and TESDA website; and
6. Prohibition on the delisted TVI to apply for any program registration.

J. Exaction of any unauthorized fees

1. Revocation of the CTPR for the program concerned;
2. Revocation of all other existing CTPRs;
3. Full refund of the scholarship funds received if payment was made;
4. Disapproval of payment of the scholarship funds if payment is not yet made;
5. Delisting of program/s concerned and/or TVI in the Compendium and TESDA website;
6. Prohibition on the delisted TVI to apply for any program registration.

K. Closure of Programs

1. The procedures in the implementation of sanctions/penalties and voluntary closure of program shall follow the Operating Procedure on Compliance Audit.
2. After the exercise of due process, the CTPR shall be revoked and the subject program shall be delisted from the Compendium of Registered Programs and the TESDA website.
3. Within fifteen (15) calendar days after receipt by the institution of the notice of revocation from the TESDA Regional Director, the TVI/company may file a Motion for Reconsideration with the Office of the Director General, indicating its responses to the specific adverse findings of TESDA which led to the revocation. The decision of the Director General on the matter shall be final and executory.
4. During the pendency of the closure proceedings, the TVI is prohibited from accepting new enrollees. Nonetheless, enrolled trainees of the concerned
5. TVI should not be prejudiced by these administrative proceedings and should instead be allowed to complete their training and obtain their credentials thereafter.
6. For TVI with granted scholarship allocations, in the event that the TVI concerned discontinues the conduct of its training after being served its Notice of Program

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Closure, it shall be the policy of the corresponding TESDA Provincial/District Offices (POs/DOs) to stop the payment of funds to the TVI which program has been subjected to closure. The Regional Office shall re-allocate the scholarship funds given to the PO/DO in accordance with the Omnibus Guidelines on TESDA Scholarship Programs and government accounting and auditing rules and regulations. It shall be the responsibility of the respective POs/DOs to afford the trainees of the TVI which program/s were closed the opportunity to transfer to another TVI subject to existing guidelines on program registration. At any rate, the interest of the trainees must be the paramount concern of the POs/DOs.

7. In case an act or omission of fraud or deceit tantamount to a crime is committed, the perpetrator/s shall be prosecuted after observance of due process without prejudice to the filing of appropriate action in court.
8. TESDA officials and personnel who will be proven to take part in any of the violations committed by the TVI/company within its jurisdiction shall be subject to proper disciplinary action in accordance with the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS). This is without prejudice to any criminal liability which may be incurred under the Revised Penal Code and other special laws.
9. In the interest of service and in order to ensure proper compliance with these guidelines, an Investigation Committee shall be created by the Director General to conduct a fact-finding inquiry and submit recommendation thereto within thirty (30) days for appropriate action by the Director General as to the commission of the violations. This shall be without prejudice to the imposition of sanctions/penalties and closure of programs by virtue of a properly conducted compliance audit and exercise due process.
10. The Committee shall continue to handle all disciplinary complaints in relation to this Circular. In cases where preliminary and formal investigations shall be required, the same shall be conducted in accordance with the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS) as promulgated by the Civil Service Commission (CSC).
11. Within fifteen (15) working days after the termination of the investigation, the Investigation Committee shall submit its report and recommendation to the Office of the Director General for its appropriate action.

XXI. MISCELLANEOUS PROVISIONS

- 1 All requirements in program registration application as stated in these Omnibus Guidelines and in the Program Registration Checklist, as provided to the TVI, shall be deemed as minimum requirements. If the requirements surpassed or have better

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functionality than what are required, the TVI shall be deemed or evaluated as, compliant.

- 2 Any ambiguities found in these Omnibus Guidelines shall be construed or interpreted in favor of the Technical Vocational Institution (TVI). Such interpretation shall be made within the parameters of functionality as superior to rigidity, and logicity as superior to functionality.
- 3 Expression of doubts in the program registration application, both in policy and process, shall be resolved in favor of the TVI.

XXII. TRANSITORY CLAUSE

All registered programs shall be re-issued with CTPRs with five (5) years validity period, within one year upon the approval of these Guidelines.

XXIII. REPEALING CLAUSE

TESDA Circular No. 07 s. 2016 entitled "Amended Omnibus Guidelines on Program Registration under the Unified TVET Program Registration and Accreditation System (UTPRAS) is hereby repealed. Provisions in TESDA Circular No. 023 s. 2019 is likewise hereby repealed.

When conflict arises in the process of implementation of the Area-Based Demand Driven TVET Strategy and the Omnibus Guidelines on TVET Program Registration, the TESDA Secretariat shall resolve the conflict within the year. Policy issues which requires enhancement or change in any of these policy guidelines shall be elevated to the TESDA Board.

XXIV. SEPARABILITY CLAUSE

Should any provision or part of this Circular be declared by competent Authority to be invalid or unconstitutional, the remaining provisions or parts thereof shall remain in full force and effect and shall continue to be valid and effective.

XXV. PERIODIC REVIEW

The TESDA Board Committee on Standards Setting and Skills Development together with the appropriate Committee of the TESDA Secretariat shall jointly review these guidelines once a year during their consultation meetings.

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XXVI. EFFECTIVITY

This TESDA Circular shall take effect fifteen (15) days after publication of the TESDA Board Resolution No. _____ Approving the Amendments to the Omnibus Guidelines on Program Registration under the Unified TVET Program Registration and Accreditation System (UTPRAS) or the TESDA Circular No. 07 s. 2016. Immediate dissemination of and strict compliance with this Circular is directed.

This Circular shall take effect as indicated and shall remain in force until superseded by new Guidelines.

SEC. ISIDRO S LAPEÑA, PhD, CSEE
Director General