



2024 TVET Glossary of Terms



TECHNICAL EDUCATION and SKILLS DEVELOPMENT AUTHORITY

VISION

The transformational leader in the technical education and skills development of the Filipino workforce.

MISSION

TESDA sets direction, promulgates relevant standards, and implements programs geared towards a quality-assured and inclusive technical education and skills development and certification system.

VALUES STATEMENT

We believe in demonstrated competence, institutional integrity, personal commitment, culture of innovativeness, and a deep sense of nationalism.

GOALS AND OBJECTIVES

- a. Promote and strengthen the quality of technical education and skills development programs to attain international competitiveness.
- b. Focus technical education and skills development of workers on meeting the changing demands of the labor market.
- c. Encourage critical and creative thinking by disseminating the technical knowledge base of human resources by integrating 21st century skills in the standards to produce world-class workforce.
- d. Recognize and encourage the complementary roles of public and private institutions, enterprises, LGUs and CSO, in technical education and skills development and certification.
- e. Develop the capacities of stakeholders to participate in the planning and delivery of quality technical education and skills development and certification systems.
- f. Inculcate desirable values through the development of moral character with emphasis on work ethic, self-discipline, self-reliance and nationalism.

CORE COMPETENCIES

Technical Education
Skills Development
Competency Assessment and Certification

The strengthening of TVET globally demands the updating of terminologies used both in international and local levels. Thus, TVET stakeholders, clients and industry partners need to be updated with relevant information, and TVET-related concepts.

This glossary of terms contains definitions of commonly used terms in Technical Vocational Education Training (TVET) programs. It also introduces new concepts and theories relevant to the Fourth Industrial Revolution and global standards responsive to the labor market, research and employment challenges.

ACRONYMS

3D	- Three Dimensional
4IR	- Fourth Industrial Revolution
5G	- Fifth Generation
AC	- Assessment Center
ACE	- Association of Concerned Employee
AEP	- Alien Employment Permit
AI	- Artificial Intelligence
AQRF	- ASEAN Qualification Reference Framework
APACC	- Asia Pacific Accreditation and Certification Commission
APEC	- Asia Pacific Economic Cooperation
ASEAN	- Association of Southeast Asian Nations
AT	- Assistive Technology
ATC	- ASEAN TVET Council
BKSTP	- Barangay Kabuhayan Skills Training Program
BPO	- Business Process Outsourcing
BSNS	- Barangay Skills Need Survey
BSRS	- Biometric-Enabled Scholarship Registration System
CALPR	- Certificate of Apprenticeship or Learnership Program
CARS	- Competency Assessment Result Summary
CATs	- Competency Assessment Tools
CAV	- Certification, Authentication and Verification
CBC	- Competency-Based Curriculum
CBLM	- Competency-Based Learning Material
CBT	- Competency-Based Training
CCB	- Contact Center ng Bayan
CCTV	- Closed Circuit Television
CentDev	- Center of Technical Development
CentEx	- Center of Technical Excellence
CentPRo	- Center of Technical Proficiency
CoC	- Certificate of Competency
CoCs	- Cluster of Competencies
CoCIE	- Certificate of Compliance to Industry Experience

CoR	- Certificate of Program Recognition
COPR	- Certificate of Program Registration
COROPOTI	- Central, Regional, Provincial Offices and TESDA Training Institutions
CPD	- Continuing Professional Development
CRBP	- Certificate of Recognition for Bundled Program
CRDP	- Certificate of Recognition for Diploma Program
CS	- Competency Standards
CSO	- Customer Service Officer
CTEC	- Community Training and Employment Coordinators
CTPR	- Certificate of TVET Program Registration
CWTS	- Civic Welfare Training Service
DAC	- Distinctive Area of Competence
DAV	- Designated Assessment Venue
DILG	- Department of Interior and Local Government
DND	- Department of National Defense
DO	- District Office
DOLE	- Department of Labor and Employment
DTS	- Dual Training System
eCOPY	- Electronic Copy
EBT	- Enterprise-Based Training
ECQ	- Enhanced Community Quarantine
EO	- Executive Order
ESS	- Employers' Satisfaction Survey
ExCom	- Executive Committee
FASD	- Financial Administrative Services Division
F2F	- Face-to-Face
FLEMMS	- Functional Literacy, Education and Mass Media Survey
FoL	- Full-On-Line
FTA	- Free Trade Agreement
GAD	- Gender and Development
GASTPE	- Government Assistance to Students and Teachers in Private Education
GATS	- General Agreement on Trade in Services
GDP	- Gross Domestic Product
GESI	- Gender Equality and Social Inclusion

GEDSI	- Gender Equality, Disability and Social Inclusion
GIS	- Geographic Information System
GPAI	- Group Personal Accident Insurance
HEI	- Higher Education Institution
HOTS	- Higher Order Thinking Skills
HPPE	- Health Personal Protective Equipment
HR	- Human Resource
HRMPSB	- Human Resource Merit Promotion and Selection Board
HW	- Hazardous Waste
IACES	- Inter-Agency Committee on Education Statistics
IAS	- Internal Audit Service
IB	- Industry Board
IBT	- Institution-Based Training
IC	- Industrial Coordinator
IGPs	- Income Generating Projects
ILO	- International Labor Organization
IPs	- Indigenous Peoples
IoT	- Internet of Things
IQA	- Internal Quality Audit
ISO	- International Organization for Standardization
IT	- Information Technology
IWER	- Industry Working Experience Required
JoLiNS	- Job Linkaging and Networking Services
KPIs	- Key Performance Indicators
K to 12	- Kindergarten to Grade 12
LAM	- Level Alignment Matrix
LFPR	- Labor Force Participation Rate
LGU	- Local Government Unit
LMI	- Labor Market Information
LMIR	- Labor Market Intelligence Report
LMS	- Learning Management System
LoI	- Letter of Intent
LSA	- Learning Support Aide
LSI	- Language Skills Institute

LTS	- Literacy Training Service
MOOCs	- Massive Open Online Courses
MPI	- Multidimensional Poverty Index
MRA	- Mutual Recognition Arrangement
MSMEs	- Micro, small, and medium enterprises
MTL	- Mobile Training Laboratory
MTP	- Mobile Training Program
NC	- National Certificate
NCVER	- National Centre for Vocational Education Research
ND	- National Directorate
NGA	- National Government Agency
NGICS	- National Guidelines on Internal Control Systems
NGO	- Non-Government Organization
NHRDC	- National Human Resource Development Committee
NISP	- National Inspectorate for Scholarship Program
NQMC	- National Quality Management Committee
NTR	- No Training Regulation
NTRA	- National TESD Research Agenda
NTTC	- National TVET Training Certificate
ODA	- Official Development Assistance
ODL	- Open Distance Learning
OJT	- On-the-Job Training
OFI	- Opportunity for Improvement
OFW	- Overseas Filipino Worker
OSH	- Occupational Safety and Health
OSY	- Out of School Youth
PEOs	- Program Educational Objectives
PESFA	- Private Education Student Financial Assistance
PCC	- Presidential Complaint Center
PDL	- Person Deprived of Liberty
PGIAM	- Philippine Government Internal Audit Manual
PhQuaR	- Philippine Qualification Register
PI	- Poverty Incidence
PIs	- Performance Indicators

PlaC	- Plant Learnership Committee
PLOs	- Program Learning Outcomes
PO	- Provincial Office
POC	- Persons of Concern
PPE	- Personal Protective Equipment
PQF	- Philippine Qualifications Framework
PRAISE	- Program on Awards and Incentives for Service Excellence
PSA	- Philippine Statistics Authority
PSALM	- Policy-oriented, Sector-focused, Area-based, Labor Market
PSCED	- Philippine Standard Classification of Education
PSIC	- Philippine Standard Classification of Industry
PSOC	- Philippine Standard Occupational Classification
PT	- Poverty Threshold
PTCACs	- Philippine TVET Competency Assessment and Certification System
PTQCS	- Philippine TVET Qualification and Certification System
PTTQF	- Philippine TVET Trainers Qualifications Framework
PTTQS	- Philippine TVET Trainers Qualifications System
PWD	- Persons with Disability
PWP	- Provisional Work Permit
QA	- Quality Assurance
QM	- Qualification Map
RA	- Republic Act
RCC	- Recognition of Current Competency
REAP	- Re-Entry Action Plan
REPM	- Regional Expert Panel Member
RLA	- Regional Lead Assessor
RO	- Regional Office
ROTC	- Reserve Officer's Training Corps
RPL	- Recognition of Prior Learning
RPQMC	- Regional/Provincial Quality Management Committee
RSPs	- Regional Skills Priorities
RTCs	- Regional Training Centers
RTDSBA	- Regional Targets and Distribution of Scholarship Budget Allocation
RT-PCR	- Reverse Transcriptase Polymerize Chain Reaction

RWAC	- Registry of Workers Assessed and Certified
SAC	- State Assistance Council
SAG	- Self-Assessment Guide
SAP	- Scholarship Allocation Plan
SDGs	- Sustainable Development Goals
SDO	- Special Disbursing Officer
SDP	- Staff Development Program
SETG	- Study on the Employment of TVET Graduates
SIL	- Supervised Industry Learning
SO	- Special Order
STAR	- System for TVET Accreditation and Recognition
STCW	- Standards of Training, Certification and Watch-keeping
STEM	- Science, Technology, Engineering and Mathematics
STEP	- Special Training for Employment Program
STPs	- Selected Training Programs
STVIs	- State-Run-Technical –Vocational Institutions
SWF	- Skeleton (Skeletal) Workforce
SUB-SAC	- Sub-State Assistance Council
SUCs	- State Universities and Colleges
SPMS	- Strategic Performance Management Systems
T2MIS	- TESDA Training Management Information System
TAC	- TESDA Advisory Council
TBCP	- Technology-Based Community Program
TC	- Training Coordinator
TDF	- TESDA Development Fund
TDI	- TESDA Development Institute
TESD	- Technical Education and Skills Development
TESDA	- Technical Education and Skills Development Authority
TESDC	- Technical Education and Skills Development Committee
TM	- Trainer’s Methodology
TNA	- Training Needs Analysis
TMC	- Trainer’s Methodology Certificate
TP	- Training Plan
TOP	- TESDA Online Program

TR	- Training Regulation
TRB	- Trainee's Record Book
TRUGA	- Training for Rural Gainful Activities
TSS	- Technical Support Systems (TSS)
TTI	- TESDA Technology Institution
TVET	- Technical-Vocational Education and Training
TVI	- Technical Vocational Institutions
TVL	- Technical – Vocational – Livelihood Track
TWSP	- Training for Work Scholarship Program
TWTDP	- TESDA Workforce Training Development Plan
UAQTEA	- Universal Access to Quality Tertiary Education Act
UNESCO	- United Nations Educational, Scientific and Cultural Organization
UNIFAST	- Unified Student Financial Assistance System for Tertiary Education
UTPRAS	- Unified TVET Program Registration and Accreditation System
UW	- Universal Waste
WFH	- Work-From-Home
WHO	- World Health Organization
WTR	- With Training Regulation
XR	- Extended Reality
YP4SC	- Youth Profiling for Starring Career

21st Century Skills

refers to a broad set of knowledge, skills, work habits, and character traits believed to be critically important to success in today's world, particularly in contemporary careers and workplaces. It includes Learning and Innovation, Critical Thinking and Problem Solving, Information Management, Entrepreneurship, Life-Long Learning and Career Skills, Environment Literacy, Occupational Safety and Health, Communication, and Teamwork and Collaboration. *Competency Standards, Basic Competencies Integrated with 21st Century Skills, as referenced TESDA Circular No. 073, s. 2021*

Absorptive capacity

refers to the number of trainees that a TVI can accommodate in a whole year based on the training schedules prepared by the TVI depending on the available physical facilities, workshops, including the tools and equipment, and the number of qualified trainers. The submitted absorptive capacity of a TVI should be verified by the respective PO/DO that the use of facilities, tools, equipment, and trainers are not in conflict with the indicated training schedules. *TESDA Circular No. 004, s. 2024*

Academe

refers to the part of society, especially universities, that is connected with studying and thinking. *Cambridge Dictionary*

Academic Calendar

serves as an information source and planning document for students, faculty, staff, and other TVET stakeholders. This may include the schedule of all technical and higher education institutions' events that occur in an academic year. These events may consist of examination dates, the start of the semester, mid-year break, the last day of the semester, dates of vacation, and holidays. *https://dictionary.university as cited in TESDA Circular No. 021, s. 2023*

Academic Drift

the term 'academic drift' describes the influence of the attractiveness of the university status on non-university institutions that strive to acquire the same standing. It also describes a tendency of making vocational education more academic (Neave, 1996). Similarly, VET providers, especially those at the borderline of VET and HE sectors, are offering short-term tertiary cycles or are entering into cooperation with polytechnics, thus stepping into the HE field. *CEDEFOP 2009*

Academic Freedom

is a right of a citizen to select a profession or course of study, subject to fair, reasonable, and equitable admission and academic requirements. *1987 Philippine Constitution as cited in TESDA Circular No. 021, s. 2023*

Academic Honors

refer to the recognition of outstanding academic achievement based on a certain grade point average (GPA) or marks in coursework, which can vary by institution and semester. *TESDA Circular No. 021, s. 2023*

Academic Load

refers to the total number of units a student/learner should register for or enroll in a particular academic term, not counting co-curriculum, basic and bridging courses. *Ateneo University/Loyola Schools as cited in TESDA Circular No. 021, s. 2023*

Academic Policies and Procedures

documented guidelines to aid students/learners in circumnavigating more academic procedures such as admission, enrollment, withdrawal/dropping of courses, filing a leave of absence, etc. *TESDA Circular No. 021, s. 2023*

Academic Year

is the period during which students attend the programs provided by technical and higher education institutions. *<https://dictionary.cambridge.org/dictionary/english/academic-year> as cited in TESDA Circular No. 021, s. 2023*

Access and Equity

a policy or set of strategies to make TVET available to all members of the community, to increase participation and to improve outcomes, particularly focusing on those groups that have been traditionally under-represented, especially women, indigenous individuals, people with a disability, people from a non-English-speaking background, and people from rural and remote areas. *Wahba 2013*

Access Modes

the modalities of gathering and responding to customer queries, request for service, feedback, comment, suggestion, commendation, and complaint *ISO 19011:2015, TESDA Circular 123 s. 2020*

Accessibility

refers to easy access of the respondents to the policy issuances (e.g. RMIS, dissemination of hard copy of the issuances, social media, etc.) *TESDA Circular No. 41 s. 2018*

Accident Insurance

all-purpose student insurance to cover in-campus and off-campus related to any school undertaking activities. *TESDA Circular No. 092 s. 2019*

Account Management

refers to the act of handling a specific social media account including the confidentiality of the account's credentials and the safekeeping of the contents therein. *TESDA Circular No. 019 s. 2021*

Accreditation

the process of recognizing or empowering an entity to perform certain roles or responsibilities on behalf of the TESDA organization. *TESDA Circular No. 134, s. 2019*

a process of self-regulation which focuses on evaluation and the continuing improvement of educational quality undertaken by authorized external entities. This process results to a recognition which may be given by national, regional and international accrediting agencies. Accreditation of TVET Institution is the granting of qualified and approved status to an institution or organization to perform a specific program or project by virtue of having met appropriate standards *IRR of Open Distance Learning Act (RA1650)*

Accreditation of Assessors by Endorsement

accreditation given to a qualified person for the purpose of acquiring or mobilizing new assessors in occupation qualifications and/or skills categories where there are no existing assessors. *TESDA Procedures Manual on Program Registration*

Accredited Co-Partner

refers to the program partner, which may be a peoples'/workers' organization, union, association, federation, cooperative, business association, church-based organization, educational institution, or private foundation that has been accredited by the DOLE to implement programs and projects using government or public funds. Government agencies, including LGUs and SUCs, need not accredit as program partners but would have to comply with the submission of documentary requirements. *TESDA Circular No. 035 s. 2018, DOLE Department Order No. 17 s. 2017*

Accredited Competency Assessment Center / Accredited Assessment Center (AC)

an establishment officially authorized by TESDA to manage the assessment of candidates for national certification. *TESDA Circular No. 134, s. 2019*

Accredited Competency Assessor / Accredited Assessor

refers to individuals authorized by TESDA to assess the competencies of a candidate for national certification. *TESDA Circular No. 134, s. 2019*

Accredited Establishment

refers to any workplace registered as sole-proprietorship, partnership, corporation, cooperative, foundation, organization, and other private enterprises, which, under the DTS, can offer conducive avenue and adequate resources for workplace learning in specific qualifications. *Amended Implementing Rules and Regulations of the DTS Act of 1994 (RA 7686)*

refers to any private firm duly recognized and authorized by TESDA to implement the DTS Program together with a partner technical vocational institution (TVI). *TESDA Circular No. 054 s. 2019; Guidebook on DTS*

Accredited Technical Vocational Institution (TVI)

refers to a public or private school, training center, enterprise-based training center, and other learning facilities duly recognized and authorized by TESDA to participate in the dual system and therefore are entitled to avail of the incentives provided for by the DTS Act. *TESDA Circular No. 054 s. 2019, Guidebook on DTS*

Action Officer

a designated staff tasked to process or act on the complaint and liaise with the complainant. *TESDA Circular No. 123 s. 2020*

Action Taken

a term used to denote a response or a step taken to address a complaint or an issue raised by a customer. *TESDA Circular No. 123 s. 2020*

Active Learning

refers to learning driven primarily by the learner, with the instructor acting as a facilitator. *Wahba 2013, Global*

Administrative Data

(TVET Program Registration context) refers to TVET data collected and submitted by the regional and provincial offices which include, but not limited to, enrolled, graduates, assessed, certified, and employed *TESDA Circular 107, s. 2021*

Administrative Documents

(TVET Program Registration context) refers 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 *TESDA Circular No. 107, s. 2021*

Administrator

the person who is appointed or designated to be the overall manager of a TESDA Technology Institution. –

Admission

is the act or procedure for accepting students/learners to study at a college, university, school, or training institution. *Merriam-Webster Dictionary as cited in TESDA Circular No. 021, s. 2023*

Adult Education

it denotes the entire body of organized educational processes, whatever the content, level, and method, whether formal or otherwise, whether they prolong or replace initial education in schools, colleges, and universities, as well as in apprenticeship, whereby persons regarded as an adult by the society to which they belong develop their abilities, enrich their knowledge, improve their technical or professional qualifications, or turn them in a new direction and bring about changes in their attitudes and behavior in the two-fold perspective of full personal development and participation in balanced and independent social, economic and cultural development. *UNESCO*

Adult Learner

a learner participating in adult education *EU Commission LLP 2007-2013*

Adult Learning

the processes by which adults learn and build on their existing knowledge and skills. *NCVER 2013*

Adult Literacy Rate

the proportion (in percent) of the adult population (15 years old and above) who can read and write to the total adult population. *PSA*

After Activity Report

a report on relevant activities of the COROPOTI such as important meetings/conferences/activities attended that the Secretary needs to know, opening/closing program of scholarship program implemented, and the like, which shall be submitted within 48 hours after the activity. *TESDA Circular No. 053 s. 2019*

Alien Employment Permit (AEP)

refers to a permit issued by the DOLE to foreign nationals pursuant to employment arrangements with Philippine-based companies, after determination of the non-availability of a person in the Philippines who is competent, able, and willing at the time of application, to perform the services for which the foreign national is desired. This is a document issued by DOLE to a foreigner to enable them to work in the country for more than six (6) months. *TESDA Circular No. 124, s. 2019*

Allowance

refers to the amount which the scholar receives from the TESDA Provincial/District Office to defray part of their daily expenses. This includes Training Support Fund/Living Allowance, Book Allowance, Instructional Materials Allowance, Cost of Workshop Uniform, and other Allowances. *TESDA Circular No. 030 s. 2021*

Andragogy

a set of adult learning principles, including: (i) the learner's need to know; (ii) self-concept of the learner; (iii) prior experience of the learner; (iv) readiness to learn; (v) orientation to learning; and (vi) motivation to learn. *OECD 2013, Reviews of Evaluation and Assessment in Education*

Annual Audit Plan

contains the prioritized audit areas which will be focused on during a one-year period, the type and approach of the audit, and the timeline of the same. *TESDA Circular No. 079 s., 2020*

Annual TESDA/Regional Workforce Learning and Development Plan

refers to the one-year plan derived from the 3-year Workforce Development Plan that contains the listing of training programs to be implemented, its objectives, target participants, training costs and schedule of implementation *TESDA Circular No. 038, s. 2024*

Anonymous Complaint

a complaint that does not disclose the identity of the complainant. This will be acted upon and treated as a concern provided the following required details are indicated in the complaint: Details of the acts complained of, Person(s) charged, Name of Agency/office of the person(s) charged, and if applicable Evidence of such violation. *TESDA Circular No. 123 s. 2020*

Applicant

(in the context of assessment/certification) an individual who submits documents for possible recognition of his/her competencies to acquire a certification *TESDA Circular No. 059, s. 2020*

Applied Research

refers to studies conducted to solve real-world problems, as opposed to studies that are carried out to develop a theory or to extend basic knowledge. Examples include action research and evaluation research which includes data analysis *TESDA Circular No. 068, s. 2022*

Apprentice

a person undergoing training for an approved apprenticeable occupation during an established period assured by an apprenticeship agreement. *RA No. 7796, TESDA Law*

Apprenticeable Occupation

an occupation officially endorsed by a tripartite body and approved for apprenticeship by TESDA. *RA No. 7796, TESDA Law*

refers to trades, occupations and qualifications approved for apprenticeship by the Technical Education and Skills Development Authority (TESDA) which requires for proficiency more than three months of practical training on the job supplemented by related theoretical instructions. *TESDA Circular No. 120 s. 2020*

Apprenticeship

refers to training within employment with compulsory related theoretical instructions involving a contract between an apprentices and an employer on a approved apprenticeable occupation for a duration not exceeding six (6) months. *TESDA Circular No. 120 s. 2020*

Apprenticeship Agreement

a contract wherein a prospective employer binds himself to train the apprentice who, in turn, accepts the terms/conditions of training for a recognized apprenticeable occupation emphasizing the rights, duties, and responsibilities of each party. *RA No. 7796, TESDA Law*

Area-Based and Demand-Driven TVET

responsive to the critical needs defined by the industries and employers to produce rightfully skilled workers in specific area or locality. -

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 *TESDA Circular 101, s. 2021*

Area-Based Skills Requirement

refers to skills, essential competencies and behavior that responds to labor market needs defined by the relevant industries and employers at regional and provincial level. As labor market needs vary from one area to the other, the national level skills requirements include the summary of the regional and provincial skills requirements and those skills identified and required at the national level. *TESDA Circular No. 001 s. 2021*

Area/Environment Scanning

refers to the possession and utilization of information about trends, competitive advantage, technologies, clients, economic activities, labor supply, and related legislations in an area *www.managementstudyguide.com as cited in TESDA Circular No. 039, s. 2023*

Articulation

refers to a process that allows students to make the smooth transition from one (1) course, program, or education level to the next without experiencing duplication of learning. The guiding principle of articulation is that no student should repeat the same course content for which credit has already been received, even if obtained elsewhere or from another institution. In general, articulated programs provide multiple entry and exit points and ladders of learning opportunities and allows a student to move from a technical vocational course to college degree program, using the principle of credit transfer. The accepting higher education institution has the right to assess the level and standard of competencies obtained by a student from a previously completed TVET program and to award credits subject to the institutional admission requirements *IRR of the Ladderized Education Act of 2014 (RA No. 10647)*

ASEAN Qualifications Reference Framework (AQR)

a common reference framework that enables comparisons of education qualifications across participating ASEAN Member States (AMS). *AQR Reference Guidelines 2016*

ASEAN Quality Assurance Framework (AQAF)

refers to the quality assurance framework in higher education with regional identities where ASEAN countries could benchmark and align their quality assurance systems of higher education, and will serve as a common reference point for quality assurance agencies and higher education institutions as they strive towards harmonization amidst the diversity of higher education systems, cultures, and traditions within the region *IRR of RA 10931, UAQTEA of 2017*

ASEAN TVET Council

a multi-sectoral/cross-sectoral body that provides a platform for coordination, research and development on innovations and monitoring of regional programmes that support the advancement of TVET in the region. *TOR of the ASEAN TVET Council*

Asia Pacific Accreditation and Certification Commission (APACC)

is an accreditation and certification of TVET institutions for higher technical and non-degree technical education, and vocational training in Asia and the Pacific region. It accomplishes its program and activities through a secretariat, APACC accreditors, in-country units headed by NCAs-NABs and TVET institutions in member-countries. *APACC Manual*

Asia Pacific Economic Cooperation (APEC)

the Asia-Pacific Economic Cooperation (APEC) is a regional economic forum that was established in 1989. This Cooperation is based on three pillars: trade and investment liberalization, business facilitation, and economic and technical cooperation. Its membership comprises Australia; Brunei Darussalam; Canada; Chile; People's Republic of China; Hong Kong, China; Indonesia; Japan; Republic of Korea; Malaysia; Mexico; New Zealand; Papua New Guinea; Peru; Philippines; Russia; Singapore; Chinese Taipei; Thailand; United States; and Viet Nam. It became the pre-eminent economic forum in the Asia-Pacific region, with its primary purpose to facilitate economic growth and prosperity in the region, and with the vision of creating a seamless regional economy. APEC pursues these objectives through trade and investment liberalization, business facilitation and economic and technical cooperation. APEC aims to strengthen regional economic integration by removing impediments to trade and investment "at the border", enhancing supply chain connectivity "across the border" and improving the business environment "behind the border". www.apec.org

Assessment

process of evaluating an individual's knowledge, skills, attitudes (competencies) based on the predefined standards. -

Assessment and Certification

a program that aims to assess and certify the competencies of the middle-level skilled workers through the Philippine TVET Competency Assessment and Certification System. *PTCACS*

a program that aims to assess and certify the competencies of the middle-level skilled workers through the Philippine TVET Competency Assessment and Certification System. (PTCACS) the process that seeks to determine whether the graduate or worker can perform to the standards expected in the workplace based on the defined competency standards. Certification is provided to those who meet the competency standards. This ensures the productivity, quality, and

global competitiveness of the middle-level workers. *FAQS on Assessment and Certification; TESDA Circular No. 001, s. 2020*

Assessment Criteria

the standards used to guide learning and to assess learner achievement and/or to evaluate and certify competence. *SAQA 2013, South Africa*

Assessment Fee

as used in TESDA, this term means the amount charged to the examinees/candidates for the administration of competency assessment. It shall be based on the cost of supplies and materials as well as other administrative and technical expenses. *TESDA Circular No. 23, s. 2008 – Implementing Guidelines on PTQCS*

Assessment Method

a technique used in gathering different types of evidence to evaluate a candidate for a particular qualification. –

Assessment Moderation

the process of establishing comparability of judgments of standards of candidate's performance across different assessors, assessment center and venues, in order to ensure that assessment is valid, reliable and fair. *TESDA Implementing Guidelines on PTQCS*

Assessment Package

a set of assessment materials that are used in the assessment process. It consists of the following: 1) Assessor's Guide; 2) Specific instructions to the Candidates; 3) Rating Sheet; and 4) Portfolio Assessments Results Summary *TESDA Circular No. 059, s. 2020*

Assessment Process

the step by step procedure in conducting assessment gathering of evidence or information to determine competence. *TESDA Circular No. 059, s. 2020*

Assessment Tool

the materials containing both the instrument and the instructions for gathering and interpreting evidence *TESDA Circular No. 059, s. 2020*

the method for the gathering of evidence for assessment, such as a knowledge test or a checklist of practical performance. *Wahba 2013*

Assessment Verification

the process of reviewing assessment procedures, instruments, and results to enhance the implementation of assessment and address post-assessment appeals *TESDA Circular No. 059, s. 2020*

the process of checking the validity of information and records relevant to assessment procedures and instruments for certification or post-appeal. *QSO*

Assessor

an accredited individual authorized to evaluate or assess the competencies of a candidate (person) applying for certification. *TESDA Implementing Guidelines on PTQCS*

Assessor's Guide

a set of documents which contains information that will assist the assessor in evidence gathering process *TESDA Circular No. 059, s. 2020*

Assistive Technology (AT)

is any item, piece of equipment, software program, or product system that is used to increase, maintain, or improve the functional capabilities of persons with disabilities. *Assistive Technology Industry Association (ATIA), 2018*

Asynchronous eLearning

refers to the learner-centered process which uses online learning resources to facilitate information sharing regardless of the constraints of time and place among a network of people. *Shahabadi and Uplane, 2015, TESDA Circular No. 104 s. 2019*

Audit

refers to the systematic, independent process for obtaining audit evidence and evaluating it objectively to determine the extent to which audit criteria are fulfilled. *TESDA-OP-IAS-01 Rev. 01-Compliance Audit Program Registration*

Audit Execution

is initiated with an entry conference to discuss the focus, requirements and timelines of the audit and involves performing the audit techniques and procedures enumerated in the audit program to gather data and pieces of evidence, to achieve the state audit objective(s). *TESDA Circular No. 079 s., 2020*

Audit Follow-Up

a monitoring and feedback activity to ensure the extent and adequacy of preventive/corrective actions taken by the Management/Auditee to address the inadequacies identified during the audit. *TESDA Circular No. 079 s., 2020*

Audit Plan

refers to a written plan prepared prior to the conduct of audit which details activities such as where to go, what to do, when to do it and whom to see/interview. *TESDA Circular No. 47, s. 2022; TESDA-OP-IAS-02 Rev. 02 - Compliance Audit for PTCACS; TESDA-OP-IAS-01 Rev. 01 - For Program Registration*

refers to a written plan directing internal quality audit teams on the processes to be audited and timeframe to do the audit *TESDA-QP-03 Rev. 03*

Audit Program

is the guideline for action during the execution phase of the audit and sets out the detailed audit procedures for the cost-effective collection of evidence. *TESDA Circular No. 079, s. 2020*

Audit Report

refers to a report that contains observations and findings during the Audit that are meant to assist the Auditee to improve systems. *TESDA Circular No. 47, s. 2022*

Audit Team

refers to a group of people qualified and designated/authorized to conduct an audit. It is composed of a Lead Auditor and team members. *TESDA Circular No. 47, s. 2022; TESDA-OP-IAS-02 Rev. 02 - Compliance Audit for PTCACS; TESDA-OP-IAS-01 Rev. 01 - For Program Registration*

Auditee

refers to the area(s) or person(s) to be audited *TESDA Circular No. 47, s. 2022; TESDA-OP-IAS-02 Rev. 02 - Compliance Audit for PTCACS; TESDA-OP-IAS-01 Rev. 01 - For Program Registration; TESDA-QP-03 Rev. 03*

Auditor

refers to a qualified and designated/authorized person to conduct an audit. *TESDA Circular No. 47, s. 2022; TESDA-OP-IAS-02 Rev. 02 - Compliance Audit for PTCACS; TESDA-OP-IAS-01 Rev. 01 - For Program Registration*

refers to a person qualified and authorized to conduct an audit. S/he must preferably be a regular employee of TESDA with a firm knowledge of TESDA's Quality Management System and the latest version of ISO 9001 standard. *TESDA-QP-03 Rev. 03*

Availability

a fraction of a specified period for which an item is capable of performing a specified function at a specified level of performance. *TESDA Circular No. 29 s. 2017*

Award

a recognition which may be monetary and/or non-monetary conferred to an individual for ideas, suggestions, inventions, discoveries, and superior accomplishments. *TESDA Circular No. 010, s. 2020*

Background Investigation

a background check of the applicant/candidate in terms of integrity and competence, a thorough and objective background investigation involving the applicant's/candidate's peers, superiors, subordinates (if applicable), and clients. *TESDA Circular No.119 s. 2019*

Barangay Development Programs

refer to skills training programs that cater to the specific needs of the marginalized and disadvantaged sector to ensure that rural employment generation is pursued in the communities *TESDA Circular No. 018, s. 2021*

Barangay Kabuhayan Skills Training Program (BKSTP)

establishes livelihood and skills training centers in the 4th, 5th and 6th class municipalities to open employment opportunities, combat poverty and improve the quality of life of Filipinos. It gives the highest priority to social reforms and focuses on poverty alleviation interventions through

rural empowerment in accord with the Barangay Kabuhayan Act (RA No. 9509). This program supports the national economic development programs that aim to promote equitable distribution of opportunities, income, and wealth across the country. Likewise, it seeks to improve the quality of life of Filipinos, especially the underprivileged by increasing their opportunities for economic competency, productivity, and income level. *TESDA Circular No. 031 s. 2018*

Barangay Skills Need Survey (BSNS)

is a tool used to determine the preferred TVET Qualifications of interested members/residents in the barangays. *TESDA Circular No. 34 s. 2017*

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. (Competency Standard on Basic Competencies (Core Work Skills) ILO SRO 2005) 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. *Training Regulations Framework per TESDA Board Resolution No. 2014-04*

Basic Education

refers to that part of the educational system intended to meet basic learning needs and provide the foundation on which subsequent learning can be based. It encompasses kindergarten, elementary and secondary education as well as an alternative learning system for out-of-school youth and those with special needs. *Philippine Qualifications Framework Act (RA No. 10968)*

encompasses kindergarten, elementary, and secondary (Junior and Senior High) education as well as alternative learning systems for out-of-school learners and those with special needs. It is intended to meet the basic learning needs which provide the foundation on which subsequent learning can be based. *DOLE-DepEd-CHED-TESDA Joint Memorandum Circular No. 01, s. 2020*

Basic Research

an investigation on basic principles and reasons for the occurrence of a particular event or process or phenomenon. It is also called theoretical research. *TESDA Circular No. 010 s. 2020*

Basic Skills

a fundamental skill that is the basis of later learning or is essential for employment. The skills and competencies needed to function in contemporary society, including listening, speaking, reading, writing, and mathematics. *NCVER 2013*

Batang Technopreneur

an award given to the candidate who is currently operating or expanding business relevant to the TVET program he/she earned. *TESDA Circular No. 014 s. 2021*

Batang TESDA! TESDA Best!

an award given to the candidate who is currently employed in a field related to the TVET course he/she earned. *TESDA Circular No. 014 s. 2021*

Benchmarking

process of comparing an organization's or company's best practices to that of other organizations or companies using objective and subjective criteria. The process compares programs and strategic positions of competitors of exemplary organizations to those in the company reviewing its status for use as reference points in the formation of organization decisions and objectives. Comparing how an organization or company performs a specific activity with methods of a competitor or some other organization doing the same thing is a way to identify the best practice and to learn how to lower costs, reduce defects, increase quality, or improve outcomes linked to organization or company excellence. *Business Encyclopedia*

Beneficiaries

are eligible scholars enrolled/granted TVET scholarship (e.g. UAQTEA or STEP). *TESDA Circular No. 064 s.2021; TESDA Circular No. 092 s. 2019*

Best Practice

management practices and work processes that lead to outstanding or top-class performance and provide examples for others. *UNEVOC/NCVER 2009*

Best Regional Office (BRO) Award

an award given to the TESDA Regional Office that excelled in the effective supervision, coordination, integration and implementation and monitoring of TVET programs within their region. It shall also be in line with TESDA's commitment and thrust as a quality-assured and corrupt-free organization. *TESDA Circular No. 047 s. 2021*

Best Training Institution Award

an award given to the TESDA Training Institution that excelled in the effective administration and implementation of TVET programs offered by their training institution. *TESDA Circular No. 047 s. 2021*

Bilateral Agreement / Bilateral Technical Assistance Program

are program offerings under bilateral and multilateral agreements, various technical cooperation programs, including special programs. Some of these programs are organized through Foreign Scholarship Training Program (FSTP) under Executive Order No. 402. *TESDA-OP-AS-01, as cited in TESDA Circular No. 038, s. 2024*

Bilateral Cooperation/Agreement

is an agreement signed between two countries in an effort to share resources in an area of common interests. *www.bizfluent.com*

Biometric-Enabled Scholarship Registration System (BSRS)

refers to the online registration system that incorporates facial recognition biometric technology in the implementation of the TESDA Scholarship Programs involving the processes of learner registration, attendance monitoring, administration of training/assessment, and reporting *TESDA Circular No. 004, s. 2024*

Blended eLearning

the refers to a learning or training event or activity where e-Learning, in its various forms, is combined with more traditional forms of training such as classroom training. *Ryu, Hikyoung and Parsons, David, Innovative Mobile Learning: Techniques and Technologies as cited in TESDA Circular No. 062 s. 2020*

combination of multiple approaches to learning. Learning in a classroom situation may be blended with learning from Internet resources. Numerous combinations are possible. *Padolina, Sapala, and Westergaard, 2007 as cited in TESDA Circular No. 062 s. 2020*

Blended Learning Program

a strategic and systematic approach to combining times and modes of learning, integrating the best aspects of face-to-face and online. *Saliba, Rankine, and Cortes, 2013, as cited in TESDA Circular No. 104 s. 2019*

the formal education program in which a student learns at least in part through the online delivery of content and instruction, with some element of student control over time, place, path, and pace and at least in part at a supervised brick-and-mortar location. Blended learning includes an intentional shift to online instructional delivery for a portion -

Blended Online and Table Auditing

the process by which auditors perform the audit in the combination of virtual auditing and physical/site auditing. This type of audit will be considered for those areas where internet connectivity is limited, and the movement of people is allowed however limited. *TESDA Circular No. 071 s. 2020*

Block Release Scheme

refers to the schedule wherein the trainee/student spends full time in the TVI to finish the In-school training and then deployed full time in the establishment to complete in-plant training. *TESDA Circular No. 054 s. 2019*

Blue Desk

is one of the structures of the TESDA's Job Linkaging and Networking Services which provides frontline service such as 1) client inquiries on the job vacancies/opportunities, scholarships, and TVET programs. 2) Disseminate Labor Market Information (LMI) using digital and printed materials using IECs. 3) Establish linkages with the government such as

PESO, DOLE or public employment office and private organizations for LMI and employment services and others. 4) Establish and maintain the database of clients served and profiled. 5) Provide Post-training Career Advising and other similar activities, and 6) Refer and/or link TVET graduates to government and non-government organizations for business development support. *TESDA Circular No. 38 s. 2016*

Breadth and Depth

the volume of learning is a dimension of the complexity of a Qualification. It is used with the level criteria and Qualification type descriptor to determine the depth and breadth of the learning outcomes of a Qualification. The volume of learning identifies the notional duration of all activities required for the achievement of the learning outcomes specified for a particular Qualification type. *AQF Framework, second edition 2013 as referenced by TESDA Circular 119 s. 2020*

Breakdown

a failure resulting in the non-availability of an item. *TESDA Circular No. 59 s. 2017*

Bridging Course

a course designed to equip students to take up a new subject or course by covering the gaps between the students' existing knowledge and skills and the subject or course prerequisites and assumed knowledge. *NCVER 2013*

Bridging Program

refers to a set of holistic interrelated activities such as, but not limited to, guidance services, tutorials, and psychosocial and spiritual programs that are offered by an HEI to certain groups of students during either pre- or post-admission to serve as compensatory and corrective measures to enable the students to cope with college work *IRR of RA 10931, UAQTEA of 2017*

Bundled Program

refers to the combination of two or more 'With Training Regulations' (WTR) or No Training Regulations 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) or through inter-sector qualifications that are interrelated to support an occupation or career progression *OP on Program Registration, Rev. 01*

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. *TESDA Circular 107, s. 2021*

Bundling of Qualifications

a multi-qualification program intended to produce multi-skilled graduates; registered on a per qualification basis which is: (a) composed of same qualifications with different NC levels; or (b) qualifications within the same sector -

Business Enterprises

refer to establishments engaged in the production, manufacturing, processing, repacking, assembly, or sale of goods and/or services, including service-oriented enterprises. They shall include (1) self-employed or own-account workers; (2) micro, small and medium enterprises (MSMEs); and (3) community-based business enterprises and cooperatives. *IRR of Philippine Green Jobs Acts of 2016 (RA 10771), DOLE DO No. 180, s. 2017*

Business Process Outsourcing (BPO)

the delegation of one or more IT-intensive business processes to an external provider that, in turn, owns, administers and manages the selected process or processes based on defined and measurable performance metrics. *PSA*

Calibration

a process which enables all assessors for a particular qualification to have a shared understanding of the standard method of conducting assessment including the assessment guidelines, the nature of evidence., how evidence is collected, and the basis on which assessment decisions are made based on the nationally developed Competency Assessors. *TESDA-OP-CP-04 Accreditation of Competency Assessors*

Candidate

(in the context of assessment and certification) an individual seeking recognition of his/her competencies to acquire a certification *TESDA Circular No. 059, s. 2020*

Candidate Status

refers to a program that has been categorized as not yet eligible for the STAR Level Award due to the need to strengthen areas where weaknesses have been identified on the criteria. The total weighted scores of the program, which is categorized as candidate status range from 300 to 374 points. *TESDA Circular No. 99 s. 2019*

Career

a personal engagement with the world of work characterized by the exercise of choice and identification of personal suitability requiring preparation and specialization for ongoing lifelong development *G. Arulmani, 2014*

Career Advocates

refer to non-registered and non-licensed career and employment counselors who implement career advocacy activities. *CGA Plan 2013-2016, as cited in TESDA Circular No. 052, s. 2023*

Career Coach

a person who has been trained in helping other people develop their career goals. *King, Ralph, Get on the Right Career Path with a Career Coach*

Career Guidance

refers to the provision of services such as career information, career education, guidance, and counseling intended to assist people at any age and at any point in their lives to make education, training, and occupational choices and manage their careers. *European Union Council, 2004, 2008, OECD, 2004; Memorandum No. 027-2021, as cited in TESDA Circular No. 053, s. 2023*

Career Path

the sequence and variety of occupations which a person undertakes throughout a lifetime or the progression up an orderly hierarchy within an organization or profession. *SAQA 2013, South Africa*

Career Profiling

as used in TESDA, refers to that career guidance service geared towards helping students, out-of-school youth and unemployed adults decide intelligently on what career to pursue by having them undergo self-assessment of their abilities and occupational interests. The results are processed into an individual profile which shall serve as the basis for the individual to decide on what particular program to undergo in pursuit of that job best suited to his/her strengths. *Career Profiling Handbook, 2012*

Career Progression

the process of developing or moving towards a more advanced state in a person's qualifications, job, title, position, or profession; it outlines one may follow in order to reach identified career development goals. *IRR of RA No. 10968*

Center of Technical Development (CentDev)

a TVI that has demonstrated serious commitment in developing its quality assurance system. *TESDA Circular No. 090 s. 2018*

Center of Technical Excellence (CentEx)

a TVI that has demonstrated superior results and high level of distinction in implementing its quality assurance system. *TESDA Circular No. 090 s. 2018*

Center of Technical Proficiency (CentPro)

a TVI that has achieved significant progress in developing and implementing sound processes and procedures in its quality assurance system. *TESDA Circular No. 090 s. 2018*

Center-Based Programs

refer to training provisions being undertaken in the TESDA Regional and Provincial Training Centers, local government unit (LGU)-run and private Training Centers and NGO-run training centers in the different regions and provinces in the country. *TESDA Circular No. 131 s. 2019*

Certificate of Achievement

a certificate issued to a trainee who passed the Institutional Assessment for each Unit of Competency. *TESDA Circular No. 088 s. 2020*

certification of learning of a smaller set of courses or modules or units which are designed to provide learners with knowledge, skills, values and competencies in a narrow area of study and/or practice. *TESDA Circular No. 048 s. 2021*

refers to a certificate granted/awarded to the learner per module, after satisfactorily completing a module of instruction in a TVET program. *TESDA Circular No. 090 s. 2021*

Certificate of Apprenticeship or Learnership Program Registration (CALPR)

a document issued by TESDA which grants authority to a juridical enterprise to offer a certain program in an apprenticeable or learnable occupation. *TESDA Circular No. 120 s. 2020*

Certificate of Competency (CoC)

refers to a document issued by the Technical Education and Skills Development Authority to individuals who were assessed as competent in a single unit or cluster of related units of competencies. *Section 4 of the National Assessment and Certification Arrangements of the Training Regulations*

Certificate of Compliance To Industry Experience (CoCIE)

is an official document issued by TESDA Regional Director; specifying the credit assigned per specific qualification; as the acceptable evidence of in-service industry experience of trainers. *TESDA Circular No. 7 s. 2016*

Certificate of DS/DTP Accreditation

as used in TESDA, it refers to a document issued by TESDA granting an authority to a TVI and as its partner establishment to implement the DTS Program/DTP. *TESDA Circular No. 31 s. 2012*

Certificate of Program Recognition (CoPR)

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. *TESDA Circular No. 107, s. 2021*

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 pilot implementation or within the three-year transition period of the diploma program pursuant TESDA Circular No. 38 s. 2017. *TESDA Circular No. 092 s. 2019*

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. -

Certificate of Recognition for Bundled Program (CRBP)

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 recognized and approved by TESDA for implementation *TESDA Circular No. 107, s. 2021*

Certificate of Recognition for Diploma Program (CRDP)

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 approved and recognized by TESDA for implementation *TESDA Circular No. 107, s. 2021*

Certificate of Recognition for Micro Credential Course/Program

refers to a document issued by TESDA to a concerned Technical Vocational Institution (TVI), company, or enterprise as manifestation that the Micro Credential Course/Program which the said institution is offering is recognized by TESDA for implementation *OP on Program Registration, Rev. 01*

Certificate of Supervised Industry Learning (SIL) Completion

refers to a document bearing the name and address of the institution where the learner is enrolled signed by the industry trainer-supervisor and the authorized HR personnel as proof of acquisition of competencies required in the workplace under the Supervised-Industry Learning (SIL) program. This certificate reflects the number of SIL training hours and the competencies acquired by the learner. *TESDA Circular No. 018 s. 2023*

Certificate of TVET Program Registration

refers to a document issued by TESDA to a concerned Technical Vocational Institution (TVI) as evidence that the TVET program which the said institution is offering complies with the minimum requirements or standards prescribed by TESDA. *TESDA Circular No. 107, s. 2021*

Certification

refers to a formal process of recognizing that an individual is qualified in terms of particular knowledge, skills, and attitudes based on industry standards. *TESDA Circular No. 134, s. 2019*

Certification Rate

the proportion (in percent) of persons who passed the national competency assessment to the total who took competency assessment for or within a given period. *2005 IACES*

Certification, Authentication and Verification (CAV)

a procedure wherein documents are authenticated and certified as authentic by TESDA and conforms to the service standards set by the authentication process of the Office of Consular Affairs, Department of Foreign Affairs (DFA). *Memorandum of Agreement on Issuance of CAV*

Certified Worker

an individual who had been assessed and certified by TESDA through the acquisition of competencies of a given qualification *TESDA Circular No. 059, s. 2020*

Certifying Body

refers to the organization issuing certificates or qualifications formally recognizing the achievement of competencies (knowledge and skills) of an individual following an assessment and validation procedure *TESDA Circular No. 041, s. 2024*

Chamber

is an association or network of business people designed to promote and protect the interest of its members. It is also known as "board of trade" and is often made up of a group of business owners that share a locale and interest but can also be international scope. They do not have a direct role in creating laws and regulations, though they may be effective in influencing regulators and legislators with their organized lobbying efforts. *TESDA Circular No. 085, s. 2018*

Civic Welfare Training Service (CWTS)

refers to programs or activities contributory to the general welfare and the betterment of life for the members of the community or the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation, and morals of the citizenry. *TESDA Circular No. 078, s. 2019*

Class of Worker

classified to seven categories, namely: work for private household – these are employed persons working in a private household for pay, in cash or in kind; work for private establishment – these are persons working in a private establishment for pay, in cash or in kind. This category includes not only persons working for a private industry but also those working for a religious group, missionary, unions, and non-profit organizations. Examples of persons working for a private establishment are public transport drivers who do not own the vehicle but drive them on boundary basis, persons working in public works projects on private contractors, dock hands or stevedores, cargo handlers in railroad station or piers, etc.; work for

government/government corporation – these are persons working for the government or a government corporation or any of its instrumentalities. This category of worker includes the following workers: chaplains in the Armed Forces of the Philippines, Filipinos working in embassies, legation, chancelleries or consulates of foreign government in the Philippines and those working in international organizations of Sovereign States of Governments like the United Nations (UN), World Health Organization (WHO), etc.; self-employed – these are persons who operate their own businesses or trades and do not employ paid workers in the conduct of their economic activities. This category includes workers who worked purely on commission basis and who may not have regular working hours; employers – these are persons who employ one or more paid employees in the operation of their businesses or trades. Thus, domestic helpers, family drivers and other household helpers who assist in the family-operated business, regardless of time spent in this activity, are not hired employees in the enterprise/business. A farm or business proprietor who is assisted purely by such domestic help is not also considered an employer; worked with pay on own-family operated farm or business – members of the family who receive cash or fixed share of the produce as payment for their services in a farm or business operated by another member living in the same household; and worked without pay on own-family farm or business – members of the family who assist another member in the operation of the family farm or business enterprise and who do not receive any wage or salary for their work. *PSA*

Clean

to reduce contamination to an acceptable condition. *TESDA Circular No. 59 s. 2017*

Climate change

refers to a change in climate that can be identified by changes in the mean or variability of its properties and that persists for an extended period typically decades or longer, whether due to natural variability or as a result of human activity. *IRR of Philippine Green Jobs Act of 2016 (RA 10771), DOLE DO No. 180, s. 2017*

Closed Circuit Television (CCTV)

is a video surveillance camera that is installed practically everywhere for the security and safety of everyone. It also captures images of individuals or information relating to individuals. If the camera surveillance footage is of good quality, a person with the necessary knowledge will be able to reasonably ascertain the identity of an individual from the footage. *TESDA Circular No. 084 s. 2020*

Closed Programs

refers to program(s) that were closed/delisted due to closure of TVIs, non-compliance with deficiency(ies) after the prescribed period, or

non-migration within the prescribed period. The program shall be reported closed after completion of closure proceedings. *TESDA-OP-CO-02 Rev. 00*

Closure Report

a report submitted to the National Quality Management Committee (NQMC) regarding the status of actions taken by the Auditee as per compliance of audit findings. *TESDA Procedures Manual on Compliance Audit*

Cluster of Units of Competency

refers to a group of competencies as defined in the Training Regulations that corresponds to a Certificate of Competency. A cluster of units of competency includes the basic, common and core competencies addressing a Certificate of Competency that can be offered as a registered program. *TESDA Circular No. 107 s. 2021*

Co-Management

a partnership of two or more organizations that agreed to manage training facilities by adhering to distinct and shared responsibilities under a formal agreement for the implementation of training and training-related functions. *TESDA Memorandum dated 11/03/2001*

Coaching

is a short term, task-oriented process of providing knowledge or skills in a specific area that is focused on improving performance and is conducted by the supervisor. *Memorandum No. 209, s. of 2020, TESDA-OP-AS-01*

Coconut Farmers Scholarship Program (CFSP)

refers to the implementation of the Coconut Farmers and Industry Development Plan (CFIDP) under R.A. No. 11524 or the Coconut Farmers and Industry Trust Fund Act to provide the capacity building and learning needs of the coconut farmers to increase their income and improve the productivity of the coconut industry. *TESDA Circular No. 004, s. 2024*

Collaborative Undertaking

refers to works undertaken by TESDA in collaboration with an entity whether as an individual or as an institution not of TESDA. *TESDA Circular No. 023 s. 2021*

College

is a TVI offering of at least eighteen (18) registered programs in either PQF Level I, II, III, & IV and two (2) in PQF Level V (Diploma) programs. *TESDA Circular No. 090, s. 2018*

Commendation

these are praises, positive feedback on deeds/acts on services rendered. *Operating Procedure -Customer Satisfaction Management System*

Commissioned Works

refers to works that are created for a specific project or purpose under the direction and control of TESDA. *RA No. 8293, as amended*

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. *Training Regulations Framework per TESDA Board Resolution No. 2014-04*

Communication and Consultation

the continual process that an organization conducts to provide, share, or obtain information and to engage in dialogue with stakeholders regarding the management of risk. *TESDA Circular No. 017 s. 2018*

Communication Plan

refers to the agency's communication objectives, programs and projects, and logistical requirements. *Memorandum No. 234, s. 2020*

Community

a group of people in a certain locality such as indigenous people, farmers, former rebels, and other groups, who are the targets of TESDA's community-based training programs. *TESDA Circular No. 088 s. 2020*

Community Training and Employment Coordinators (CTEC)

refers to identified regular Local Government Unit (LGU) personnel who is the focal person trained by TESDA to plan, organize, manage, and monitor community-based training and enterprise development (CBTED) programs at the LGU using the CBTED methodology. *Memorandum Circular No. 2003-174 – DILG*

Community-Based Trainer

refers to a person recognized by TESDA to handle a Community-Based Training program. He/she is issued with a Certificate of Recognition based on the provisions of TESDA Circular No. 088 series of 2020. In addition, an individual with a Trainers Methodology Certificate and National Certificate in accordance with TESDA Board Resolution No. 2017-31 are qualified as a Community-Based Trainer. *TESDA Circular No. 052, s. 2023*

Community-Based Trainer'S Methodology Course

refers to a specialized methodology training in delivering Community-Based Training programs *TESDA Circular No. 052, s. 2023*

Community-Based Training (CBT) Programs

refer to TVET programs conducted by Nongovernment Organizations (NGOs), LGUs, training centers, and other NET providers which are intended to address the specific needs of a community which may be delivered in an informal and formal setting in the community. This

includes the Mobile Training Program and extension programs of public and private TVIs. These are programs implemented with TESDA assistance *TESDA Circular No. 18, s. 2021*

Company

refers to a legal entity representing an association of people, whether natural, legal, or a mixture of both, with a specific objective. *TESDA Circular No. 032 s. 2021*

Comparative Assessment Result (CAR)

contains the result of assessment of the candidate/s based on the assessment criteria computed in percentage in terms of performance, experience, education, training, management competence, (for executive, managerial and supervisory positions only) demonstrated competence and commitment to work, potential interview, and written examination. *TESDA Circular No. 119 s. 2019*

Competency

the acquired knowledge, skills and attitude in accordance to the standard performance in the workplace. the possession and application of knowledge, skills and attitudes to the standard of performance required in the workplace *TESDA Circular No. 059, s. 2020*

the knowledge, skills, attitudes and values required for the performance and is conducted by the supervisor. *TESDA-OP-AS-01*

the observable and vital knowledge, skills and attitude which are translation of capabilities deemed essential for organizational success. *CSC Competency Model Building Intervention, as cited in TESDA Circular No. 119 s. 2019*

Competency Assessment

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. *TESDA Circular No. 107, s. 2021*

the process of collecting evidence and making judgments on whether competency has been achieved. *TESDA Circular No. 075 s., 2020*

Competency Assessment Results Summary (CARS)

refers to a document containing the result of the competency assessment given to the candidate at the end of the assessment. –

Competency Assessment Results Summary (Portfolio Assessment)

consolidated assessment decisions made by the Panel of Portfolio Assessor which indicates the overall performance of the candidate during the assessment process. *TESDA Circular No. 025, s. 2023*

Competency Assessment Tools (CATs)

refers to the materials containing both the instrument and the instructions for gathering and interpreting evidence which are needed

in determining whether the competency has been achieved *TESDA Circular No. 004, s. 2024*

Competency Framework

refers to the determined competency profile expected from each member of the TESDA workforce based on competency standards. These competencies clustered in each level are intended to be distinct and cumulative, with each level building on the levels below. It has four levels: basic – requires guidance or assistance of peer or supervisor to apply the competency; intermediate – applies the competency with minimal supervision advanced – develops new or enhances existing processes, procedures, and policies; and superior – integrates efforts of one or more practitioners and recommends. *TESDA Human Resource Development Plan 2019 -2022 & Memorandum No.313, series of 2018*

Competency Standard (CS)

defines the knowledge, skills, and values required for competent performance in the industry. *TESDA Circular No. 41, s. 2017*

a specification of performance determined by the organization which sets out the skills, knowledge, and attitudes required to operate effectively in employment. Competency standards are made up of units of competency, which are themselves made up of elements of competency, together with performance criteria, a range of variables, and an evidence guide. *TESDA Circular No. 119, s. 2019; TESDA-OP-AS-0*

refer to the industry-determined specification of competencies required for effective work performance. They are expressed as outcomes and they focus on workplace activity rather than training or personal attributes and capture the ability to apply skills in new situations and changing work organization. *TR Framework per TESDA Board Resolution No. 2014-04*

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Competency-Based Curriculum (CBC)

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 Training Regulations (TRs) or based on industry or community consultations and/or supported by a demand or employability study for NTR. *TESDA Circular No. 018, s. 2023*

Competency-Based Learning and Development Programs

refers to the approach that uses competencies as the foundation for designing targeted programs with learning outcomes that directly link to the competency requirements. *CSC, as cited in TESDA Circular No. 038, s. 2024*

Competency-Based Learning Materials (CBLM)

refers to a well-designed and carefully developed learning materials (hard or soft copy) that provide detailed instruction to guide and help a learner acquire the necessary knowledge, skills, and attitude of a specific unit of competency on a self-paced learning modality. It contains the learner guide, list of competencies, summary of competencies, summary of learning outcomes, learning experiences, information sheet, self-check, tasks sheet, operation sheet, job sheet, and performance criteria checklist. *TESDA Circular No. 062 s. 2020*

Competency-Based Learning System

refers to a system by which the learner is trained on the basis of demonstrated ability. *R.A. No. 11230*

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. *TESDA Circular 107, s. 2021*

Competent

properly or sufficiently qualified or fit to perform tasks associated with the job. *Wahba 2013; TESDA Circular No. 107, s. 2021*

Complaint

the formal or informal expression of customer dissatisfaction with service received from the TESDA. *Operating Procedure - Customer Satisfaction Management System*

Complex Transaction

refer to requests or applications submitted by clients of a government office which necessitate the use of discretion in the resolution of complicated issues by an officer or employee of said government office, such transaction to be determined by the office concerned. *TESDA Circular No. 123 s. 2020*

Compliance Audit

refers to the process of verifying the compliance of an institution with the minimum requirements per Training Regulations, Unified TVET TVET Program Registration and Accreditation System (UTPRAS) and Philippine TVET Competency and Certification System (PTCACs) guidelines *TESDA Circular No. 47, s. 2022; TESDA-OP-IAS-02 Rev. 02 - Compliance Audit for PTCACS; TESDA-OP-IAS-01 Rev. 01 - For Program Registration*

Computer-Based Training

an educational method in which a computer is the primary medium for instruction and learning. *Ministry of Labour 2005, Jordan*

Condition

a list of tools and equipment, learning resources, equipment and facilities which effectuate the learning and assessment to take place -

Condition-Based Maintenance

preventive maintenance initiated as a result of knowledge of the condition of an item from routine or continuous checking. *TESDA Circular No. 59, s. 2017*

Conditional Failure

is a grade below the passing mark but may be made up for by successful repetition of the course or by passing a reexamination *TESDA Circular No. 021, s. 2023*

Confidential Information

refers to any information not publicly available that has socio-economic value and which the creator or inventor has taken reasonable efforts to keep confidential. It includes but is not limited to: Invention description(s), technical and business information relating to proprietary ideas, inventions, trade secrets, drawings and/or illustrations, patent searches, existing and/or contemplated products and services, research and development, production, non-public financial projections, customers, marketing, and current or future TESDA plans and models, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure. *TESDA Circular No. 023 s. 2021*

Consent of the Data Subject

any freely given, specific, informed indication of will, whereby the data subject agrees to the collection and processing of his or her personal, sensitive personal, or privileged information. The consent shall be evidenced by written, electronic, or recorded means. It may also be given on behalf of a data subject by a lawful representative or an agent specifically authorized by the data subject to do so. *TESDA Data Privacy Manual version 1.0 s. 2020*

Consequence

an outcome of an event affecting objectives (e.g. per GAA and OPCR) and compliance to legal requirements and set standards (e.g. per Citizen Charter). *TESDA Circular No. 133 s. 2019*

Consumables

refer to the supplies and materials needed by the learners to practice the skills required of a training activity. *TESDA Circular No. 60, s. 2018*

Contact Center ng Bayan

it is created by the Civil Service Commission. It is a feedback mechanism designated as the government's main helpdesk where citizens can request information and assistance on government frontline service procedures and report commendations, appreciations, complaints, and feedback. *TESDA Circular No. 123 s. 2020*

Containment Policy

refers to the limitation to implement scholarship programs within the specified region based on the approved QM. *TESDA Circular No. 024 s. 2021*

Content Complexity

relates to the cognitive demands inferred from the language of content standards. In essence, it considers factors such as prior knowledge, processing of concepts and skills, sophistication, number of parts, and application of content structure required to meet an expectation or to attain an outcome *www.cpalms, as cited in TESDA Circular No. 090, s. 2021*

Content Management

refers to the set of processes and technologies that supports the collection, managing, and publishing of information in any form or medium. *TESDA Circular No. 019 s. 2021*

Context

the internal and external issues to be taken into account when managing risk. *TESDA Circular No. 133 s. 2019*

Contextual Learning Matrix

a document containing detailed information pertaining to a particular trade which can be used for training purposes. It analyzes curriculum concepts of technology, science, math, communication, environmental issues, and STEM with integration of 21st Century Skills -

Contingent Worker

do not have an implicit or explicit contract for employment, or do not have an employer-employee relationship. These workers are also called independent contractors, freelancers, or self-employed workers. *Baruch College of the City University of New York*

Continuing Learning (or Lifelong Learning)

is the process in which different craftsmen and adults take part to acquire and / or learn new awareness, knowledge, skills or attitude competencies throughout life via all organized, systematic education, training, work and general life experiences in order to improve their opportunities for advancement and promotion. Continuing Learning or Lifelong Learning programs are educational programs usually offered to adults as part-time or short courses in professional fields, personal, academic or occupational subject areas to update and improve occupational skills. *Wahba 2013*

Continuing Professional Development (CPD)

refers to the inculcation of advanced knowledge, skills, and ethical values in a post-licensure specialization or in an inter-or multi-disciplinary field of study, for assimilation into professional practice, self-directed research, and/or lifelong learning. *TESDA Circular No. 010, s. 2020*

Continuing Professional Development (CPD) Unit

refers to the value of an amount of learning that can be transferred to a qualification achieved from formal, informal, or non-formal learning settings, wherein credits can be accumulated to pre-determined levels for the award of the qualification. *TESDA Circular No. 010, s. 2020*

Continuous Support

refers to international or local organizations, nongovernment organizations, civil society organizations, people's organizations, government-owned or controlled corporations which provide funds or contributions to TESDA in the promotion and enhancement of TVET. *TESDA Circular No. 007 s. 2021*

Control

a measure that is modifying the risk; include any process, policy, practices, or other actions that modify risk. *TESDA Circular No. 133 s. 2019*

Convergence

refers to the act of integrating and collaborating related programs and services of government agencies, business, and labor groups, and civil society to effectively assist and support a community enterprise. *TESDA Circular No. 035 s. 2018, DOLE Department Order No. 17 s. 2017*

Cooperative

refers to an autonomous association of persons duly registered with the Cooperative Development Authority (CDA), with a common bond of interest, whose members have voluntarily joined together to achieve their social, economic, and cultural needs and aspirations by making equitable contributions to the capital required, patronizing their products and services, and accepting a fair share of the risks and benefits of the undertaking in accordance with universally-accepted cooperative principles. *Article 3 of R.A. No. 9520, an Act Amending the Cooperative Code of the Philippines*

Copyright

refers to the right granted by a statute to the proprietor of a literary, artistic, or scientific work to its exclusive use and enjoyment to the extent specified in the statute. *Memorandum Circular No. 2020-025, Revised Rules on Copyright Registration, IPO*

Copyrightable Works

refer to all literary and artistic works, derivative works, and published edition of works defined in Sections 172 —174 of the IP Code, as amended, including researches, teaching or training materials or modules, regardless of the format in which it was created or produced, and technology and policy researches. *TESDA Circular No. 023 s. 2021*

Core Competencies

these are specialized units of competency required of workers that are unique in a particular area of work. They are sector specific and may

pertain to a stream of technology or specialty job with a particular industry or sector. *Training Regulations Framework per TESDA Board Resolution No. 2014-04*

Corporate Documents

(TVET Program Registration context) refers to the Certificate of Incorporation, Memorandum of Association, Articles of Association, Bylaws, General Information Sheet 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 *TESDA Circular 107, s. 2021*

Correction Action

refers to an action to eliminate the cause of a detected non-conformity. *TESDA Circular No. 47, s. 2022; TESDA-OP-IAS-02 Rev. 02 - Compliance Audit for PTCACS; TESDA-OP-IAS-01 Rev. 01 - For Program Registration*

action/s to eliminate a detected nonconformity. A correction action can be made in conjunction with a corrective action. A correction action can be, for example, a re-work. *TESDA-QP-03 Rev. 03*

Corrective Action

refers to an action(s) to eliminate the cause of a nonconformity and to prevent its recurrence. There can be more than one cause of nonconformity *TESDA Circular No. 47, s. 2022; TESDA-QP-03 Rev. 03*

Corrective Action Request Form

refers to the form used to initiate and report/record the correction/s and/or corrective action/s, including validation of effectiveness of action/s taken to address nonconformity from daily operations/audit conducted. *TESDA-QP-04 Rev. 02*

Corrective Maintenance

maintenance carried out to restore (including adjustment and repair) an item that has ceased to meet an acceptable condition. *TESDA Circular No. 59 s. 2017*

Cost of Maintenance, Facilities, Equipment, and Tools

refers to the cost necessary to keep the facilities, equipment, and/or tools in good functional condition. It is computed by determining the imputed cost on the facilities, equipment, and tools utilization. *TESDA Circular No. 60 s. 2018*

Cost of Tuition

refers to the fee allocated to pay utilities, supplies and materials, maintenance of facilities, equipment, and tools, honoraria and other cost of services that may be incurred in the duration of program. *TESDA Circular No. 092 s. 2019*

Cost of Utilities

refers to the cost of the amount of water and electricity consumed during the training period. *TESDA Circular No. 60 s. 2018*

Counterpart Funds

refer to the component of the project cost to be financed from government-appropriated funds, as part of the government's commitment in the implementation of the project. In the case of government-owned and -controlled corporations, the total peso counterpart may be the equity contribution of the national government and/or internally generated cash. *www.neda.gov.ph*

Course

structured and integrated program of education or training, usually consisting of a number of modules (subjects) or shorter programs, and leading to the award of a qualification. -

Course Content

content of a course, specifically the underpinning knowledge, attitudes and skills that directly contribute to achieving the learning outcomes of a course and its modules. *TESDA Procedures Manual on Developing a CBC*

Course Description

describes the objectives and coverage of the course *Manual for the Evaluation of PQF Level 5 Diploma Programs, as cited in TESDA Circular No. 039, s, 2024*

Course Outcomes

are statements of what a learner is expected to know, understand, and be able to do at the end of a period of learning. *TESDA Circular No. 38, s.2017; AQR Concept Note No. 2, Learning Outcomes and Qualification Frameworks, as referenced by TESDA Circular No. 119 s. 2020*

Course Specifications

pertains to the details on how the qualification will be learned, either as full qualification or integrated in other courses. *TESDA Circular No.86, Series of 2019, as referenced by TESDA Circular No. 119 s. 2020*

Course Title

refers to the name of the program to be offered. It is usually derived from the qualification title of the training regulations or it takes the qualification title of the training regulations if the program is designed to cover the entire qualification. *TESDA Procedures Manual on Program Registration*

the title of the course based on the Qualification as agreed upon by partner TVIs, HEIs, and Industry. *Manual for the Evaluation of PQF Level 5 Diploma Programs, as cited in TESDA Circular No. 039, s. 2024*

Creator

refers to any person who creates, conceives, reduces to practice, or otherwise makes a significant/substantive intellectual contribution to the creation of Intellectual Property. *TESDA Circular No. 023 s. 2021*

Credit

the acknowledgement that a person has satisfied the requirements of a module (subject) or unit of competency either through previous study or recognition of prior learning. -

refers to the value given to a particular course or subject based on competencies and learning outcomes. *IRR of Ladderized Education Act of 2014 (RA 10647)*

Credit Transfer

recognition and carrying forward of overlapping learning from a TVET modular, stand-alone program to a higher education program with unit credits given in the appropriate degree course subject(s) for learners that will go to the college course. *CHED Memo Order No. 43, s. 2008*

refers to a credit conversion established to promote student mobility by ensuring that units earned from different modalities are credited by the institutions. *IRR of the Ladderized Education Act of 2014 (RA No. 10647)*

it is a mechanism for determining the equivalencies between two existing qualifications and agreement on the amount of credit that may be awarded from this matching of equivalencies. *PHL AQRF Referencing Report, May 2019*

Crisis

state of affairs characterized by an existing problem or developing issue negatively affecting the agency's reputation, operations, or relation with the public which requires immediate action. State of affairs characterized by an existing problem or developing issue negatively affecting the agency's reputation, operations, or relation with the public which requires immediate action. *Memorandum No. 234, s. 2020*

Crisis of Communication

the activities or actions pursued in response to the crisis to mitigate or prevent further damage to the agency's reputation and relation with the public. *Memorandum No. 234, s. 2020*

Critical Aspects of Competency

the required knowledge skills and attitude that must be acquired and performed by an individual candidate. -

Critical Skills

competencies that are essential in the operations of a firm or group of firms within an industry as identified by industry experts. -

Criticality to the Job

the competency/element of the employee has in relation to the delivery of outputs and the execution of the job. *Memorandum No. 209, s. of 2020; TESDA-OP-AS-01*

Cross-Enrollment/Cross-Registration

is the process of allowing students/learners from and outside the institution to enroll in another institution upon the approval of the dean or any applicable committee/council. *TESDA Circular No. 021, s. 2023*

Curriculum

a systematic group of courses or sequences of subjects required for graduation or certification in a major field of study; or a general overall

plan of the content or specific materials of instruction that the school should offer the student by way of qualifying him for graduation or certification of entrance into a professional or vocational field; or c) a body of prescribed educational experience under school supervision, designed to provide an individual with the best possible training and experience to fit him for a trade or profession. *(Manual of Policies and Guidelines on the Establishment and Operation of Public and Private TVET Institutions, First Ed., 2001)*

Curriculum Development Team

a group of industry representatives, curriculum developers and trainers experienced in the field / industry sector who are organized to develop CBCs -

Curriculum Exemplar

a model or sample of competency-based curriculum -

Customer Satisfaction Focal

designated personnel that shall be responsible for monitoring all actions taken on customer feedback and disseminating customer feedback to COROPO. *Operating Procedure Operating Procedure, Customer Satisfaction Management System*

Customer Service Officer (CSO)

a designated employee covered by a TESDA Office Order to serve as PAC Officers of the Day; Call Center Agents; official Facebook administrators, and/or Executive Office focal. The CSO is responsible for logging and recording queries, customer information; generating, monitoring, maintaining, and processing data from prescribed feedback forms. *Operating Procedure - Customer Satisfaction Management System*

Customers

individual or group is also known as "Citizen" availing of TESDA programs and services, such as but not limited to other government offices and the transacting public. *Operating Procedure, Customer Satisfaction Management System*

Daily Allowance

the amount which the trainee receives from the educational institution to defray part of his/her daily expenses. As required by law, a DTS-accredited Establishment shall pay directly to the TVI, a Trainee's Allowance not below seventy-five percent (75%) of the applicable minimum daily wage for the number of days actually spent by the trainee in the Establishment for the In-plant training. The trainee's allowance shall be paid in full to trainees through the TVI. It shall be remitted to the trainee who spends two (2) days weekly in the school and the remaining days of the week in the establishment. *TESDA Circular No. 054 s. 2019*

Data Analytics

the science of analyzing raw data in order to make conclusions about that information. Done right, the data can be used to discover trends and metrics for the organization's benefit. *Investopedia*

Data Correction

refers to the modification/changes to be performed to the data entries in the T2MIS database either as: Simple Transaction refers to the data correction request where the modification could immediately be addressed Complex Transaction refers to the data correction request which requires clarifications and authorization from the Process Owner before making the necessary data changes. *TESDA Circular No. 056 s. 2021*

Data Processing Systems

the structure and procedure by which personal data is collected and further processed in an information and communications system or relevant filing system, including the purpose and intended output of the processing. *TESDA Data Privacy Manual version 1.0 s. 2020*

Data Repository

the designated area wherein all archived video footage shall be stored/kept. *TESDA Circular No. 084 s. 2020*

Data Sharing

the disclosure or transfer to a third party of personal data under the custody of a personal information controller or personal information processor. In the case of the latter, such disclosure or transfer must have been upon the instructions of the personal information controller concerned. The term excludes outsourcing, or the disclosure or transfer of personal data by a personal information controller to a personal information processor. *TESDA Data Privacy Manual version 1.0 s. 2020*

Data Subject

an individual whose personal, sensitive personal, or privileged information is processed. *TESDA Data Privacy Manual version 1.0 s. 2020*

Day Release Scheme

refers to the schedule where the trainee spends two (2) days weekly in the school and the remaining working days of the week in the establishment. *TESDA Circular No.054 s. 2019*

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) *TESDA Circular 107, s. 2021*

Defect

an unexpected deviation from requirements that would require considered action regarding the degree of acceptability. *TESDA Circular No. 59 s. 2017*

Delivery Mode

refers to any of the following: Community-based – short term programs conducted by Non-Government Organizations (NGOs), LGUs, training centers and other TVET providers which are intended to address the specific needs of a community. Such programs can be conducted in informal settings such as barangay hall, basketball courts, etc. These programs can also be Mobile Training Program (MTP) Dual Training System (DTS)/Dualized Training Program (DTP) – training is conducted in two venues, the institution and establishment; E-Learning – an umbrella term providing computer instruction online over the public internet, private distance learning networks or in house via an internet; Enterprise-based - training program being implemented within companies/firms. These programs can be apprenticeship or learnership; Institution-based – TVET program in Technical Vocational Institutions (TVIs), State Universities and Colleges (SUCs), Local Colleges and Universities (LCUs), Higher Education Institutions (HEIs), TESDA Technology Institutions (TTIs), and in training centers such as Local Government Unit (LGU)-manpower centers, Regional Training Centers (RTCs), and Provincial Training Centers (PTCs). Mobile Training Program - registered program that is transportable bringing with it all the necessary tools, equipment, consumables including the trainer -

Demand-Driven TVET

responsive to the workforce challenges and needs defined by employers. *ETA 2008, USA*

Demand-Side Criteria

external factors that drive economic growths which will somehow influence the programs and direction of the TVET training providers. *TESDA Circular No. 060 s. 2020*

Department of Defense (DND) CBT Trainer

the DND-identified personnel and recognized as Community-Based Trainer for Community-Based Training programs. *TESDA Circular No. 074, s. 2020*

Deployment

refers to the process by which the Qualifications and Standards Office introduces the newly promulgated Training Regulation, developed Competency Assessment Tools and promulgated assessment fees to the TESDA Regional, Provincial, District officials, TESDA focal persons on training/assessment, TVET partners, and other stakeholders for utilization and implementation in their respective areas. *TESDA Circular No. 101, s. 2021*

Designated Assessment Venue (DAV)

a physically separate/enclosed and appropriately equipped area within a company, an organization or a training center where actual assessment shall take place. *TESDA Circular No. 41, s. 2017*

refers to a facility appropriately equipped and designated by the Provincial Office where actual assessment may take place. *TESDA Circular No. 032 s. 2021*

Designated Beneficiaries

are the legal heirs of the student grantees (learners) who will benefit from the insurance proceeds in case of death of the student grantee (learner). *TESDA Circular No. 091 s. 2019*

Designated Focal Person

refers to the person responsible in the recruitment, promotion and selection activities assigned in the Human Resource Management Division (HRMD) in the Central Office. The Financial and Administrative Services Division (FASD). *TESDA Circular No. 119, s. 2019*

Development Partner

refers to international or local organizations, nongovernment organizations, civil society organizations, people's organizations, government-owned or controlled corporations which provide funds or contributions to TESDA in the promotion and enhancement of TVET. *TESDA Circular No. 007 s. 2021*

Differently-Abled Person

a person who has impairment that produces functional limitations, restrictions in activities or has social handicap. *WHO*

Digital Contents

refer to information available in digital format. It could be in the form of text, audio and video files, graphics, animations, and images. Typically, digital content refers to information available for streaming, downloading or distribution on electronic media. *TESDA Circular No.062 s. 2017*

Digital Transformation

the wide-scale use of digitization and digitalization in order to create a different environment and culture. *Digitization, Through Digitalization, to Digital Transformation, researchgate.net*

A series of deep and coordinated culture, workforce, and technology shifts that enable new educational and operating models and transform an institution's operations, strategic directions, and value proposition *Educause: "Dx: Digital Transformation of Higher Education"*

Digitization

the process of converting analog data into a digital one. An example of this is when an office worker scans a paper document to create a soft copy of it. (*Digitization, Through Digitalization, to Digital*

Transformation, researchgate.net) the process of streamlining processes and making them more efficient through digital technologies. An example of this is when a business replaces its pen-and-paper registration forms with an online registration system. *Digitization, Through Digitalization, to Digital Transformation, researchgate.net*

Diploma Program Standards

are sets of program guidelines, parameters and rules that govern a specific program of education at PQF Level 5. The Diploma Program standards are developed through stakeholders consultations with an industry association to adhere to industry standards and needs and with higher education institutions to articulate credit transfer *TESDA Circular No. 039, s. 2024*

Direct Access

any one of a number of measures permitting direct dealings between authorized entities and satellite system providers at specified levels as defined by the National Telecommunication Communications (NTC). *Executive Order No. 127*

Direct Training Expenses

refers to items of costs that are especially traced to or caused by training and include consumables used in the course of program, training supplies, materials, utilities, venue and equipment, trainer's fee and other related expenditures. *R.A. No. 11230*

Disaster

is a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impact, which exceeds the ability of the affected community or society to cope using its own resources. Disasters are often described as a result of the combination of: the exposure to a hazard; the conditions of vulnerability that are present; and insufficient capacity or measures to reduce or cope with the potential negative consequences. Its impacts may include loss of life, injury, disease and other negative effects on human, physical, mental, and social well-being, together with damage to property, destruction of assets, loss of services, social and economic disruption and environmental degradation. *Sec. 3 of R.A. No. 10121, Philippine Disaster Risk Reduction and Management Act of 2010*

Displaced Workers

refers to workers in the formal and informal sectors who became unemployed, underemployed, or have lost their livelihood as a result of the closure of the establishment, economic crisis, retrenchment, termination, natural disasters/calamities. *TESDA Circular No. 035 s. 2018; DOLE Department Order No. 17 s. 2017*

Distance Education

refers to a mode of learning in which trainees and teachers are physically separated from each other. It is a learner-centered, guided

independent study making use of well-studied learning and teaching pedagogies to deliver well-designed learning materials through various media. It is sometimes described as flexible learning and distributed learning. *Open Distance Learning Act (R.A. No. 10650)*

a mode of educational delivery whereby teacher and learner are geographically separated and instruction is delivered through materials and methods using communication technologies, and supported by organizational and administrative structures and arrangements. The delivery medium is typically online but can be by print-based modules or by mobile phone. *CHED Memorandum Order No. 62 s. 2019*

Distance Learning

a formal education process in which majority of the instruction occurs when the students and instructor are not in the same place. Distance learning may employ correspondence study, audio, video, computer technologies or other modern technology that can be used to facilitate learning and formal and non-formal training. *TESDA Circular 121 s. 2020*

Distance/eLearning

is a mode of delivering education or training programs remotely. It does not require a simultaneous interaction between the teacher/trainer and the learner. This is not a new concept; in fact, delivering learning material by post to learners who lived far from educational/training institutions existed well before the advent of the Internet. A key aspect of e-learning is computer-based or Internet-aided learning activities. Online learning is another term that is often used, but e-learning could be off-line, for example learning from off-line educational applications stored on a tablet. *Distance and E-Learning in TVET, 2020*

Distinctive Area of Competence (DAC)

refers to the core curricular offering with respect to the school strength and needs of the community. *TESDA Circular No. 090 s. 2018*

Document Controller

are individual/s assigned to oversee the implementation of the Document Control procedure. *ISO 19011:2015*

Documented Information

refers to information required to be controlled and maintained by the organization and the medium on which it is contained. Documented information includes both documents and records. It can be in any format, type, or media, and from any source. *ISO 19011:2015*

Documented Migrant Workers

refers to the following: (1) Those who possess valid passports and appropriate visas or permits to stay and work in the receiving country; and (2) Those whose contracts of employment have been processed by the POEA, or subsequently verified and registered on-site by the POLO, if required by law or regulation. *RA No. 10022*

A migrant worker or members of his/her family authorized to enter, to stay, and to engage in a remunerated activity in the State of employment pursuant to the law of that State and to international agreements to which that State is a party. *International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families, 1990*

Downtime

the period of time during which an item is not in a condition to perform its intended function. *TESDA Circular No. 59 s. 2017*

Dropout

is withdrawal from an education or training program before its completion. *CEDEFOP 2008, Europe as cited in TESDA Circular No. 021, s. 2023*

Temporary or permanent withdrawal from an education or training program before its completion. May also refer to a person who has failed to complete a course. *EU Commission AL 2010, Europe as cited in TESDA Circular No. 021, s. 2023*

Dropping

is officially disenrolling from one or more courses while remaining enrolled in at least one course *TESDA Circular No. 021, s. 2023*

Drug Surrenderer

refers to person who voluntarily submitted themselves to authorities for proper intervention and are assessed as drug users or dependents. *DILG Joint Memorandum Circular No. 2018-01*

Dual Training System (DTS)

a learning modality that provides in-school and in-plant training interventions following a mutually-designed competency-based curriculum and outcome-based training plan without prior notice and advice to the local government unit concerned. *Amended Implementing Rules and Regulations of the DTS Act of 1994 (RA 7686); TESDA Circular No. 054 s. 2019*

Dual Training System (DTS) Accreditation

refers to the process of granting of a qualified status to a TVI and its partner establishment to implement the DTS program that meets all the requirements of the DTS Law, particularly on the prescribed payment of the trainee's allowance. *Amended Implementing Rules and Regulations of the DTS Act of 1994 (RA 7686); TESDA Circular No. 054 s. 2019*

Dual Training System (DTS) Trainee

a person who undergoes training for the purpose of acquiring and developing job qualifications. *Amended Implementing Rules and Regulations of the DTS Act of 1994 (RA 7686); TESDA Circular No. 054 s. 2019*

Dual Training System (DTS) Program

a TVET program that utilizes a curriculum/training plan that provides for in-school and in-plant training and specifies DTS as its instructional delivery based on strict standards set forth by R.A. No. 7686 and carried out only in qualifications to be determined by the TESDA Board in consultation with Industry Partners, concerned TVIs and the concerned

offices of the TESDA Secretariat. *Amended Implementing Rules and Regulations of the DTS Act of 1994 (RA No. 7686)*

Dual Training System (DTS) Trainer

a person in the accredited DTS Establishment who directs trainees to the practice of skills. A DTS trainer may also be a Training Coordinator. *Amended Implementing Rules and Regulations of the DTS Act of 1994 (RA 7686); TESDA Circular No. 054 s. 2019*

Dual Transition

refers to the simultaneous and interconnected shifts toward a greener and more digital future. It involves both the green transition, which focuses on sustainability and environmental protection, and the digital transition, which leverages technology to drive innovation and efficiency. *UNESCO-UNEVOC*

Due Diligence

is a process that involves risk and compliance checks, concluding an investigation/review/audit to verify facts and information about a particular subject to ensure that all requirements are complied with. *TESDA Circular No. 004, s. 2024*

Duration of Training

the training period or the nominal duration of the SIL as specified in the Training Regulations for WTR. *TESDA Circular No. 018 s. 2023*

eight (8) hours training in one (1) day. *Memorandum No. 209, s. of 2020; TESDA-OP-AS-01*

eCopy

refers to any information generated, sent, received or stored by electronic, optical or similar mean. *TESDA Circular No. 139 s. 2020*

eData Message

a paper document that has been scanned and converted to a computer file, typically Microsoft Word or Adobe PDF. *TESDA Circular No. 081s. 2020*

Education Innovations

is refer to improvements in curriculum, teaching pedagogies, learning equipment or facilities, learning delivery modes and learning processes. *TESDA Circular No. 060 s. 2020*

Educational Base

is defined as the programs through which practitioners normally satisfy the academic requirements for the engineering roles currently known amongst the initial signatories of the Accord - International Engineering Alliance. *TESDA Circular No. 150 s. 2020*

Effectiveness

guideline in the policy formulation and/or procedures that require less time and effort to accomplish the task/activity. *TESDA Circular No. 041, s. 2018*

Efficiency

guideline in the policy formulation and/or procedures that require less time and effort to accomplish the task/activity. *TESDA Circular No.0 41, s. 2018*

eLearning

is an umbrella term for providing computer instruction (courseware) online over the public internet, private distance learning networks or in-house via an intranet. *TESDA Circular No. 104 s. 2019*

Elective Competencies

These are additional units of competency that are useful but not absolutely necessary for enhancing the mobility/employability of a person. These competencies are considered important in the performance of the job and may be drawn from among the units of competency in the Training Regulations promulgated for other sectors *Training Regulations Framework per TESDA Board Resolution No. 2014-04*

Electronic Document

refers to information or the representation of information, data figures, symbols or other modes of written expression, described or however represented, by which a right is established or an obligation extinguished, or by which a fact may be proved and affirmed, which is received, recorded, transmitted, stored, processed, retrieved or produced electronically. *TESDA Circular No. 051 s. 2021*

Elements of Competency

the building blocks of a unit of competency. It describes in outcome terms the functions that a person who works in a particular area of work is able to perform. *Training Regulations Framework per TESDA Board Resolution No. 2014-04*

the components of the required knowledge, skills and attitude as the basis of performance criteria that an individual must perform to complete the work activity.

Embedded Learning and Teaching

teaching and learning of literacy and numeracy which is integrated with the teaching of vocational or academic skills. *EU Commission AL 2010*

Embedded TVET Qualification in a Ladderized Degree Program

a scheme by which the TVET content in the relevant higher education or bachelor degree program are mapped or identified and the curriculum is restructured to provide TVET exit points. The units of competencies in the TVET qualification are usually clustered together to allow for early attainment of a TVET qualification. *CHED Memo Order No. 43, s. 2008*

refers to the process of determining the TVET competencies or qualifications that lead to job platforms in the relevant higher education or bachelor's degree program. Full TVET qualification can still be earned even if a student of a ladderized degree program

chooses to exit from the program and get a job. *IRR of Ladderized Education Act of 2014 (RA 10647)*

Emergency Maintenance

maintenance wherein it is necessary to put the item on hand immediately to avoid serious consequences. *TESDA Circular No. 59 s. 2017*

Emerging Occupation

a new occupation or one that consists of a new combination of existing skills and knowledge for which there is considerable existing or projected demand. *NCVER 2013*

Emerging Skills

abilities for which demand is increasing in existing or new occupations. *CEDEFOP 2014*

Employability

refers to the (1) degree of adaptability an individual demonstrates in finding and keeping a job, and updating occupational skills. (2) it relates to portable competencies and qualifications that enhance an individual's capacity to make use of the education and training opportunities available in order to secure and retain decent work. *UNEVOC/NCVER 2009*

the skills and abilities that allow you to be employed *Cambridge Dictionary*

Employability Skills

the skills which enable people to gain, keep and progress in employment, including skills in the clusters of work readiness and work habits, interpersonal skills and learning, thinking and adaptability skills. *NCVER 2017*

Employed

include all persons 15 years old and over as of their last birthday and during the basic survey reference period as reported as either: at work - those who do any work even for one hour during the reference period for pay or work without pay on the farm or business enterprise operated by a member of the same or related by blood, marriage or adoption; or with a job but not at work – those who have a job or business but are not at work be it temporary or temporary illness/injury, vacation or other reasons. Likewise, persons who expect to return or to start operation of a farm or business enterprise within two weeks from the date of the enumerator's visit, are considered employed. *ILO*

Employee

refers to a probationary, regular, casual, part time or full-time employee, who receives salary or compensation from TESDA based on employee-employer relationship. *TESDA Circular No. 023 s. 2021*

Employers

any person, natural or juridical, including the principal employer, contractor or subcontractor, if any, who directly or indirectly benefits from the services of the employee. *DOLE DO No. 198, s. 2018*

Employers' Satisfaction Survey (ESS)

a survey which aims to evaluate the levels of satisfaction of the employers on the competencies and performance of TVET graduates in the workplace. -

Employment

(STAR Program context) refers to work being performed that is related to the training program undertaken for one (1) year that satisfies either of the following categories: self-employed – refers to work through operation of own businesses or trades that do not employ paid workers in the conduct of economic activities. wage employed – refers to work for pay, in cash or in kind, under contract with an institution or employer *OP on Program Registration, Rev. 01*

Persons in employment are defined as all those of working age who, during a short reference period, were engaged in any activity to produce goods or provide services for pay or profit. They comprise employed persons "at work", i.e. who worked in a job for at least one hour; and employed persons "not at work" due to temporary absence from a job, or to working-time arrangements (such as shift work, flexitime and compensatory leave for overtime) *ILOSTAT, International Labour Organization*

Employment Facilitation Assistance

refers to the assistance provided to clients in their search for employment opportunities through career guidance, job immersion, OJT, job referral, among others and the number of TVET graduates assisted. *TESDA Circular No. 007 s. 2021; TESDA Circular No. 13, s. 2022*

Employment Opportunities Provided

refers to the company's absorption of the graduates, in their workforce and the number of TVET graduates employed. This also includes apprentices and learners taken in by the company. *TESDA Circular No. 007 s. 2021; TESDA Circular No. 13, s. 2022*

Employment Rate

percentage of the total number of employed persons to the total number of persons in the labor force. *PSA*

refers to the ratio of employed TESD graduates to the total number of graduates. *TESDA Circular No. 18 s. 2017; TESDA Circular No. 13, s. 2022*

End-User

refers to the Head of the Executive, Regional, and Provincial Offices, TESDA Training Institutions and other TESDA Operating Units where the vacancy exists. *TESDA Circular No. 119, s. 2019*

Enhanced Basic Education

encompasses at least one (1) year of kindergarten education, six (6) years of elementary education, and six (6) years of secondary education, in that sequence. Secondary education includes four (4) years of junior high school and two (2) years of senior high school education. *Sec. 4. RA No. 10533*

Enrolment

is the registration of a person with an education or training provider for the purpose of undertaking a course or module. *NCVER 2013, Australia as cited in TESDA Circular No. 021, s. 2023*

the total number of students or trainees who have registered in a given course or program. *2005 IACES*

Enterprise

a participating establishment or company that is duly registered and existing under Philippine laws, which directly engages an apprentice or learner based on a registered Apprenticeship and Learnership Program. *TESDA Circular No. 120 s. 2020*

refers to a company, business, organization for other purposeful endeavor. *TESDA Circular No. 032 s. 2021*

Enterprise-Based Training

refers to TVET programs delivered in the enterprise which maybe in-plant or stand-alone, or maybe linked with a training provider, such as Apprenticeship, Dual Training System, and In-Company Training/Enterprise Training Programs. These programs are offered to an industry group or to enterprises employees and individuals. *Memorandum 332, s. 2024*

Entrepreneurship

refers to a training scheme to develop persons for self-employment or for organizing, financing and/or managing an enterprise. As a criterion, it is the minimum number of learners completed entrepreneurship training program. *TESDA Circular No. 090 s. 2018*

Entrepreneurship Education

a program that intends to develop persons for self-employment or for organizing, financing and/or managing an enterprise. *TESDA Circular No. 060 s. 2020*

Entrepreneurship Training

a training scheme to develop persons for self-employment or for organizing, financing and/or managing an enterprise. *TESDA Circular No. 068, s. 2022*

Entry Conference

a meeting with auditee management and staff to discuss the plans for the conduct of the audit as well as to obtain the audited entry's views and expectations. *TESDA Circular No. 079 s., 2020*

Environmental Responsibility

refers to our responsibility to use natural resources carefully, minimize damage, and ensure these resources will be available for future generations. *The State of New South Wales, Department of Education and Training, 2001; TESDA Circular No. 58 s. 2018*

Equipment

any property, other than land, structures, and fixed facilities, having a useful life greater than a year, the cost of which amounts to P50,000.00 or more and which when used does not suffer any material or substantial change or alteration in size or form. *COA Circular No. 2022-004 s. 2022*

Equipment Maintenance Log-Sheet

is used to record maintenance in one overview for each piece of equipment. *TESDA Circular No. 59 s. 2017*

Equity

fairness, social justice in TVET, equity policy incorporates measures to improve access to, participation in the TVET System. *UNESCO-UNEVOC*

Equivalence of Industry Experience

the condition of being the same or comparable in value, worth, function, etc. to time served/employed in an industry *TESDA Circular No. 33 s. 2017*

Equivalency

refers to a process that involves assigning equivalent credits to the competencies demonstrated by a learner through assessment, thereby providing entry points to different levels of qualifications, the purpose of which is to provide opportunities to the learner to continue to learn and to re-enter the educational and training programs at various higher levels without retaking courses on which a learner has already demonstrated competence and knowledge. *IRR of RA No. 10968*

refers to a process of recognizing present competencies and granting/awarding of certificate of achievement therefore towards an additional qualification *TESDA Circular No. 090, s. 2021*

refers to a process that involves assigning equivalent academic credits to the competencies demonstrated by a student through assessment tests, thereby providing entry points to the next higher level qualification, the purpose of which is to provide opportunities to the student to continue to learn and to re-enter the educational program at a higher level without having to unnecessarily retake courses on which a student has already demonstrated competence and knowledge *IRR of Ladderized Education Act of 2014 (RA 10647)*

eSignature

refers to any distinctive mark, character, and/or sound in electronic form, representing the identity of a person and attached to or logically

associated with the electronic data message or electronic document or any methodology or procedures employed or adopted by a person with the intention of authenticating or approving an electronic data message or electronic document. *TESDA Circular No. 139 s. 2020*

Essential Skills

it include the skills associated with literacy (i.e. reading, writing, document use and numeracy) but goes beyond to also include thinking skills, oral communication, computer use/digital skills, working with others and the skills associated with continuous learning. They provide the foundation for learning all other skills and enable people to better prepare for, get and keep a job, and adapt and succeed at work. *Government of Canada*

Establishment

refers to any workplace registered as sole-proprietorship, partnership, corporation, cooperative, foundation, organization, and other private enterprise, which, under the DTS, can offer conducive avenue and adequate resources for workplace learning in specific qualifications. *TESDA Circular No. 054 s. 2019*

Evaluation

is an assessment, conducted as systematically and impartially as possible, of an activity, project, programme, strategy, policy, topic, theme, sector, operational area or institutional performance. It analyses the level of achievement of both expected and unexpected results by examining the results chain, processes, contextual factors and causality using appropriate criteria such as relevance, effectiveness, efficiency, impact and sustainability. An evaluation should provide credible, useful evidence-based information that enables the timely incorporation of its findings, recommendations and lessons into the decision-making processes of organizations and stakeholders. *Norms and Standards for Evaluation by the United Nations Evaluation Group, 2017*

Evidence

the obtained information based on the sets of competency standards to provide proof of competence. refers to material/s collected which, when matched against the specifications in the competency standards, provide proof of competence. *TESDA Circular No. 051 s. 2021*

Evidence Guide

as used in TESDA, this term refers to a component of the unit of competency that defines or identifies the evidence required to determine the competence of the individual. It provides information on critical aspects of competency, resource implications, methods of assessment and context of assessment. the reference for the unit of competency which contains the components as basis to determine the competence of an individual. -

Evidence Plan

a document that identifies evidence requirements and assessment methods to be used in assessing the candidate of a particular qualification *TESDA Circular No. 059, s. 2020*

a document which consists of evidence requirements with the applicable methods of assessment to be used in assessing the candidate for a particular qualification. QSO

Exaction of any unauthorized fees

refers to the solicitation, in any manner, to students for payment of anything not included in the training costs reported to the Regional/Provincial Offices (RO/PO). *TESDA Circular No. 004, s. 2024*

Executive Committee (ExeCom)

is the body that deliberates and recommends approval of operational policies/guidelines, plans, and programs/projects for implementation. It oversees the proper implementation of TESDA's various programs/projects and services. *TESDA Circular No. 41 s. 2018*

Exigency of Service

a situation where service is urgently needed and where any delay in its execution and delivery will adversely affect the outcome of the service to clients and its effective and efficient delivery *TESDA Circular 038, s. 2024*

Exit Conference

is a meeting with auditee management and staff to discuss the highlights of the audit findings. It also provides an opportunity to get the auditee's comments (management comments) and insights about the significant audit issues as a way of validating the audit findings. *TESDA Circular No. 079 s., 2020*

Expendable Property

anything which can be consumed, spent, or used-up, such as supplies. *TESDA Circular No. 018 s. 2018*

Experience

refers to occupational history, relevant work experience either in the government or private sector, whether full-time or part-time, that addresses the competency requirements of the vacant position. *TESDA Circular No. 119, s. 2019*

Experimentation

a method of testing the veracity of scientific theories that provide novel solutions to practical problems and provide clues to causal inference. *TESDA Circular No. 060 s. 2020*

Extended Reality (XR) Technology

refers to umbrella term for all the immersive technologies that "extend" an individual's experience of reality by blending the virtual and "real" worlds. Use of this technology in training and assessment offers several benefits which include creating an enhanced, immersive and

interactive learning environment, and improved safety in training as XR technology can be used to simulate hazardous scenarios in a controlled environment with reduced actual risks. *adopted from Forbes*

Extension Programs

refers to any program-related intervention focused on training and other related support services to people needing assistance, with the primary aim of building their capabilities for gainful and productive economic activities *TESDA Circular No. 068, s. 2022*

Extension Services

an educational opportunity provided by TVIs, to people who are not enrolled as regular students. Likewise, it is a program based on the research output/s of the TVIs being extended and applied to the community. *Vocabulary.com as cited in Memorandum No. 132 s. 2020*

External Star Validator

refers to a person who is experienced and knowledgeable in the management of technical vocational education and training and quality assurance with no affiliation to any TVI-applicants who will act as the third-party evaluator. *TESDA Circular No. 099 s. 2019*

Externally Funded Undertaking

refers to works undertaken by TESDA but funded by an external funding entity such as but not limited to domestic or foreign entities. *TESDA Circular No. 023 s. 2021*

Face-to-Face (F2F)

a delivery mode that is traditionally adopted where the knowledge content and skills components are both delivered at the classroom and workshop areas of the TVI. *TESDA Circular No. 021, s. 2022*

an instructor-led training in a traditional classroom setting. *TESDA Circular No. 104, s. 2020*

Face-to-Face (F2F) Orientation

refers to the conduct of orientation where both TESDA personnel and applicant TVI are physically present in the TESDA Office *OP on Program Registration, Rev. 01*

Facilitator

a person who helps students/trainees learn by discovering things for themselves. *UNESCO-UNEVOC*

Facilities Utilization Plan

a plan that includes a list of qualifications and the dates and times at which each shall materialize or be accomplished in a particular room or shared space *TESDA Circular No. 061, s. 2022*

Faculty

refers to the learning facilitators/trainers who will teach the General Education, Theoretical, Technology, and Professional courses *TESDA Circular No. 039, s. 2024*

Failure

the termination of the ability of an item to perform its required function.
TESDA Circular No. 59 s. 2017

Failure Report

a document reporting the departure of an item from an acceptable condition. *TESDA Circular No. 59 s. 2017*

Fairness

(in terms of assessment) opportunity given to candidates so as not to disadvantage because of their situation *TESDA Circular No. 059, s. 2020*

Falsification

(TVET Program Registration context) 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 *TESDA Circular No. 107, s. 2021*

Feedback

a written or verbal report of failures, defects, shortcomings, and other experience which can be used to influence design, performance, and costs. *TESDA Circular No. 59 s. 2017*

File Naming Convention

a convention (generally agreed scheme) for naming things. It is a framework for naming your files in a way that describes what they contain and how they relate to other files. *TESDA Circular No. 084 s. 2020*

Filing System

any set of information relating to natural or juridical persons to the extent that, although the information is not processed by equipment operating automatically in response to instructions given for that purpose, the set is structured, either by reference to individuals or by reference to criteria relating to individuals, in such a way that specific information relating to a particular individual is readily accessible. *TESDA Data Privacy Manual version 1.0 s. 2020*

Financial Capability

is the combination of attitude, knowledge, skills, and self-efficacy needed to make and exercise money management decisions that best fit the circumstances of one's life, within an enabling environment that includes, but is not limited to, access to appropriate financial services.
Center for Financial Inclusion

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 + accounts 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. *TESDA Circular 107, s. 2021*

Financial Education/Financial Literacy

the combination of knowledge, skills, and attitude and ultimately behaviors that translate into such financial decisions and appropriate users of financial services *Center for Financial Inclusion*

Findings/Areas Not Complied With

refers to the absence, breakdown or failure of a procedure/process to meet the program registration requirements. *TESDA-OP-CO-02 Rev. 00*

Flexibility

is defined as offering choices in the educational environment, as well as customizing a given course to meet the needs of individual learners. Therefore, providing the possibility of making learning choices to learners is crucial. These learning choices can cover class times, course content, instructional approach, learning resources and location, technology use, the requirements for entry/completion dates, and communication medium. *Collis, Moonen, & Vingerhoets, 1997; Goode, Willis, & Harris, 2007*

(in the context of assessment) refers to opportunity for a candidate to negotiate certain aspects of their assessment with their assessor *TESDA Circular 059, s. 2020*

Flexible Learning

the provision of a range of learning modes or methods giving learners a greater choice of when, where and how they learn. *NCVER 2013, as cited in TESDA Circular No. 062, s. 2020*

Foreign Institutions/Organizations

those with tie-up programs with TESDA such as Colombo Plan Staff College (CPSC), GTZ, India Technical Economic Cooperation (ITEC), etc. *Memorandum No. 209, s. of 2020; TESDA-OP-AS-01*

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 *TESDA Circular 107, s. 2021*

Foreign National

refers to a person who is not a naturalized citizen of the Philippines. *TESDA Circular No. 001, s. 2020*

Foreign Programs

are programs either through bilateral technical assistance programs with or without government expenditures. May either be in long or short duration organized and offered by foreign institutions and/or organizations and designed to share country-specific knowledge and competence. *Memorandum No. 209, s. 2020, TESDA-OP-AS-01*

Formal Apprenticeships

training within employment involving a contract between an apprentice and an enterprise on an approved apprenticeable occupation. *TESDA Circular 121 s. 2020*

Formal Education

refers to a structured program of learning that leads to the full or partial achievement of an accredited/registered PQF qualification. *TESDA Circular No. 090, s. 2021*

Formal Education and Training

an education or training provided in educational institutions, such as schools, universities, colleges, or off-the-job in a workplace, usually involving direction from a teacher or instructor. *UNEVOC, NCVET 2009*

Formal Learning

learning given in education and training institutions or specially designed training areas, including within enterprises in formal apprenticeship systems. Training is structured and has precise learning objectives. *TESDA Circular No. 47 s. 2018*

Formal TVET

is a training typically provided by an education or training institution, structured (in terms of learning objective, learning time or learning support) and leading certification. Formal learning is intentional from the learner's perspective *UNEVOC*

Formative Assessment

assessment that takes place at regular intervals during a course or program, with feedback provided along the way to help improve the student's performance. *NCVER (Australia), VOCEDplus: Glossary of VET. In TVETipedia.*

<https://unevoc.unesco.org/home/TVETipedia+Glossary/lang=en/show=term/term=Formative+assessment#start>

Four Es of Operations

process stands for efficient, effective, economical and ethical
Efficient refers to "doing things right" given the available resources/inputs and within a specified timeframe. This is about delivering a given quantity and quality of outputs with minimum inputs or maximizing outputs with a given quantity and quality of inputs
Effective refers to "doing the right things". Effective operations mean that operating units are able to deliver their major final outputs and outcomes and able to achieve the expected results and contribute to the achievement of the sectoral and societal goals. Economical refers to the performance of functions and tasks using the least amount of resources/inputs within a specific timeframe. It implies that the resources/inputs should be acquired at the right cost, at the right time, at the right place, in the right quantity, and of the right quality. Ethical refers to conformity with the norms of conduct and ethical standards as

contained in RA 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees". *TESDA Circular No. 079 s. 2020*

Four-Day (Compressed) Work Week

refers to a work arrangement whereby the employees' workweek is compressed to four (4) days each week. *TESDA Circular No. 056 s. 2020*

Fourth Industrial Revolution (4IR)

characterized by a range of new technologies that are fusing the physical, digital and biological worlds, impacting all disciplines, economies and industries. *Klaus Schwab, www.weforum.org*

it is a way of describing the blurring of boundaries between the physical, digital, and biological worlds. It's a fusion of advances in artificial intelligence (AI), robotics, the Internet of Things (IoT), 3D printing, genetic engineering, quantum computing, and other technologies. *McGinnis, D. (2018), www.salesforce.com/blog*

Fraud

refers to any intentional act or omission by the TVI 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 *TESDA Circular 107, s. 2021*

Free Trade Agreement (FTA)

refers to an agreement between two or more countries to eliminate or reduce tariffs and other requirements of commerce that restrict trade between them. *www.dti.gov.ph*

Frequency of Application/Utilization

the frequency of usage of competency element which the employee performed during the reference period (e.g. specified quarter/semester/year). *Memorandum No. 209, s. 2020, TESDA-OP-AS-01*

Front-End Guidance Interventions

refer to various vocational/career guidance activities or interventions the training institutions extend to help learners decide which career to pursue. The series of learning activities shall cover the intellectual and mental windows of the framework. *TESDA Circular No. 053, s. 2023*

Frontline Resolution

refers to the first level approach of TESDA's complaints process. This involves issues/s that are straightforward and easily resolved, requiring little or no investigation. *TESDA Circular No. 123 s. 2020*

Frontline Services

a process or transaction enrolled in the Citizen's Charter. *(Operating Procedure (Customer Satisfaction Management System)*

Full-On-Line (FoL)

refers to the training delivery which will be conducted online using the Internet where there is no “face-to-face” interaction among the facilitator of learning and learners. *TESDA Circular No. 104 s. 2019*

Functional Analysis

is a technique used to identify the labor competencies inherent in a productive function. Such function may be defined at the level of an occupational sector, an enterprise, a group of enterprises, or a whole sector of production or services. It is a working approach to the required competencies by means of a deductive strategy. It begins by establishing the main purpose of the productive function or service under study and then questions are asked to find out what functions need to be performed in order for the previous function to be achieved. Ideally, this is carried out on a group of workers who are familiar with the function object of the analysis. Its worth as a tool comes directly from its representative quality. The method of functional analysis is the first stone in the creation of labour competency standards. As such, it is at the root of the description of the occupational areas that are the object of standardization. *UNESCO-UNEVOC*

a generic functional analysis of an industry sector (or a company) aims to identify a set of functions a specific industry sector is supposed to carry out in order to achieve its key purposes. Functional analysis begins with defining the key purposes of the sector - a statement of what everyone in the sector is ultimately trying to achieve. Much is dependent on the formulation of the key purposes of a sector. If the sector's key purposes change (through, for instance, placing a significant focus on environmental protection) the sector's job-related functions and occupational requirements will change inevitably resulting in changes in occupational standards. All the functions which need to be carried out to achieve the “key purposes” should be identified and sequentially disaggregated into the discrete functions which can be carried out by an individual. *WCMS, ILO*

Functional Literacy

the ability to communicate effectively, to solve problems scientifically, to think critically and creatively, to use resources sustainably and be productive, to develop one's sense of community and to expand one's worldview. *Literacy Coordinating Council (LCC) Resolution No. 1, s. 2008 – DepED*

refers to the capacity of a person to engage in all those activities in which literacy is required for effective function of his or her group and community and also for enabling him or her to continue to use reading, writing and calculation for his or her own and the community's development *UNESCO*

Functional Literacy Rate

the proportion (in percent) of the population who has acquired a higher level of literacy that includes not only reading and writing skills but also numeracy skills and ability to participate fully and effectively in community activities. -

Futures Thinking

a method for informed reflection on the major changes that will occur in the next 10, 20 or more years in all areas of social life, including education. *OECD as cited in TVET Brief No. 1, s. 2021*

Galing Probinsya Award

an award given to the TESDA Provincial Office that excelled in the effective supervision, coordination, integration and implementation and monitoring of TVET programs within their province. *TESDA Circular No. 047 s. 2021*

Gender

the socially learned behavior and expectations associated with the two sexes. It also refers to the socially differentiated roles and characteristics attributed by a given culture to women and men. *PSA*

refers to the roles and responsibilities of men and women that are created in the family, society, and cultures. *UNESCO Institute of Statistics 2013*

Gender Analysis

refers to a framework to compare the relative advantages and disadvantages faced by women and men in various sphere of life, including the family, workplace, school, community and political system. *PCW Memorandum Circular 2011-01*

Gender and Development Mainstreaming in TVET

integration of GAD perspective into the analyses, formulation, monitoring, and evaluation of TVET policies, programs and projects in the development agenda, with the ultimate goal to achieve gender equality. *UN*

Gender Equality, Disability and Social Inclusion (GEDSI)

refers to efforts to ensure people from all backgrounds, including women and gender diverse people, people with a disability and people facing another form of marginalization, can equitably access, use, contribute to, influence and benefit from the design, development and governance of TVET. A GEDSI lens is used to prevent unintended harm, exclusion and further marginalization of at-risk groups, and to promote their rights, equitable opportunities and benefits *The Australian Government's Department of Foreign Affairs and Trade, as cited in the TESDA Circular No. 039, s. 2023*

Gender Sensitive

means being able to appreciate the differences between men and women; understand how gender shape their roles in the society, and

how it affects the relationship between them. It means becoming aware of gender concerns in order to respond to gender issues.
Philippine Commission on Women

General Agreement on Trade in Services (GATS)

is a multilateral framework of rules and disciplines aiming for the expansion and progressive liberalization of services trade, based on increasingly transparent and predictable rules and regulations.
<https://www.wto.org>; www.giz.de

Geographic Information System (GIS)

a system designed to capture, store, manipulate, analyze, manage, and present all types of geographical data. The key word to this technology is Geography – this means that some portion of the data is spatial. *University of Wisconsin-Madison Libraries, 2018*

Ghost Candidates for Assessment

refers to persons who are listed/reported in the MIS 03-02 and in the Registry of Workers Assessed and Certified (RWAC) but did not attend the assessment as verified by TESDA. *TESDA Circular No. 004, s. 2024*

Ghost trainees

refer to persons reported to have attended the training for the purpose of obtaining payment of the corresponding scholarship allocation, but upon verification by TESDA are found to be fictitious *TESDA Circular No. 004, s. 2024*

Ghost Training

refers to training reported as held solely for the purpose of obtaining payment of the corresponding scholarship allocation, but upon verification by TESDA was not actually conducted. *TESDA Circular No. 004, s. 2024*

Gig Economy

a way of working that is based on people having temporary jobs or doing separate pieces of work, each paid separately, rather than working for an employer *Dictionary.cambridge.org*

Globalization

refers to the integration of markets, trade and investments with few barriers to ease the movement or flow of products and services between nations. *Daly, 199 and Gray, 2017, as cited in TESDA Circular No. 097, s. 2021*

Government Assistance To Students and Teachers in Private Education (GASTPE)

financial assistance to further the goal of improving quality and accessibility in private education particularly in the secondary, post-secondary (TVET) and higher education levels. DepED, TESDA, and CHED supervise the administration and implementation at the different education levels, respectively. *RA No. 8545, GASTPE Law*

Government Organization

refers to national government agencies, local government units, government-owned or controlled corporations, and their subsidiaries. *TESDA Circular No. 035 s. 2018, DOLE Department Order No. 17 s. 2017*

Grace Period

the period of time provided for a competency assessor to comply with the industry work experience required (IWER). *TESDA Circular No. 071 s. 2019*

the period of time provided for a trainer with Provisional national TVET Trainer Certificate (Provisional NTTC) to comply with the industry work experience (IWER) required . *TESDA Circular No. 075 s. 2020*

Grading System

the process of applying consistent measurements of varying levels of achievement in a course, with reference to the learning/ training delivery of the institution. *TESDA Circular No. 021, s. 2023*

Graduate

a student or trainee who was enrolled in a particular course and has completed the requirements set for that course/program. *PSA*

Graduate Attributes

a set of individually assessable outcomes that are the components indicative of the graduate's potential to acquire competence to practice at the appropriate level. They are exemplars of the attributes expected or graduate from an accredited program. Graduate attributes are defined for educational qualifications in the engineer, engineering technologist and engineering technician tracks. *International Engineering Alliance, 2013 - as referenced in TESDA Circular No. 119 s. 2020 and TESDA Circular 150 s. 2020*

Grantee

refers to the student beneficiary of a Grant-in-Aid program. *UNIFAST*

refers to the proponent whose research proposal has been approved for funding. *TESDA Circular No. 61 s. 2018*

Grants

are transfers made in cash, goods, or services for which no repayment is required. *www.oecd.org*

Green Audit

it involves the inspection of an organization, in this aspect, a TVET institution to assess the total environmental impact of an organization, or of particular, a product or process. *Colombo Plan Staff College, 2018*

Green Building Practices

refer to the adoption of measures that promote resources management efficiency and site sustainability while minimizing the negative impact of building on human health and the environment *IRR of Green Jobs Act of 2016 (RA 10771), DOLE DO No. 180, s.2017*

Green Community

refers to a community that is planned, built, or modified to promote sustainable living, focusing on environmental and economic sustainability, urban infrastructure, and social equity. *Wikipedia, 2018*

Green Economy

refers to one which is low-carbon and resource-efficient, and results in the generation of green jobs and in improved human wellbeing and social equity, while significantly reducing environmental risks and ecological scarcities *Philippine Green Jobs Act of 2016 (RA No. 10771)*

Green Goods and Services

refer to goods and services that benefit the environment or conserve natural resources, and may include research and development, installation and maintenance services *IRR of Green Jobs Act of 2016 (RA 10771), DOLE DO No. 180, s. 2017*

Green Institutional Care

is broadly defined as the extent to which the assumptions, values, symbols, and artifacts of the organization/ institution reflected a desire or need to operate in an environmentally sustainable manner. *The Greening of Organizational Culture, The Journal of Organizational Change Management, 2002 as cited in TESDA Circular No. 58 s. 2018*

Green Institutional Culture

refers to the broadly defined extent to which assumptions, values, symbols, and artifacts of the organization/ institution reflect a desire or need to operate in an environmentally sustainable manner *The Greening of Organizational Culture, The Journal of Organizational Change Management. 2002, as cited in TESDA Circular No. 032, s. 2024*

Green Jobs

refers to employment that contributes to preserving or restoring the quality of the environment, be it in the agriculture, industry, or services sector. Specifically, but not exclusively, this includes jobs that help to protect ecosystems and biodiversity, reduce energy, materials and water consumption through high-efficiency strategies, decarbonize the economy, and minimize or altogether avoid the generation of all forms of waste and pollution. Green jobs are decent jobs that are productive, respect the rights of workers, deliver a fair income, provide security in the workplace and social protection for families, and promote social dialogue. *Philippine Green Jobs Act of 2016 (RA 10771)*

are defined as jobs that reduce the environmental impact of enterprises and economic sectors, ultimately to levels that are sustainable. This definition covers work in agriculture, industry, services, and administration that contributes to preserving or restoring the quality of the environment while also meeting the criteria for decent work - adequate wages, safe conditions, workers' right, social dialog, and social protection. It also covers activities related to both mitigation and adaption to climate change. *ILO/CEDEFOP 2011*

Green Policy

refers to a documented strategy of the organization in terms of its actions relating to the environment; includes the need for an approach to compliance with regulations. *The Handbook of Research on Green ICT, London School of Economics, 2011*

Green Research

refers to research, development, and innovation that directly or indirectly contributes to the green transition of society - specific solutions and technologies as well as basic knowledge *Danish Agency for Higher Education and Science. (2023), as cited in TESDA Circular No. 032, s. 2024*

Green Skills

refers to technical knowledge, expertise, and abilities that enable the effective use of green technologies and processes in professional settings. They draw on a range of knowledge, values, and attitudes to facilitate environmentally sustainable decision-making at work and in life (UNFCCC, 2023). a. Generic/transversal Green Skills - are those skills needed to reduce environmental impacts and support economic restructuring to attain cleaner, more climate-resilient, and efficient economies that preserve environmental sustainability and provide decent work conditions (Pavlova M., 2018). b. Specific/technical Green Skills - are technical knowledge and skills that enable professionals to effectively use green technologies and processes i.e. resource-efficient technologies or processes that reduce waste and minimize the environmental impact of human actions (ETF 2022; Policy Briefing. Skilling for the Green Transition). *as cited in TESDA Circular No. 032, s. 2024*

Green Technologies

refers to the development and application of products, equipment, and systems used to conserve the environment and natural resources. *Philippine Green Jobs Act of 2016 (RA No. 10771)*

Green Training Regulations/Competency Standards

refers to the promulgated documents for the implementation of skills training in support of the requirements for skilled manpower of the green economy (RA 10771/ Green Jobs Act of 2016). *TESDA Circular No. 58 s. 2018*

Green Transition

A process towards a new development model that ensures environmentally sustainable and fairer societies. *ETF 2022: Policy briefing: Skilling for the Green Transition*

Greening TVET

an essential and cross-cutting theme for sustainable development. It refers to the efforts to reorient and reinforce existing TVET institutions and policies in order to reinforce the achievement of sustainable development. Thus, greening TVET acknowledges the relationship between sustainable development and green development and

clarifies different definitions of green jobs and green skills as well. *Majumdar 2010*

Gross Domestic Product (GDP)

measures the monetary value of final goods and services—that is, those that are bought by the final user—produced in a country in a given period of time (say a quarter or a year). It counts all of the output generated within the borders of a country. GDP is composed of goods and services produced for sale in the market and also includes some nonmarket production, such as defense or education services provided by the government. It has become widely used as a reference point for the health of national and global economies. *International Monetary Fund*

Group Personal Accident Insurance (GPAI)

personal accident insurance which provides benefits/indemnity in case of losses to the person or physical well-being of an insured individual arising out of an accident. *TESDA Circular No. 091 s. 2019*

Hard Skills

the technical and analytical competencies and know-how that allow the worker to perform the mechanical aspects of a job. *OECD, KRIVET 2012, South Korea*

Hard-To-Fill Occupations

job vacancies where the company is having difficulty filling because job applicants are not qualified or there is no supply of job applicants as qualified applicants either prefer to work abroad, seek higher pay or have problems with work schedule or location. *DOLE*

Hazardous Waste (HW)

is a waste with properties that make it potentially dangerous or harmful to human health or the environment. *TESDA Circular No. 59 s. 2017*

Hazardous Workplace

refers to an authorized venue for an apprenticeship which relatively exposes the apprentice to dangerous environmental elements, contaminants or in other highly vulnerable working conditions such as construction manufacturing or handling of explosives, or that which requires engagement with too-heavy or power-driven equipment, tools or machinery. A workplace is considered hazardous if: a. The nature of the work exposes workers to dangerous environmental elements, contaminants or work conditions, including ionizing radiation, chemicals, fire, flammable substances, noxious components, and the like; b. The workers are engaged in construction work, logging, fire-fighting, mining, quarrying, blasting, stevedoring, dock work, deep-sea fishing and mechanized farming; c. The workers use or are exposed to heavy or power-driven machinery or explosive powder-actuated equipment; d. The workers are engaged in the manufacture or handling of explosives and other pyrotechnic products; e. The workers use or are exposed to biological agents such as bacteria, viruses and

other parasites. *Guidelines in the Implementation of Reformed Apprenticeship Program*

Head of Internal Audit / IAS Director

the highest official in the Internal Audit Service of a Department or agency concerned. He has overall responsibility for auditing the organization, managing the entire audit cycle and a team of internal auditors, and ensuring the quality of audit products by the team. *TESDA Circular No. 079 s., 2020*

Health Personal Protective Equipment (HPPE)

equipment worn to minimize exposure to a variety of health hazards which may include, but not limited to, hand gloves, face mask, hand shields, etc. *TESDA Circular No. 078 s., 2020*

Heutagogy

A form of self-determined learning with practices and principles rooted in andragogy. In a heutagogical approach to teaching and learning, learners are highly autonomous and self-determined and emphasis is placed on development of learner capacity and capability with the goal of producing learners who are well-prepared for the complexities of today's workplace. *Blaschke, L. M. (2012). Heutagogy and lifelong learning: A review of heutagogical practice and self-determined learning. <https://doi.org/10.19173/jirrod.v13i1.1076>*

Higher Education

refers to post-secondary education offered usually by universities, colleges, academies, or professional/technical institutions with programs leading to academic degrees at the baccalaureate level and academic degrees, diplomas or certificates at the post-baccalaureate levels. *Philippine Qualifications Framework Act (RA No. 10968)*

Higher Education Institution (HEI)

refers to an institution of higher learning primarily offering bachelor and advanced degree programs. *UNIFAST Implementing Rules and Regulations*

an education institution, private or public. undertaking operations of higher education programs with an organized group of students pursuing defined studies in higher education, receiving instructions from teachers, usually located in a building or group of buildings in a particular site specifically intended for educational purposes. *DOLE-DepEd-CHED-TESDA Joint Memorandum Circular No. 01, s. 2020*

refers to an educational institution authorized and recognized by the CHED to offer bachelor's degrees or graduate courses *IRR of RA No. 10931, UAQTEA of 2017*

Higher Education Program

a course of study leading to an initial or higher bachelor's degree, as well as formal graduate studies leading to master's, doctoral or similar degree. -

Higher Order Thinking Skills (HOTS)

refer to skills that are introduced to advocate critical thinking, analysis, and problem-solving to augment and enhance learning outcomes in TVET. They have also become a common feature of standards-based education reforms. *TVET in the 21st Century: Challenges and Opportunities*

Holistic Development

is a comprehensive approach to learning which aims to develop multiple facets or abilities of a human brain. Holistic growth aims at the development of physical capabilities, intellectual abilities, cognitive or mental abilities, emotional abilities, and social skills. <https://lidreamcareer.com/bldg/holistic-development>, as cited in *TESDA Circular No. 053, s. 2023*

Holistic Learning Approach

an approach that seeks to fully activate all aspects of the learner's personality (intellect, emotions, imagination, body) for more effective and comprehensive learning. *International Bureau of Education, UNESCO, as cited in TESDA Circular No. 053, s. 2023*

Honorarium of Trainer

refers to the budget allocated to pay the services rendered by a contractual TVET trainer. *TESDA Circular No. 60 s. 2018*

Horizontal Breadth Typology

refers to the descriptors of the TVET typology's main classification which are either Regular, Specialized or Polytechnic. It also refers to the number of program offerings and the number of industry sector/s that cover all the registered program/s being offered by a TVI. *TESDA Circular No. 090 s. 2018*

Horizontal Depth Typology

refers to the descriptors of the TVET typology's main classification which are either Regular, Specialized, or Polytechnic. It is also referred to the number of program offerings and the number of industry sector/s that cover all the registered program/s being offered by a TVI. *TESDA Circular No. 090 s. 2018*

Horizontally Related Qualifications

are those qualifications, either belonging to a similar sector or another sector, which are complementary and interrelated with similar national certification levels (e.g. Automotive Servicing NC II, Driving NC II) *TESDA Circular No. 061, s. 2022*

Hotline 8888

a national public service hotline, officially known as Citizens Complaint hotline that allows the public to report poor government frontline service delivery and corrupt practices in all government agencies, government-owned and controlled corporations, government financial institutions, and other instrumentalities of the government of the Philippines. *TESDA Circular No. 123 s. 2020*

Human Resource (HR) Actions

any actions denoting the movement or progress of personnel in the civil service such as original appointment, promotion, transfer, reinstatement, reemployment, detail, reassignment, secondment, and demotion. *TESDA Circular No. 119, s. 2019*

Human Resource Merit Promotion and Selection Board (HRMSPB)

refers to the body authorized to adopt a formal screening procedure and to formulate criteria for the evaluation of an applicant for appointment. The board composition is determined in accordance with the approved TESDA Merit Selection Plan by the Civil Service Commission. *TESDA Circular No. 119, s. 2019*

Immediate OFW Family Members

the following shall be considered as the OFW's immediate family members: If single — parents, brothers, and sisters; If married — spouse and children. *TESDA Circular No. 090 s. 2018*

Implementing Agency(ies)

refer(s) to any department, bureau, office, commission, authority or agency of the national government, including government-owned or -controlled corporations (GOCCs), authorized by law or their respective charters, and local government units (LGUs) likewise authorized by law to undertake development projects. www.neda.gov.ph

In the Labor Force or Economically Active

refers to persons 15 years old and over who are either employed or unemployed. *DOLE-Bureau of Local Employment*

In-Company Trainers

refers to all trainers/ workers/ or any other personnel, whose work involves training/ teaching/ or mentoring other personnel. In-Company training in such sense is not restricted to in-company training as part of an education system. It covers all trainings conducted in the company, be it retraining of existing staff, standard training for new employees, on-the-job training, or training of apprentices and interns. *Standard for In-Company Trainers in ASEAN Countries, Effective In-Company Vocational Training in the Mekong region, cited in TESDA Circular No. 089, s. 2021*

In-Company Training / Enterprise Training Programs

refers to technical vocational skills training programs customized and conducted by a company for its own workforce who can be new hires or existing workers. This also includes pre-employment training programs conducted to determine the fitness of a job applicant to the available positions in the company. The training can be done within the company or in partnership with a TVET institutions. This include TESDA-registered and TESDA-monitored programs conducted by farm schools and enterprises. This definition does not cover training programs under the Apprenticeship Program, Learnership Program, Dual Training System, and Supervised Industry Learning. *Memorandum No. 332, s. 2024*

In-Demand Occupations

job vacancies posted recurrently by establishments and industries that have high turnover or replacement rate. *DOLE*

In-House Programs

programs organized/implemented/conducted by the TESDA Development Institute (TDI) and the National TVET Trainers Academy (NTTA) for TESDA trainers. *Memorandum No. 209, s. of 2020, TESDA-OP-AS-01*

In-Plant Training

the portion of a DTS Program where trainees receive practical learning that may be integrated in the regular work system of an establishment whenever and wherever possible. Guided by a training plan that is mutually accepted by the TVET provider-partners, the time allotted for this learning phase shall be at least sixty percent (60%) of the total duration of the DTS program concerned. *TESDA Circular No. 054 s. 2019*

In-School Training

the portion of a DTS Program where trainees receive technology-based theoretical instruction in a lecture area and hands-on exercises in a laboratory and/or a workshop within the premises of a TVI. *Amended Implementing Rules and Regulations of the DTS Act of 1994 (RA No. 7686)*

In-Service Industry Work Experience

the industry work experience acquired during employment as a TVET trainer gained through the different modalities/training. *TESDA Circular No. 33 s. 2017*

Incentive

refers to monetary or non-monetary motivation or privilege given to an official or employee for contributions, suggestions, inventions, ideas, satisfactory accomplishments, or demonstration of exemplary behavior based on agreed performance standards and norms of behavior. *TESDA Circular No. 010, s. 2020*

Inclusive Business

is a private sector approach to providing goods, services, and livelihoods on a commercially viable basis, either at scale or scalable, to people at the base of the pyramid by making them part of the value chain of companies' core business as suppliers, distributors, retailers, or customers. *World Bank*

Inclusive Growth

economic growth that not only focuses on attaining the highest value possible but also ensures that it has a positive impact on the most vulnerable aspects of society (i.e. the poor, the unemployed, etc.). *UNDP*

Income Generating Projects (IGPs)

refer to entrepreneurial business activities of whatever scale that takes place in or by the learning institutions managed by the students and supervised by technical instructors with revolving capital provided by

the institution established for the purpose of providing the students the opportunity of learning business acumen and to generate income for the improvement of the institutions. *TESDA Circular No. 090 s. 2018*

Incomplete (Inc)

a mark that may be assigned at the discretion of the instructor/training facilitator who believes that an extension of time is warranted for a student/learner whose work is incomplete at the end of the semester
TESDA Circular No. 021, s. 2023

Incomplete Document

refers to the data correction request with missing or lacking of the required document(s). *TESDA Circular No. 056 s. 2021*

Incomplete Industry Work Experience Required

refers to the condition wherein a trainer has no or insufficient industry work experience prescribed in the Training Regulation. *TESDA Circular No. 071 s. 2019*

the period of time provided for a competency assessor to comply with the industry work experience required. (IWER). *TESDA Circular No. 075 s., 2020*

Independent Contractor

refers to an entity engaged by TESDA to perform work or services through a contracting arrangement, without any employee-employer relationship. This includes contracts of service and job order personnel of TESDA duly licensed and/or recognized by the appropriate government agency. *TESDA Circular No. 023 s. 2021*

Indigenous Peoples (IPs)

a group of people or homogenous societies identified by self-ascription and ascription by others, who have continuously lived as an organized community on communally bounded and defined territory, and who have, under claims of ownership since time immemorial, occupied, possessed customs, tradition and other distinctive cultural traits, or who have, through resistance to political, social, and cultural inroads of colonization, non-indigenous religions, and culture, become historically differentiated from the majority of Filipinos. (PSA) *PSA*

Individual Assessment Form

contains the individual assessment of the applicant based on the assessment criteria in terms of performance, education, training, experience, management competence (for executive, managerial and supervisory positions only) demonstrated competence and work commitment, potential, interview and written examination. *TESDA Circular No. 119, s. 2019*

Industry

set of all production units engaged primarily in the same or similar kinds of productive economic activities. *PSA*

Industry Association

is an organization of independent business units in the same branch of industry, which conducts activities cooperatively aimed at improving the welfare of the group, which does not deprive its members of the power to make essential managerial decisions. They are formed by businesses which are engaged in the same or similar trade. They are organized on a non-profit basis and formed for the protection and promotion business interests of its members. *content for Management Studies, Accountlearning.com, as referenced in TESDA Circular No. 038, s. 2023*

Industry Board

an independent body established in priority industries to provide direct participation of employers and workers in the design and implementation of skills development schemes, trade skills standardization and certification and such other functions in the fulfillment of the Authority's objectives. *Section 26, TESDA Law as cited in TESDA Circular No. 17, s. 2021*

Industry Consultation

conducted to establish and strengthen industry collaboration and linkages and provide a forum for identifying specific skills requirements needed by the industry and other TVET-related needs and concerns *TESDA Circular No. 001, s. 2021*

Industry Coordinator (IC)

is a TVET employee who works in tandem with the Training Coordinator of the Establishment who is mainly responsible for such functions a: (1) promotion and marketing to establishments of DTS programs; (2) placement of trainees in the Establishments; (3) coordination of workplace training; and (4) monitoring and evaluation of trainees' learning performance. *Amended Implementing Rules and Regulations of the DTS Act of 1994 (RA 7686, TESDA Circular No. 054, s. 2019*

refers to an employee of a TVI, preferably with exposure in conducting skills training, who ensures that the institution has sufficient partnerships with enterprises/establishments to provide venue(s) for SIL. *TESDA Circular No. 018, s. 2023*

Industry Council

an assembly of persons/group from private and/or public sectors elected or appointed for consultation, deliberation, advice or to make decisions for a particular industry. *TESDA Circular No. 038 s. 2023*

Industry Groups

refers to any industry associations/boards/industry councils founded and funded by businesses that operate in a specific industry and including those recognized by TESDA in the national, regional, and provincial levels according to set guidelines. *TESDA Circular No. 038 s. 2023*

Industry Immersion

the process of deploying TVET trainers to industries/companies to enhance their skills, knowledge, and attitudes in their area of specialization to be applied to their training centers for quality TVET training. *TESDA Circular No. 33 s. 2017*

Industry Partner

this may be an individual private establishment/firm/ company that adheres to good practices in the promotion and enhancement of TVET. *TESDA Circular No. 007 s. 2021*

refers to an organization which provides tools, materials, methods, training and consulting with practitioners in the fields of maintenance and reliability to help the practitioner maintain and improve the performance of their company's asset. *TESDA Circular No. 032 s. 2021*

Industry Roadmap

it details a sector's current situation and outlines the various interventions it needs to be globally competitive. The roadmaps are crafted by the local industries themselves with the guidance of BOI and other government agencies. It serves as the basis for effecting policies and implementing programs that support the development and growth of industries including government funding to support its key initiatives. (Department of Trade and Industry-Board of Investments) -

Industry Sector

refers to the division of industry used in the Training Regulations, e.g. Automotive/Land Transport, Metals and Engineering, Construction, etc. As a criterion, it is the minimum number of industry sectors that cover all the registered program offerings of the TVI. *TESDA Circular No. 090, s. 2018*

Industry Trainer

it is designated by the partner enterprise to conduct the training in the workplace for individuals or groups undergoing SIL. *TESDA Circular No. 018 s. of 2023*

Industry TVET Board

an independent industry-led body that aims to bridge the gap between the demands of the industries and the TVET skills standards by ensuring that education and training systems are responsive to labor market needs *TESDA Circular No. 038, s. 2023*

Industry Work Experience Required (IWER)

the number of years of industry work experience required for trainers to teach in a qualification as prescribed in the Training Regulation. *TESDA Circular No. 071 s. 2019*

the number of years of industry work experience required for competency assessors to assess in a qualification as prescribed in the Training Regulation and/or Implementing Guidelines. *TESDA Circular No. 075 s., 2020*

Industry Working Group

a group composed of representatives of industry associations, organizations, TVET institutions, labor groups and concerned government agencies who are working directly with TESDA in skills planning, standards development, assessment and certification, and promotion of TVET. -

Industry-based Assessment and Certification System (IBACS)

refers to the alternative certification pathway where companies/enterprises/ industries adopt available and accepted industry certifications offered by Certifying Body/ies. This is to address the needs of the industry thru skills/competencies certification by the available industry certification provider/s which shall lead to increased employability, productivity and better opportunities for industry workers. *TESDA Circular No. 041, s. 2024*

Industry-based Assessment and Certification System Accreditation Panel (IBACS AP)

refers to a group of experts tasked to evaluate industry-based assessment and certification systems *TESDA Circular No. 041, s. 2024*

Informal Apprenticeship

is based on a training (and working) agreement between an apprentice and a master craftsman wherein the agreement may be written or oral and the master craftsman commits to training the apprentice in all the skills relevant to his or her trade over a significant period of time, usually between one and four years, while the apprentice commits to contributing productively to the work of the business. Training is integrated into the production process and apprentices learn by working. *TESDA Circular No. 181 s. 2020*

Informal Education

is a lifelong process of learning by which every person acquires and accumulates knowledge, skills, attitudes, and insights from daily experiences at home, at play, and from life itself. *IRR of RA No. 10968*

Informal Learning

learning resulting from activities undertaken daily at work, in the family or in leisure activities. *TESDA Circular No. 47 s. 2018*

unstructured learning gained through work, social, family, hobby, or leisure activities and experiences. *TESDA Circular No. 090, s. 2021*

Informal Sector

consists of units engaged in the production of goods and services with the primary objective of generating employment and income to the persons concerned in order to earn a living. *NSCB Resolution No. 15, s. 2002*

Informal Training

training that usually occurs on the job through interactions with co-workers as part of the day-to-day work. *NCVER*

Information and Communication Systems

a system for generating, sending, receiving, storing, or otherwise processing electronic data messages or electronic documents, and includes the computer system or other similar device by which data is recorded, transmitted, or stored, and any procedure related to the recording, transmission, or storage of electronic data, electronic message, or electronic document. *TESDA Data Privacy Manual version 1.0 s. 2020*

Information Technology (IT)

refers to the technology involving the development, maintenance, and use of computer systems, software, and networks for the processing and distribution of data. *TESDA Circular No. 081 s. 2020*

Inmate

refers to a person confined in jails/prisons to serve his/her sentence or for safekeeping who is officially called Person Deprived of Liberty (PDL). *Revised IRR of R.A. No. 10275*

Innovation

refers to making meaningful change to improve the delivery and/or effectiveness of the program to create new value to learners and other stakeholders or change to improve the management of any part of the institution's system that has an impact on the students. Innovation involves the adoption of an idea, process, technology, and product that is new to the previous application to the program. The outcome of program innovation is a breakthrough or change in results, products, or processes. *TESDA Circular No. 99 s. 2019*

Inspection

a careful and critical scrutiny of an item carried out without dismantling, by using the senses of sight, hearing, smell, taste and touch. *TESDA Circular No. 59 s. 2017*

refers to the actual visit to TVI to check compliance of tools, equipment, training facilities, and training implementation to TESDA Training Regulations and scholarship program guidelines and to secure documents on training implementation. *TESDA Circular No. 105 s. 2019*

Inspector

refers to those who are authorized to conduct an inspection to check compliance with rules, regulations, and standards set by TESDA. *TESDA Circular No. 105 s. 2019*

Institute

a TVI offering at least (9) programs in either PQF Level I, II, III, & IV and at least one (1) in PQF Level V (Diploma) program. *TESDA Circular No. 090 s. 2018*

Institution-Based Training / Institution-Based Program

refers to TESDA-registered programs delivered in the institution or through the different flexible learning modalities by the following: TESDA

Technology Institutions (TTIs), Private Technical Vocational Institutions (TVIs), Higher Education Institutions (HEIs), Public TVIs such as State Universities and Colleges (SUCs), Local Colleges and Universities (LUCs) and Training centers established by the Local Government Unit (LGU).
Memorandum No. 345 s. 2020

Institutional Assessment

an assessment undertaken by the institution for its students to determine their achievement of the learning outcomes in the module of instructions in a given unit of competency or clusters of competencies. This applies to both WTR and NTR registered programs. *TESDA Board Resolution No. 2004-13, "Training Regulations Framework", TESDA Circular No.089 s. 2018*

Instructional Materials Allowance

refers to the budget given to learners per program to acquire necessary learning such as, but not limited to, materials/workbook/handbooks and/or non-print materials. *TESDA Circular No. 092 s. 2019*

Intellectual Property

refers to the term used to describe intangible assets resulting from the creative work of an individual or organization. It also refers to creations of the mind such as inventions, literary and artistic works, and symbols, names, and images used in commerce *RA 10055 - Philippine Technology Transfer Act of 2009*

Intellectual Property Rights

consist of copyright and related rights, trademarks and service marks, geographic indications, industrial designs, patents, layout designs (topographies) of integrated circuits, protection of undisclosed information, including utility models. *RA No. 8293, as amended*

Inter-Cluster

is the body that reviews and provides inputs to policy concerns/issues and program/project complementation, operational policies/guidelines, plans, and programs/ projects and recommends endorsement for approval of the appropriate authority/official. *TESDA Circular No. 41 s. 2018*

Interested Party or Stakeholder

person or organization that can affect, be affected by, or perceive themselves to be affected by the decision or activity of an organization. *TESDA Circular No. 017 s. 2018*

Internal Audit

a process to review the practice against documented procedures, usually carried out by auditors within the organization. (TESDA Quality Manual dated 1/15/2010) sometimes called first-party audits, are conducted by, or on behalf of, the organization itself for management review and other internal purposes, and can form the basis for an organization's declaration of conformity. Independence can be

demonstrated by the freedom from responsibility for the activity being audited *Note from ISO 19011:2011*

is the evaluation of management controls and operations performance and the determination of the degree of compliance with laws, regulations, managerial policies, accountability measures, ethical standards, and contractual obligations. It involves the appraisal of the plan of organization and all the coordinated methods and measures to recommend courses of action on all matters relating to management and operations audit. *TESDA Circular No. 079 s., 2020*

Internal Control

is the plan of organization and all the coordinated methods and measures adopted within SRA to safeguard its assets, check the accuracy and reliability of its accounting data, and encourage adherence to prescribed managerial policies *adopted from the National Guidelines on Internal Control System-NGICS issued by DBM, as cited in TESDA Circular No. 079 s. 2020*

Internal Quality Audit (IQA)

A systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which criteria are fulfilled. Also known as First Party Audit, an audit conducted by or on behalf of the organization. *TESDA-QP-03 Rev. 03*

Internalization of Education

refers to the process of integrating an international, intercultural and global dimension into the goals, teaching/learning, research and service functions of an educational institution or system. *Knight, 2009, 2004, as cited in TESDA Circular No. 097, s. 2021*

International Cooperation

refers to the interaction of persons or groups of persons representing various nations in the pursuit of a common goal or interest. *TESDA Circular No. 097, s. 2021*

International Industry Immersion

the process of deploying WET trainers to industries/companies from other countries to enhance their skills, knowledge, and attitudes in their area of specialization to be applied to their training institutions for quality TVET training. *TESDA Circular No. 51 s. 2017*

International Training

a skills upgrading program for trainers conducted in other countries by a reputable organization to enhance their skills, knowledge, and attitudes in their area of specialization. *TESDA Circular No. 51 s. 2017*

Internationalization

refers to the increasing importance of international relations, treaties, alliances, etc. In this case, the basic unit is the nation as relations among nations become increasingly necessary and important. *Daly, 1999, as cited in TESDA Circular No. 097, s. 2021*

Investigation

refers to the systematic examination and definition of issues/complaints received by the Agency. *TESDA Circular No. 123 s. 2020*

Investment Facilitation

refers to a set of policies and actions aimed at making it easier for investors to establish and expand their investments, as well as to conduct their day-to-day business in host countries. *www.unctad.org*

Investment to TESD

refers to the amount invested by the partner to TVET programs such as but not limited to: skills training, scholarships, assessment and certification, standards development, research, etc. The amount maybe spent directly by the partner or transferred/contributed to TESDA to fund the TVET programs. It covers expenses for MOOE, training fee, assessment fee, supplies and materials, etc. *TESDA Circular No. 007 s. 2021; TESDA Circular No. 13, s. 2022*

Invisibly Underemployed

includes employed persons at full time jobs (who worked for 40 hours or more a week) but still want additional work. This is basically a statistical concept characterized by low income, low productivity and/underutilization of skill. *PSA*

Job

a set of tasks and duties executed, or meant to be executed, by one person; a regular activity performed in exchange for payment, especially as part of one's trade, occupation, or profession. any employment, full-time or part-time. *UNESCO-UNEVOC*

Job Analysis

the process of examining a job in detail to identify its component task; the detail and approach may vary according to the purpose for which the job is being analyzed, e.g. training, equipment design, work layout.

-

Job Evaluation

a systematic way to gather and analyze information about the content and human requirements of the job, and the context in which the job is performed. This process identifies the existing tasks, duties and responsibilities of the job and what awareness, knowledge, skills, abilities, and attitudes are needed to do the job. *Wahba 2013*

Job Fair

a career fair (also known as a job fair) is a recruiting event where job seekers meet with multiple employers. an employment facilitation strategy aimed to fast-track the meeting of job seekers and employers/overseas recruitment agencies in one venue at a specific date to reduce cost, time, and effort particularly on the part of the applicants. *BLE-DOLE*

Job Linkaging and Networking Services (JoLiNS)

four-platform delivery service by TESDA to provide job seekers relevant Labor Market Information (LMI), strategies, approaches, and techniques in looking for job opportunities in the easiest and most systematic manner. *TESDA Circular No. 090 s. 2018*

Job Opening

it contains among others the qualification requirements of the position based on CSC Qualification Standards (MUSTS) and other needed qualifications (WANTS), core competencies, job description, the documentary requirements that need to be submitted by the applicant and the corresponding deadline of submission of said requirements. *TESDA Circular No. 119, s. 2019*

Job Placement

process of supporting individuals to find jobs matching their skills. *CEDEFOP 2014, Europe*

Job Platform

refers to the gateway in the ladderized curriculum which one reaches upon acquiring enough skills and knowledge to seek and find employment. *IRR of the Ladderized Education Act of 2014 (RA No. 10647)*

Job Rotation

working in different departments or locations as part of a rotational program. *Memorandum No. 209, s. of 2020; TESDA-OP-AS-01*

Job Seeker

a TVET graduate and alumni who are actively looking for employment *TESDA Circular No. 38 s. 2016*

Job Shadowing

is a school-supervised career exploration activity wherein trainees visit worksites and "shadow" employees as they perform their jobs. Job shadows emphasize observing the workplace, not participating as productive workers. The job shadow provides trainees a meaningful introduction to the world of work and provides a context for understanding the relationship and interaction between the competencies taught in the training institution and the workplace *TESDA Circular No. 018, s. 2023*

Job Standard

the level of achievement that an individual is expected to reach by reference to specified rating levels (standards) and criteria that have been decided for each task/activity within a job/job title. *Wahba 2013*

Job-Out/Contract-Out

a mode of development of CS/TRs, CATs, and other training/learning materials thru Service Contract (SC) with industry associations or technical experts formally endorsed by the relevant industry association/group and for the academe, from TVIs or HEIs or preferably

member of the relevant CHED technical panel. *TESDA-OP-QSO-01 dated 01 March 2017*

Job/Role Environment Skills

involves dealing with the responsibilities and expectations of the work environment when undertaking a work activity *TESDA Circular No. 059, s. 2020*

Jobs Bridging

a major employment facilitation event to assist the TVET graduates which shall be initiated by the Regional/Provincial/District Offices (ROPODOs). *TESDA Circular No. 26, s. 2009*

JobStart Philippine Program

Is an employment facilitation initiative of the DOLE with funding support from the Government of Canada and technical assistance from the Asian Development Bank (ADB). The program seeks to assist young Filipinos to start their careers and find meaningful paid employment. *DOLE DO No. 148-16 series of 2016*

Just Transition

refers to a process by which economies that progress towards a green economy also strengthens each of the four pillars of decent work for all, particularly social dialogue, social protection, rights at work, and employment. *International Labour Organization, 2018, as cited in TESDA Circular No. 032, s. 2024*

K To 12

covers Kindergarten and 12 years of basic education (six years of primary education, four years of Junior High School, and two years of Senior High School [SHS]) to provide sufficient time for mastery of concepts and skills, develop lifelong learners, and prepare graduates for tertiary education, middle-level skills development, employment, and entrepreneurship. <http://www.gov.ph/k-12/>

Key Performance Indicators (KPIs)

it is also known as Key Success Indicator KSI Indicators help an organization define and measure progress toward organizational goals. Once an organization has analyzed its mission, identified all its stakeholders, and defined its goals, it needs a way to measure progress toward those goals. Key Performance Indicators are those measurements. *Scontrino Powell, Inc.*

Labor Education

refers to teaching basic knowledge on labor rights and other skills relating to negotiation, fostering smooth interpersonal relations in the workplace, and mechanisms for redressing grievances and other concerns. *RA 11551, Section 3, letter b, as cited in TESDA Circular No. 053, s. 2023*

Labor Force

the population 15 years old and over, whether employed or unemployed, who contribute to the production of goods and services in the country. *PSA*

Labor Force Participation Rate

the proportion (in percent) of the total number of persons in the labor force to the total population 15 years old and over. *PSA*

Labor Market

a system consisting of employers as buyers and workers as sellers, the purpose of which is to match job vacancies with job applicants and to set wages. *ILO*

Labor Market Information (LMI)

includes all quantitative or qualitative data and analysis related to employment and the workforce. The goal of LMI is to help customers make informed plans, choices and decisions for a variety of purposes, including business investment decision making, career planning and preparation, education and training offerings, job search opportunities, hiring and public or private workforce investments. *TESDA Circular No. 38 s. 2016*

Labor Market Intelligence Report (LMIR)

refers to the latest reports and researches which pertain to crucial skills that are in demand in today's competitive labor market. This shall also refer to labor market information reports issued by the DOLE, TESDA, DTI, private institutions, and other relevant organizations on the functioning of the labor market, the available labor resources, employment opportunities, and other information such as wage rates, qualifications, employment conditions, and among others. *TESDA Circular No. 131, s. 2019*

provides insights on current trends, issues, and challenges available in the local and international labor markets, both demand, and supply. The LMIR is used in the determination of priority skills for the Training Regulation development, for policy formulation, especially in directing and aligning TVET programs with labor market requirements. -

Labor Supply

refers to the supply of workers, hours or effort for the production of goods and services, and is determined by the size of the population, the proportion able and willing to work and the number of hours worked by each individual. *(ILO)*

Ladderized Education

refers to the harmonization of all education and training mechanisms that allow students and workers to progress between technical vocational and higher education programs, or vice-versa. It opens opportunities for career and educational advancement to students and workers. It creates a seamless and borderless education and training system that will allow transfers in terms of flexible entry and exit

between technical vocational and higher education programs in the post-secondary school educational system *IRR of Ladderized Education Act of 2014 (RA 10647)*

Language Skills Institute (LSI)

it is established to provide workplace language training to add value to the worldwide recognition of the Overseas Filipino Workers (OFWs) as skilled workers. -

Lead Auditor

refers to the individual responsible for leading the audit team and manages the preparation of the audit report. *TESDA Circular No. 47, s. 2022; TESDA-OP-IAS-02 Rev. 02 - Compliance Audit for PTCACS; TESDA-OP-IAS-01 Rev. 01 - For Program Registration*

The individual responsible for leading the audit team. She/He must be a regular employee of TESDA. She/He must be a holder of Certificate in Lead Auditor's Course. *TESDA-QP-03 Rev. 03*

Learnable Occupation

any trade or occupation which requires not more than three (3) months of practical training on the job which may or may not be supplemented by theoretical instruction and approved by TESDA for learnership. *EO No. 111, Labor Code of the Philippines)*

Learner's Portfolio

a compilation of academic works and other forms of educational evidence assembled for the purpose of (1) evaluating coursework quality, learning progress, and academic achievement; (2) determining whether learners have met learning standards or other academic requirements for courses and graduation; (3) helping students reflect on their academic goals and progress as learners; and (4) creating a lasting archive of academic work products, accomplishments, and other documentation. *Great Schools Partnership (2014). (The Glossary of Education Reform. <https://www.edglossary.org/portfolio>, as cited in TESDA Circular No. 102, s. 2021; in Skills Passport System)*

refers to the profile/competencies acquired by the learner which shall be used to facilitate the portability and recognition of his/her prior learning *TESDA Circular No. 079, s. 2021*

Learners

as used in TESDA, the term refers to a person hired as trainees in semi-skilled and other industrial occupations which are non-apprenticeable. *Revised Guidelines in the Implementation Apprenticeship and Learnership Programs; RA No. 7796, TESDA Law*

an inclusive term referring to anyone learning, including pupils at school; students at colleges, traditional universities, comprehensives, and universities of technology; apprentices, learners in learnerships, interns; people undergoing training, and people learning non-formally

and informally as well as people enrolled for particular qualifications or part qualifications. *SAQA 2013, South Africa*

also referred to as a trainee, who participates in the learning activities in Supervised Industry Learning to enhance competencies initially attained from an institution-based training. *TESDA Circular No. 018 s. 2023*

refers to a person hired as a trainee in industrial occupations that are non-apprenticeable and which may be learned through practical training on the job not exceeding three (3) months, whether or not such practical training is supplemented by theoretical instructions. *Section 1, Rule VII, Book II, Omnibus Rules Implementing the Labor Code*

Learnership

any practical training on a learnable occupation which may or may not be supplemented by a related instruction for a period not exceeding six (6) months *Revised Guidelines in the Implementation Apprenticeship and Learnership Programs; RA No. 7796, TESDA Law*

Learnership Agreement

refers to the employment and training contract entered into between the employer and the learner. *TESDA Circular No. 120 s. 2020*

Learning

the process of acquiring knowledge, attitudes, or skills from a study, instruction, or experience. -

Learning Activities

major activities the student will perform to accomplish the learning outcomes of a training program. -

Learning Culture

an environment in which opportunities for learning are openly valued and supported and are built, where possible, into all activities. *Wahba 2013*

Learning Facilitator

as used in TESDA, refers to a TVET Trainer. -

Learning Institution

a place where people of different ages gain an education and is connected with study and thinking. This includes the Technical and Vocational Institutions (TVIs), TESDA Administered Schools (TAS), State Universities and Colleges (SUCs)/ Local Universities and Colleges (LUCs) or Higher Education Institutions (HEIs). *TESDA Circular No. 038 s. 2023*

Learning Losses

any specific or general loss of knowledge and skills or to reversals in academic progress, most commonly due to extended gaps or discontinuities in a student's education *UKFEIT, 2020 as cited in TVET Brief No. 1, s. 2022*

Learning Management System (LMS)

refers to the software-based platform that facilitates the management, delivery, and measurement of an organization's corporate e-learning programs. *Powell, 2018 as cited in TESDA Circular No. 104 s. 2019*

Learning Outcomes

are clear statements of what a learner can be expected to know, understand, and/or do as a result of a learning experience. *IRR of RA No. 10968*

statements of what the individual learner knows, understands and can do on completion of a learning process. They are also used in PQF to describe the level of individual qualification. *TESDA Circular No. 090, s. 2021*

Learning Poverty

the inability of children to read and understand age-appropriate text - specifically text found in stories and other similar publications, as opposed to simple words or phrases *World Bank, 2021 as cited in TVET Brief No. 4, s. 2022*

Learning Resource Area

refers to the area that provides the learner with the knowledge requirements in the various modules responding to the competencies. It is also a place where projects can be planned and self-paced learning is based. This area has an array of learning materials in print or non-print for a multimedia environment *CBLM Plan Training Session, as cited in TESDA Circular No. 039, s.2024*

Learning Support Aide (LSA)

a person who works together in collaboration with a teacher and contributes to the provision of learning opportunities that promote achievement and progression of the learner. *(Section 3 (7; c) of the Department of Education Order No. 032, s. 2020*

Legislative Partner

refers to the Office of a Congressman or Senator that provides support and cooperation in the promotion and enhancement of TVET. *TESDA Circular No. 007 s. 2021*

Letter of Intent (LoI)

a formal application filed by a TVET institution or a business establishment declaring its intention to offer TVET program. -

Level Alignment Matrix (LAM)

a tool to ensure that the level of Qualification matched/aligned to the PQF and AQRF Level Descriptors. *Philippine AQRF Referencing Report*

Level Descriptor

a general statement that summarizes the learning outcomes appropriate to a specific level in the PQF grouped in domains of learning. It describes what an individual should be able to know, perform, or demonstrate at a particular level. *IRR of RA No. 10968*

Level of Competence

a reference point that someone may have, or may not yet have, attained. Level(s) may be specific to an area or, often generic, in which case they are assessed for specific areas of ability. *Memorandum No. 209, s. of 2020, TESDA-OP-AS-01*

Levy-and-Grant System

refers to a legal contribution from participating employers who would-be beneficiaries of a program (often a percentage of the payroll) which is subsequently turned over or rebated to enterprises offering employee training programs. *RA No. 7796, TESDA Law*

Library Fee

refers to the fee intended for the use of and access to library services in aid of research and instruction. This fee shall not cover fines and penalties incurred by learner library users. This also includes license fees to cover large-scale reproduction of copyrighted materials which shall be paid to collective licensing organizations. *TESDA Circular No. 60 s. 2018*

Licensing Agreement

refers to an agreement executed between the owner, assignee, transferor, or duly authorized representative of the foregoing of intellectual property rights granting the license privileges, whether for a fixed period/duration or in perpetuity such as but not limited to the authority to exploit, make, use, sell, copy, display, distribute, and modify the works upon terms and conditions mutually agreed upon by the parties. *TESDA Circular No. 023 s. 2021*

Life-Cycle Cost

the total cost of an item throughout its life including initial, maintenance and support costs. *TESDA Circular No. 59 s. 2017*

Lifeboat Job

is one that is available, unlikely to go away, and pays enough to provide some shelter until the crisis is past. *Burning Glass Technologies, 2020*

Lifelong Learning

refers to all learning activities whether formal, non-formal or informal, undertaken throughout life, which result in improving knowledge, know-how, skills, competencies and/or qualifications for personal, social and/or professional reasons *Glossary – PHL AQRF Referencing Report 2019*

all learning activities undertaken throughout life, with the aim of improving knowledge, skills and/or qualifications for personal, social and/or professional reasons. *UNESCO, 1984*

Likelihood

chance of something happening; defined based on historical data or frequency over a given period of time. *TESDA Circular No. 017 s. 2018*

Literacy

defined as the ability to read and write. *PSA*

Literacy Rate

percentage of the population who can read and write and understand simple messages in any language or dialect. *2006 Inter-Agency Committee on Education Statistics (IACES)*

Literacy Training Service (LTS)

is a program designed to train students to become teachers of literacy and numeracy skills to school children, out of school youth, and other segments of society in need of their service. *TESDA Circular No. 017 s. 2018*

Live Feed

refers to the broadcast of sound or video over the internet from a live (not recorded) source. *TESDA Circular No. 084 s. 2020*

Live Streaming

refers to the delivery of video and/or audio data to an audience over the Internet simultaneously recorded and broadcast it in real-time as the data is created. *TESDA Circular No. 084 s. 2020*

Livelihood

refers to any kind of legitimate economic activity that will serve as a source of viable employment options to generate income among the low-income groups. *TESDA Circular No. 035 s. 2018, DOLE Department Order No.17 s. of 2017*

Livelihood Program

a socio-economic project that seeks to motivate, prepare, and train workers to embark on income-generating and service-oriented activities geared towards promoting self-sufficiency and initiative among the workers. *Investment in Technical Vocational Education and Training in the Philippines*

refers to any kind of legitimate economic activity that will serve as a source of viable employment options to generate income among the low-income groups. *TESDA Circular No. 035 s. 2018, DOLE Department Order No.17 s. of 2017*

Loading

a process where a new assessor-applicant is required to assist in the conduct of actual assessment to a given number of candidates to ensure compliance to established standards in conducting the assessment. *TESDA Circular No. 075 s. 2020*

Loan and Grant

refer to a financing facility that combines a loan and grant, neither of which can be offered independently to the borrower. www.neda.gov.ph

Loan Proceeds

refer to loan or loan and grant disbursements for ODA-assisted projects. www.neda.gov.ph

Local Development Council

refers to a provincial, city, municipality or barangay council created pursuant to the Republic Act No. 7160, otherwise known as the "Local Government Code of 1991" which has the primary function of assisting the corresponding Sanggunian in setting the direction of economic and social development, and coordinating development efforts within its territorial jurisdiction. *Section 106, R.A. No. 7160 as cited in TESDA Circular No. 052, s. 2023*

Local Government Unit (LGU)

refers to all provinces, cities, municipalities, barangays, and other political subdivisions as may be created by law, and, to extent herein provided, to officials, offices, or agencies of the national government. *R.A. No. 7160*

refers to a municipality/city or provincial unit and its government offices that provides support and cooperation in the promotion and enhancement of TVET. *TESDA Circular No. 007 s. 2021*

Local School Board (LSB)

refers to a provincial, city or municipal board which was created pursuant to the Republic Act No. 7160, Local Government Code of 1991 *Section 98, R.A. No. 7160 as cited in TESDA Circular No. 052, s. 2023*

Local Universities and Colleges (LUCs)

refer to CHED recognized public HEIs established by local government units (LGUs) through an enabling law or ordinance, financially supported by the LGU concerned, and compliant with the policies, standards, and guidelines of the CHED *IRR of RA 10931, UAQTEA of 2017*

Locally Initiated Programs

attendance to conferences, conventions, training programs, seminar-workshops, etc. conducted in their respective office/region. *Memorandum No. 209, s. of 2020, TESDA-OP-AS-01*

Long Duration

programs with a duration of six (6) months and above. *Memorandum No. 209, s. 2020, TESDA-OP-AS-01*

Long Term Unemployed

refers to persons with continuous periods of unemployment extending for one year or longer (52 weeks and over); it is expressed as a percentage of the overall labor force (long term unemployment rate) and total unemployment (incidence of long-term unemployment). *TESDA Circular No. 131 s. 2019*

Long Term Unemployment

refers to people who have been unemployed for 12 months or more. *Organization for Economic Co-operation and Development (OECD)*

Maintainability

a function of the rapidity and ease with which maintenance operations can be performed to help prevent malfunctions or to correct them if they occur. *TESDA Circular No. 59 s. 2017*

Maintenance

work required to preserve or restore buildings and equipment to their original condition or to such a condition that they can be effectively used for their intended purpose. *TESDA Circular No. 59 s. 2017*

Maintenance Manual

collated information and advice on the maintenance requirements of an item. *TESDA Circular No. 59 s. 2017*

Maintenance Personnel

refers to personnel who support the maintenance and operation of equipment and facilities of the school/centers. *TESDA Circular No. 59 s. 2017*

Maintenance Plan

structured and documented set of tasks that include the activities, procedures, resources, and the time scale required to carry out maintenance. *TESDA Circular No. 59 s. 2017*

Maintenance Program

a list allocating specific maintenance to specific maintenance to a specific period. *TESDA Circular No. 59 s. 2017*

Maintenance Schedule

a comprehensive list of maintenance and its incidence. *TESDA Circular No. 59 s. 2017*

Major Findings

refers to adverse findings on a TVI, involving the commission of any act of fraud, falsification, dishonesty, or gross negligence, which results in the following: 1.) Ghost Training; 2.) Ghost Trainees; 3.) Ghost Candidate for Assessment; 4.) Shortened Training; 5.) Falsification on Training and Assessment Results and Documents; 6.) The exaction of Unauthorized Fees; 7.) Offering Unregistered Programs; 8. Incomplete Tools and Equipment as required in the Training Regulations; 9.) Undersized Training facilities/workshop areas; and 10.) Unqualified trainers and/or unauthorized trainers. *TESDA Circular No. 004, s. 2024*

Management Audit

is a separate evaluation of the effectiveness of internal controls adapted in the operating and support services units/systems to determine whether they achieve the control objectives over a period of time or as of a specific date. *TESDA Circular No. 079 s. 2020*

Management Review

A formal evaluation by the top management of the status, adequacy, suitability and effectiveness of the implementation of the Quality Management System and Quality Standard System *TESDA-QP-03 Rev. 03*

Marginalized Workers

refer to workers who have not benefited from education, health, employment, and other opportunities by reasons of poverty,

geographical inaccessibility, culture, gender, among others. *TESDA Circular No. 035 s. 2018, DOLE Department Order No. 17 s. 2017*

Mark

refers to any visible sign capable of distinguishing the goods (trademark) or services (service mark) of an enterprise and shall include a stamped or marked container of goods as defined under the IP Code, as amended, and other related laws. *Section 121.1, "Intellectual Property Code of the Philippines", RA 8293*

Massive Open Online Courses

an online course aimed at unlimited participation and open access via the web. *Kaplan & Haenlein, 2016*

In addition to traditional course materials such as filmed lectures, readings, and problem sets, many MOOCs provide interactive courses with user forums to support community interactions among students, professors and teaching assistants (TAs) as well as immediate feedback to quick quizzes and assignments. MOOCs are a recent and widely researched development in distance education which were first introduced in 2006 and emerged as a popular mode of learning in 2012. *Pappano, 2012*

Medical and Dental Fees

refer to all fees intended for health services provided to the learners including physical, dental, and mental health assessment, examination, and treatment in the institution to ascertain that the learner is physically and mentally fit and does not have any contagious diseases. *TESDA Circular No. 60 s. 2018*

Membership Affiliation

refers to accomplishments/ contributions/ positions occupied in the community relative to his/her line of work. *TESDA Circular No. 21 s. 2016*

Mentor

an experienced professional, normally outside the individual's direct reporting line, who provides the individual with advice, guidance, and support in his or her technical and personal development. The mentor has the added responsibility of acting as a liaison between line personnel and the individual when there is an issue or grievance that affects the training and development process. *UNESCO-UNEVOC*

Mentoring

teaching and training personnel. *ILO*

a long term, relationship-oriented approach in developing employees by providing support and expertise in learning skills. *Memorandum No. 209, s. of 2020; TESDA-OP-AS-01*

the act or process of helping and giving advice to a younger or less experienced person, especially in a job or at school *Cambridge Dictionary, cited in TESDA Circular No. 089, s. 2021*

Merit

it means to be deserving of or to deserve appointment or promotion because of qualifications, competence, and personal suitability. *TESDA Circular No. 119, s. 2019*

Micro, Small and Medium Enterprises (MSMEs)

any business activity or enterprise engaged in industry, agri-business and/or services that has an asset size (less land) of up to Php100 million and an employment size with less than 200 employees. *TESDA Circular No. 024 s. 2021*

Micro-Credential

refers to the certification of achievement of a coherent set of skills and knowledge; smaller than a qualification *NZQA, 2019*

refers to a certification of assessed learning that is additional, alternate, complementary to or a formal component of a formal qualification *AQF, 2019*

refers to certified achievements of a learning outcome which is based on a coherent set of skills and knowledge and have distinct value in the workforce or professional needs. the set of skills and knowledge are specified in units or clusters of competencies in TRs/CS converted into learning outcomes in the curriculum and assessed through institutional and/or national assessment (as CoCs or NCs) *OP on Program Registration, Rev. 01*

certifies achievement of learning outcomes which are based on coherent set of skills and knowledge and have distinct value in the workforce or professional needs. <https://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/Micro-Credentials>, as cited in *TESDA Circular No. 048, s. 2024*

The set of skills and knowledge are specified in units or clusters of competency in Training Regulations or Competency Standards converted into learning outcome/s in the curriculum, and assessed through institutional and/or national assessment (as COCs or NC). *TESDA Circular No. 048, s. 2021*

Micro-Credential Course/Program

refers to industry-recognized and/or qualification-related skill-specific training and certification shorter in coverage compared to a full qualification or TESDA-prescribed cluster units of competency the curriculum of a micro-credential course does not require the inclusion of basic and common competencies *NITESD*

Mid-Program Guidance Interventions

activities that may be integrated into the curriculum and executed within the training program duration, which shall cover the emotional, social, physical, and mental abilities windows of the framework. The institutions shall ensure the alignment of the various learning

activities/performances of the different windows of the framework to the basic, common, and core competencies of the qualification *TESDA Circular No. 053, s. 2023*

Middle-Level Manpower

who have acquired practical skills and knowledge through formal and non-formal education and training equivalent to at least a secondary education but preferably a post-secondary education with a corresponding degree or diploma; or skilled workers who have become highly competent in their trade or craft as attested by industry *RA No. 7796, TESDA Law*

Middle-Level Skilled Manpower

those who have acquired practical skills and knowledge through formal, non-formal and informal education and training to at least a secondary education but preferably a post-secondary education with a corresponding degree or diploma; or skilled workers who have become highly competent in their trade or craft as attested by industry. *RA No. 7796, TESDA Law*

Midyear Term

refers to a short-term and scheduled after the Second Semester and before the First Semester of the succeeding academic year. The Midyear term used to be referred to as the "Summer" term. *UP Cebu University Office of the Registrar and Student Council as cited in TESDA Circular No. 021, s. 2023*

Migrant

a person who moved from one geographical or political area (country, region, province, city, municipality) to another involving a change of usual residence during a specified period of observation for a reason such as economic, social, political, and cultural. *PSA*

Migration

a multidimensional phenomenon that the academic and policy literature usually works with classifications of migrants such as their destination, duration, reasons and choice. Macro-level theories discuss structural phenomena such as push and pull factors. These include economic (e.g. employment), political (e.g. war or persecution), environmental or social factors *Waldinger (quoted in Langthaler & Gündüz, 2020 as cited in TVET Brief No. 2, s. 2021)*

Miscellaneous Fee for TVET

refers to "other school fees" that cover the following services: Accident insurance - all-purpose student insurance to covers in-campus and off-campus activities; Access to library/learning resource center collections; School ID card; Medical and dental services; and Student support services such as career guidance and job linkages for graduating learners. *TESDA Circular No. 60 s. 2018*

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. *TESDA Circular 107, s. 2021*

Mobile Training Laboratory (MTL)

is a training delivery mode designed to implement technology-based training programs in far-flung communities of the country's ten poorest provinces in terms of poverty incidence through portable boxes containing tools and equipment and training packages in designated places in the community as venues of training. *TESDA Circular No. 62 s. 2017*

Mobile Training Program

refers to a mode of training delivery of a registered program that is transportable bringing with it all the necessary tools, equipment, consumables including qualified trainer *TESDA Circular No. 013, s. 2023*

Mobile Training Program (MTP) Provider

refers to the Technical Vocational Institution with registered institution-based programs for registration of Mobile Training Program(s) *TESDA Circular No. 013, s. 2023*

Mobilization Fund

refers to the immediate payment provided to State-run TVIs from the funds appropriated for free TVET provisions to ensure the immediate and unhampered implementation of the said provisions. *TESDA Circular No. 60 s. 2018*

Moderation

a process which enables assessors in discussing and reaching agreement about assessment processes and outcomes in a particular industry or industry sector. This enables assessors to develop a shared understanding of the requirements of specific training packages, including the relevant competency standards and assessment guidelines, the nature of evidence, how evidence is collected and the basis on which assessment decisions are made. -

Module

refers to a component of the competency-based curriculum stating the specific learning outcomes, appropriate learning materials and method, and assessment criteria. It serves as a basis for training an individual to gain a unit or units of competencies towards achieving qualification for a job or occupation. *TESDA Circular No. 090, s. 2021*

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 and method. *TESDA Circular No. 33 s. 2017*

Monitored Programs

skills training programs that have TVET component conducted by other National Government Agencies and other skills training which have to be reported to TESDA. *Memorandum No. 345, s. 2020*

Monitoring

a continual checking or determining the status of action or activity. *TESDA Circular No. 017 s. 2018*

Monthly Report

a report on the summary of monthly administrative and operational activities of the ROPOTI such as scholarship programs implemented, compliance to the directives of the President, special projects implemented, advocacy efforts, financial accomplishments of the region (disbursement and obligation rate), partnership and linkages effort, scholarship implemented by the TVIs, and the like. This report shall be submitted every 2nd day of the month with the corresponding assessment and analysis. The Process Owners must likewise submit a monthly report to TESDO-ROMO every 2nd day of the month. *TESDA Circular No. 053 s. 2019*

Moratorium

as used in TESDA, this term 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. *TESDA Circular No. 7 s. 2016*

Multi-Dimensional Poverty

it encompasses the various deprivations experienced by poor people in their daily lives – such as poor health, lack of education, inadequate living standards, disempowerment, poor quality of work, the threat of violence, and living in areas that are environmentally hazardous, among others. *www.ophi.org.uk*

Multi-Dimensional Poverty Index (MPI)

a measure that intends to capture deprivations in various dimensions. This measure can be broken down to reveal the incidence and contribution of each indicator to the overall deprivation, thus providing a clearer picture of the design and implementation of poverty reduction programs and policies. *PSA*

Multi-Regional TESDA Online Program

refers to the categories inside the TESDA Online Program that are managed by the Regional and TTI LMS Administrators. This is where the TTIs conduct their online and blended delivery of TVET programs. *TESDA Circular No. 021, s. 2022*

Multilateral Cooperation/Agreements

refers to an alliance of multiple countries pursuing a common goal
TESDA Circular No. 097, s. 2021

Multiple Availment

is availing of two or more scholarship programs by a beneficiary. *TESDA Circular No. 004, s. 2024*

Multiskilling

training of workers in a number of skills that enable them to perform a variety of tasks or functions across traditional boundaries. Multiskilling may be horizontal (broad skilling), vertical (upskilling), or diagonal (contributory skilling). *NCVER 2017*

Mutual Recognition Arrangement (MRA)

an international agreement by which two or more countries agree to recognize one another's conformity assessments. If the products identified according to the MRA have been examined and assessed conformity before export, they will be directly imported by countries signing the agreement, instead of having to go through the examining and assessing process of the importing country. Hence, MRA is an important instrument in facilitating international trade. *www.apec.org*

National Assessment

refers to the assessment of an individual's competence that leads to the issuance of a National Certificate (NC) or a Certificate of Competency (COC). *TESDA Board Resolution No. 2004-13, Training Regulations Framework*

(Technology-based National Assessment) refers to the assessment of an individual's competence using various technologies like simulator, Extended Reality (XR), Augmented Reality (AR), Virtual Reality (VR), Mixed Reality (MR) and other emerging technologies recognized and endorsed by TESDA Sectoral Industry Board, that leads to the issuance of a National Certificate (NC) or a Certificate of Competency (CoC).
QSO

National Assessment and Certification Arrangements

describes the policies governing assessment and certification procedure. *Section IV of TR, TESDA-OP-QSO-02 dated 01 March 2017*

National Assessment Board

an industry body recognized and authorized by TESDA to assume responsibilities in implementing and managing skills standardization, accreditation, and assessment activities. *TESDA Circular No. 41 s. 2017*

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 *TESDA Circular 107, s. 2021, TESDA Circular No. 60 s. 2018*)

National Certification

a qualification that is defined by nationally promulgated Training Regulations and is created by combining units of competency into groups that correspond to meaningful job roles in the workplace and aligning these with a national qualification framework. *TESDA Circular No. 15, s. 2015*

National Competency Assessment

refers to a process of collecting evidence and making judgments to confirm if an individual can perform according to the standards expected at the workplace, as expressed in the Training Regulations. *TESDA Circular No. 60 s. 2018*

National Competency Assessment Fee

refers to the promulgated fee as a charge to the candidate for a particular qualification regulated by TESDA in accordance with AO31.

National Directorate (ND)

is the body that identifies and adopts strategies and initiatives to address operational challenges in realizing goals and targets. It also assesses the accomplishments and performance of all TESDA operating offices and units. *TESDA Circular No. 41 s. 2018*

National Government Agency (NGA)

refers to government agencies at the national level which provides support and cooperation in the promotion and enhancement of TVET. *TESDA Circular No. 007 s. 2021*

refers to the entire machinery of the central government, as distinguished from the different forms of local governments. *TESDA Circular No. 032 s. 2021*

National Guidelines on Internal Control Systems (NGICS)

serves as a guide to the heads of departments and agencies in designing, installing, implementing and monitoring a strong and responsive internal control system. *TESDA Circular No. 079 s. 2020*

National Household Targeting System for Poverty Reduction (NHRS-PR) or Listahanan

refers to the information management system of the Department of Social Welfare and Development (DSWD) that identifies who and where the poor are in the country. The system makes available to national government agencies and other social protection stakeholders a database of poor families as reference in identifying potential beneficiaries of social protection programs *IRR of RA 10931, UAQTEA of 2017*

National Human Resource Development Committee (NHRDC)

responsible for the review/evaluation of programs, plans, and budget within the committee's coverage for approval of the Director General. *TESDA Circular No. 53, s. 2018*

National Lead Assessors

experts who developed the Training Regulations (TR) and the Competency Assessment Tools (CATs), "and shall undertake the task of assessing prospective regional assessors." *TESDA-OP-CO-04 Accreditation of Competency Assessors*

National Qualification

a qualification that is defined by nationally promulgated Training Regulations and is created by combining units of competency into groups that correspond to meaningful job roles in the workplace and aligning these with a national qualification framework. *TESDA Circular No. 15, s. 2015*

National Quality Management Committee (NQMC)

it ensures that the established documented procedures are maintained/ reviewed and/or may be revised whenever necessary. *TESDA Circular No. 41 s. 2018*

National Service Training Program

is 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 especially designed to enhance the youth's active contribution to the general welfare. *TESDA Circular No. 078 s. 2019*

National Skills Map

is the compilation of skills identified as priority requirements by the industry, based on nationally developed plans and roadmaps of the industry, studies, other national references and the area-based skills requirements that need prioritization. *TESDA Circular No. 042 s. 2021*

National Skills Requirements

refer to the skills identified as priority requirements by the industry, based on nationally developed plans and roadmaps of the industry, studies, and other national references. These skills are further validated with the industry associations and other concerned industry associations and other stakeholders. It also includes area-based skills requirements that need prioritization at the national level based on the set criteria. *TESDA Circular No. 001 s. 2021*

National Technical Education and Skills Development Plan (NTESDP)

a sectoral development plan which provides directions, sets goals, and provides strategies for the sustainable development of skilled workforce based on broader development policies and key employment

generators of a particular area (provincial, regional and national levels) and covers a six-year period -

National TVET Training Certificate (NTTC)

a document issued to a trainer who is a holder of a National Certificate (NC), a Trainer Methodology Certificate (TMC), and Industry Work Experience as may be provided in Section 3 of the respective Training Regulation. *TESDA Circular No. 33 s. 2017*

New and Emerging Competencies

refer to knowledge, skills, and attitudes required by new and emerging technologies or enterprises in the industry without TESDA-promulgated Training Regulations (TR) as determined and recommended by local and international industry bodies/associations resulting from local and international researches/studies, authenticated labor market information/publications, among others, that have current or forecasted employment opportunities. These include local in-demand competencies in the local industry that are not identified in key employment generators but have existing employment opportunities evidenced by job orders or authenticated job vacancies or assurance of employment from the industries. *TESDA Circular No. 004, s. 2024*

New and Emerging Technology

refers to new and emerging trades or crafts in the industry without TESDA-promulgated Training Regulations (TRs) as determined and recommended by local and international industry bodies/associations resulting from local and international researches/studies, authenticated labor market information/publications, among others that have current or forecasted employment opportunities. These include local in-demand trades of crafts in the local industry that are not identified as key employment generators but have existing employment opportunities evidenced by job orders or authenticated job vacancies or assurance of employment from the industries. *TESDA Circular No. 3, s. 2018*

New Entrants to the Labor Force

Persons aged 15 years old and over who seek work for the first time or first time unemployed, or those who work for the first time or first time employed, including those who are expected to work for the first time within two weeks after the date of interview *DOLE*

Next-in-Rank Position

refers to a position which by reason of the hierarchical arrangement of positions in the Authority is determined to be the nearest degree of relationship to a higher position as contained in TESDA's System of Ranking Position (SRP). *TESDA Circular No. 119, s. 2019*

No Training Regulation (NTR)

refers to the programs registered under UTPRAS not covered by any Training Regulations. *TESDA Circular No. 089, s. 2018*

No Training Regulation (NTR) Apprenticeship or Learnership Program

a program registered under the Apprenticeship or Learnership Program Guidelines not yet covered under any appropriate Training Regulations. *TESDA Circular No. 120 s. 2020*

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/fieldwork/practicum, and other methods of study/assignments as defined in the Training Regulations (TR). 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 *TESDA Circular 107, s. 2021*

Non-Compliant

refers to the non-fulfillment of any one of the program registration requirements. *Operating Procedures for Compliance Audit*

Non-Conformity

refers to a failure to comply with requirements *TESDA Circular No. 47, s. 2022; TESDA-OP-IAS-02 Rev. 02 - Compliance Audit for PTCACS; TESDA-OP-IAS-01 Rev. 01 - For Program Registration*

Non-Expendable Property

refers to which cannot be consumed, spent, or used- up, such as equipment. *TESDA Circular No. 018 s. 2018*

Non-Formal Education

is any organized, systematic education activity carried outside the framework of the formal system to provide selected types of learning to a segment of the population. This shall also cover learning outcomes derived from professional development in the practice of profession which leads to qualifications. *IRR of RA No. 10968*

refers to a structured program of learning but does not lead to a PQF qualification. *TESDA Circular No. 090, s. 2021*

Non-Formal Learning

learning taking place in activities not exclusively designated as learning activities, but which contain an important learning element. *TESDA Circular No. 47 s. 2018*

Non-Government Organization

refers to organizations which are independent of government involvement. A subgroup of organizations founded by citizens, which include clubs and associations that provide services to their members or others. *TESDA Circular No. 032 s. 2021*

Non-Movable Training Venue

refers to the site or location of training where the required tools, equipment and consumables including the trainer are transported by the Mobile Training Program (MTP) Provider. This may be provided by a Local Government Unit or other partner institution of the MTP Provider through a Memorandum of Agreement executed by both parties. *TESDA Circular No. 013, s. 2023*

Non-Teaching Personnel

refers to the personnel of the TVI both permanent and job orders that serves as the head of the institution, registrar, administrative officer, or Human resource officer, etc. As a criterion, it is the minimum number of non-teaching personnel. *TESDA Circular No. 090 s. 2018*

Non-Traditional Occupations

occupations in which certain groups are under-represented; usually applies to so-called male or female occupations. *NCVER 2013*

Non-traditional trades

pertains to wo/men's participation in TVET qualifications and jobs where wo/men are under-represented. *TESDA Circular No. 004, s.2024*

Normal Daily Training Hours

refers to eight (8) hours a day and maybe rendered from 6 o'clock in the morning up to 10 o'clock in the evening. *Amended Implementing Rules and Regulations of the DTS Act of 1994 (RA 7686); TESDA Circular No. 054 s. 2019*

Notice of Appointment

it contains the list of appointees appointed by the Appointing Authority which includes the place of assignment and nature of appointment (original, promotion, transfer). *TESDA Circular No. 119, s. 2019*

Observations

refer to the statement of facts concerning practices and behaviors that are being adopted by the institution/area that are outside the program registration requirements. *TESDA Procedures Manual on Program Registration*

Obsolete Property

refers to which has lost its efficiency either due to technological advancement, change of procedures, reorganization of office, or completion of the project. *TESDA Circular No. 018 s. 2018*

Occupation

the type of work a person does to earn his/her living. *PSA*

refers to a kind of work performed within a job; a set of jobs whose main tasks and duties are characterized by a high degree of similarity. *ILO*

Occupational Safety and Health (OSH)

refers to the (1) promotion and maintenance of the highest degree of physical, mental, and social well-being of workers in all occupations; (2) prevention among workers of any departures from health caused by

working conditions; (3) protection among workers in their employment from risks usually from factors adverse to health; and (4) placement and maintenance of the worker in an occupational environment adapted to his physiological ability. *TESDA Circular No. 035 s. 2018*

Off-Campus Physical Facilities

refers to facilities located outside of the premises of the institution applying for registration of programs. *Operating Procedure for Program Registration*

Office

any major functional unit of a department or bureau including regional offices. It may also refer to any position held or occupied by individual persons, whose functions are defined by law or regulation. *TESDA Circular No. 123 s. 2020*

Officer

refers to a person whose duties, not being clerical or manual nature, involve the exercise of discretion in the performance of the functions of the government. It includes any government employee, agent, or body having authority to do any act or perform a particular function in the exercise of government power. *TESDA Circular No. 123 s. 2020*

Official Development Assistance (ODA) –Assisted Project

is a loan or a grant administered with the objective of promoting sustainable social and economic development and welfare of the Philippines. ODA resources must be contracted with governments of foreign countries with whom the Philippines has diplomatic, trade relations or bilateral agreements or which are members of the United Nations, their agencies, and international or multilateral lending institutions. www.neda.gov.ph

On-Demand Economy

the economic activity created by technology companies that fulfill consumer demand via the immediate provisioning of goods and services. Supply is driven via an efficient, intuitive digital mesh layered on top of existing infrastructure networks. *Businessinsider.com*

On-Site Training

training conducted at the work site (e.g. in a training room) but not on the job. *NCVER*

On-The-Job Training (OJT)

training within the enterprise given at the work station and using jobs of commercial value for instruction and practice purposes. *ILO*

Online (Internet) Platform

describe a range of services available on the Internet including marketplaces, search engines, social media, creative content outlets, app stores, communications services, payment systems, services comprising the so-called “collaborative” or “gig” economy, and much

more. It is also defined as a digital service that facilitates interactions between two or more distinct but interdependent sets of users (whether firms or individuals) who interact through the service via the Internet. <https://www.oecd-ilibrary.org/>

Online Learning

a learning delivery mode where learning generally takes place outside the classroom using primarily or entirely the internet-connected computer or mobile device to deliver the WET program. *TESDA Circular No. 062 s, 2020*

Online Payment

the money that is exchanged electronically which involves the use of computer networks, the internet, and digital stored values systems. *TESDA Circular No. 078 s., 2020*

Online Processing

refers to the series of steps or activities undertaken with the use of computer/s or networks, as through a commercial electronic information service or the internet in the processing of program registration application in this new normal state. *TESDA Circular No. 081 s. 2020*

Online Program

a learning delivery mode where learning generally takes place outside the classroom using primarily or entirely the internet-connected computer or mobile device to deliver the TVET program *TESDA Circular No. 062, s. 2020*

refers to a TVET program that can be accessed primarily or entirely through the use of an internet-connected computer or mobile device. *TESDA Circular No. 33 s. 2017*

Online Scholarship Application

is an online application system where citizens can apply for scholarships through its website/url: www.tesda.gov.ph/education. *TESDA Circular No. 34 s. 2017*

Onsite Assessment

refers to the mode of assessment where competency assessment is being conducted in communities and in companies, enterprises/industry partner, other partner government organizations/agencies, NGOs, NGAs which are designated/authorized venues where the competency assessment may be conducted. *TESDA Circular No. 032 s. 2021*

Open Data

the idea that some data should be freely available to everyone to use and republish as they wish, without restrictions from copyright, patents, or other mechanisms of control. *Auer, et al., 2007*

Open Distance Learning (ODL)

refers to the merger of two (2) concepts, that of open learning and distance education. It is a system that combines the methodology of distance education and flexible learning. *Open Distance Learning Act (RA No. 10650)*

Open Learning

refers to a philosophy of learning that is based on the flexibility of access for equity in education, an educational system accessible to every individual with minimal restrictions and emphasizing the flexibility of the system to eradicate problems caused by barriers like age, geographical location, time constraints, and economic situation. *Open Distance Learning Act (RA 10650); TESDA Circular No. 104 s. 2019*

Operational Capacity

refers to such a number of employees or workers who can be permitted or required to physically report to work on-site in a particular office or establishment. *Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines with Amendments, 18 February 2021*

Operations Audit

is a separate evaluation of the outcome, output, process, and input to determine whether government operations, programs, and projects are effective, efficient, ethical, and economical, including compliance with laws, regulations, managerial policies, accountability measures, and contractual obligations. *TESDA Circular No. 079 s., 2020*

Opportunities

it can arise as a result of a situation favorable to achieving an intended result; can be referred to as positive effects of Risks; can lead to the adoption of new practices, addressing new customers, building partnerships, using new technology and other desirable and viable possibilities to address the organization's or its customer's needs. *TESDA Circular No. 017 s. 2018*

Opportunity for Improvement (OFI)

Aspects that will lead to effective and efficient management system enhancement relative to the requirement of the ISO standard and TESDA QMS. This could be an opportunity(ies) where a certain area(s) can be further improved from the result(s)s of internal and external audits. The process owner/auditees may or may not adopt the identified OFIs, but at least review their possibility or impact. *TESDA-QP-03 Rev. 03*

Opt-Out

refers to the voluntary decision of the student to forego the benefits of the Free Higher Education in SUCs and LUCs and Free TVET in Post-Secondary TVIs and instead pay the institution the amount equivalent to the waived subsidy *IRR of RA 20931, UAQTEA of 2017*

Originator or Process Owner

an office that initiated the document creation/revision reflected under the "Prepared by" portion of the document. *ISO 19011:2015*

Other Alternative Work Arrangements

refer to work arrangements consisting of a combination of the skeletal workforce, work-from-home, staggered working hours, and four-day workweek work arrangements appropriate/applicable to the office subject to the prevailing community quarantine in the area where the operating unit is located and the nature of work/job performed by the employee(s). *TESDA Circular No. 056 s. 2020*

Out of School Youth (OSY)

refers to persons aged 15 to 24 years who are not attending school, have not finished any college or post-secondary course, and not working. *FLEMMS, 2013, PSA*

Out-of-School

refers to boys and girls who belong to any of the categories: i) 7-14 years old who are not enrolled; ii) 15-24 years old, not enrolled, not employed and not a tertiary level graduate. *FLEMMS, 2013, PSA*

Outsourced Programs

these are programs that are sourced out for contracting/subcontracting purposes to provide/conduct training services. *Memorandum No. 209, s. of 2020, TESDA-OP-AS-01*

Outsourcing Strategy

a strategy or a technique used in the recruitment by means of sourcing applicants through a pool of applicants, social media, online recruitment platform, job fair, referrals, within the agency, and next-in-rank. *TESDA Circular No. 119, s. 2019*

Outstanding Accomplishments

those worthy of special commendation such as but not limited to those that have been considered in winning CSC and TESDA Awards. *TESDA Circular No. 119, s. 2019*

Overhaul

a comprehensive examination and restoration of an item, or a major part thereof, to an acceptable condition. *TESDA Circular No. 59 s. 2017*

Overseas Filipino Worker (OFW)

refers to a person who is to be engaged, is engaged or has been engaged in a remunerated activity in a state of which he or she is not a citizen or on board a vessel navigating the foreign seas other than a government ship used for military or non-commercial purposes or on an installation located offshore or on the high seas; to be used interchangeably with a migrant worker." *RA No. 10022*

refers to Filipinos living and working outside of the Philippines who are in another country for a limited or definite period i.e on a work contract. *TESDA Circular No. 089 s. 2018*

Overseas Filipinos

refer to migrant workers, other Filipino nationals, and their dependents abroad. (RA 10022) Filipinos who are outside the Philippines. *PSA*

Overseas Worker

a household member who is currently out of the country due to overseas employment. He/she may or may not have a specific work contract or may be presently at home or vacation but has existing overseas employment to return to. Undocumented overseas workers are considered as overseas workers for as long as they are still considered members of the household and had been away for less than five years. *PSA*

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 -

Partnership

in TVET), an association between an organization/enterprise and a training provider to achieve recognized training. *UNESCO-UNEVOC*

refers to the relationship between the TVIs and the enterprises (industrial, agricultural, business, and offices whether public or private) mutually agreeing through a Memorandum of Agreement (MOA) to cooperate and participate in conducting Supervised Industry Learning. *TESDA Circular No. 018 s. 2023*

Patent

refers to a government-issued grant, bestowing an exclusive right of the creator(s) over a product or process that provides any technical solution to a problem in any field of human activity that is new, inventive, and industrially applicable. It is an exclusive right that allows the creator(s) to exclude others from making, using, or selling the product of his invention during the life of the patent as defined in the IP Code, as amended. The intellectual property developed within TESDA may include, but is not limited to, industrial and training equipment, learning systems and simulators, and devices that are new and have industrial applicability. *IPO, Philippines as cited in TESDA Circular No. 023 s. 2021*

Patentable Inventions

refers to any technical solution of a problem in any field of human activity that is new, involves an inventive or innovative step, and is industrially applicable. It may be or may relate to a product, a process, or an improvement of any of the foregoing. *TESDA Circular No. 023 s. 2021*

Pathways

refers to mechanisms or access ramps that provide access to qualifications and assist people to move easily and readily between the different education and training sectors and between these sectors and the labor market. *IRR of the Ladderized Education Act of 2014 (RA No. 10647)*

Paying or Non-Eligible

refers to non-eligible learners to avail of the Free TVET benefits shall be charged the training cost and other training-related costs determined by the TESDA Board. *TESDA Circular No. 092 s. 2019*

Payout

disbursement of allowances to TESDA Scholars . *TESDA Circular No. 030 s. 2021*

Pedagogy

the art and science of teaching, as a professional practice and as a field of academic study. It encompasses not only the practical application of teaching but also curriculum issues and the body of theory relating to how and why learning takes place. <https://www.ibe.unesco.org>

Peer Teaching

a training modality wherein fast learners are given the opportunity to assist slow learners. *Training Regulations Framework*

People's Organization

refers to an independent community and/or a class-based association established to advance specific causes and to protect the interest of specific sectors. *TESDA Circular No. 035 s. 2018, DOLE Department Order No. 17 s. 2017*

Performance

the manifestation of acquired skills and personal work values. *TESDA Circular No. 119, s. 2019*

Performance Criteria

are evaluative statements that specify what is to be assessed and the required level of performance. *TESDA Training Regulations Framework per TESDA Board Resolution No. 2014-04*

Performance Indicators (in the context of PQF Level 5, Diploma Programs)

are a set of quantifiable measurements that will achieve a certain Program Learning Outcome (PLO). Specifically, it corresponds with the 17 PLOs which has its own function, whether to introduce, enhance or demonstrate the PLO. *TESDA Circular No. 086, s. 2019*

Performance Indicators (PIs)

are a set of quantifiable measurements that will achieve a certain Program Learning Outcome (PLO). Specifically, corresponds with the 17 PLOs which has its own function, whether to Introduce, Enhance, or Demonstrate the PLO. *TESDA Circular No. 086, s. 2019*

Performance Standard

a performance descriptor for the elements of competency. It is an evaluative statement which specifies what is to be assessed and states the required level of performance. *TESDA Board Resolution No. 2004-13 – Adopting the TRs Framework*

Person Deprived of Liberty (PDL)

refers to a detainee, inmate or prisoner, or another person under confinement or custody in any other manner. *Revised IRR of R.A. No. 10275*

Personal Data

refers to all types of personal information. *TESDA Data Privacy Manual version 1.0 s. 2020*

Personal Data Breach

a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data transmitted, stored or otherwise processed. *TESDA Data Privacy Manual version 1.0 s. 2020*

Personal Information

any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information or when put together with other information would directly and certainly identify an individual. *TESDA Data Privacy Manual version 1.0 s. 2020*

Personal Information Controller

a natural or juridical person, or any other body who controls the processing of personal data, or instructs another to process personal data on its behalf. *TESDA Data Privacy Manual version 1.0 s. 2020*

Personal Information Processor

any natural or juridical person or any other body to whom a personal information controller may outsource or instruct the processing of personal data pertaining to a data subject. *TESDA Data Privacy Manual version 1.0 s. 2020*

Personal Protective Equipment (PPE)

refers to clothing, equipment, or substances designed to be worn by someone to protect them from risks of injury or illness. *TESDA Circular No. 035 s. 2018; DOLE Department Order No. 17 s. of 2017*

is equipment worn to minimize exposure to a variety of hazards. Example of PPE includes such item as gloves, foot and eye protection, protective hearing devices (earplugs, muffs) hard hats, respirators, and full bodysuits. *TESDA Circular No. 59 s. 2017*

Personnel Requisition Slip (PRS)

refers to the form to be used in requesting the filling-up of a vacant position in the Authority. *TESDA Circular No. 119, s. 2019*

Persons Assessed

individuals e.g., industry workers/graduating TVET students, etc. who have undergone the assessment process to determine whether they can perform to the standards expected in the workplace as defined under the promulgated training regulations. -

Persons Certified

successful individuals, e.g., industry workers/graduating TVET students, etc. who were assessed as competent in all the required units of competency of a national qualification defined under the promulgated training regulations. -

Persons in The Labor Force (or Economically Active Population)

include all persons 15 years old and over as of their last birthday who are either employed or unemployed. *PSA*

Persons Not in The Labor Force

include all persons 15 years old and over as of their last birthday who are neither employed nor unemployed. *PSA*

Persons of Concern (PoC)

are those whose protection and needs are of concern to the State. They include asylum seekers, refugees, stateless persons, and stateless applicants. *Inter-Agency of Agreement on the Protection of Asylum Seekers, Refugees and Stateless Persons in the Philippines*

Persons With Disability(PWD)

those suffering from the restriction of different abilities, as a result of mental, physical, or sensory impairment, to perform an activity in the manner or within the range considered normal for a human being. *Republic Act No. 7277 or Magna Carta for Disabled Persons*

Philippine Government Internal Audit Manual (PGIAM)

the documentation of the standards and procedures for conducting management and operations audits. It serves as a friendly tool to internal auditors in appraising the internal control systems of the public entities (agencies). It provides details on the nature and scope of internal audit in the Philippine public sector, including the institutional arrangements of the internal audit function, as well as the protocols and processes for the conduct of an internal audit. *TESDA Circular No. 079 s., 2020*

Philippine Qualification Register (PhQuaR)

is the national database of quality-assured qualifications authorized under the Philippine Qualifications Framework (PQF). It provides information to employers, education and training providers, and students. *AQRF Referencing Report of the Philippines, May 2019; TESDA Circular No. 119 s. 2020*

Philippine Qualifications Framework (PQF)

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. *IRR of Philippine Qualifications Framework Act (RA No. 10968), TESDA Circular No. 107, s. 2021*

refers to the national policy that describes the levels of educational qualifications and sets the standards for qualification outcomes. It is 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 a certain country *IRR of the Ladderized Education Act of 2014 (RA 10647)*

Philippine Qualifications Framework (PQF) Level 5 (Diploma)

refers to a package of courses/qualifications, producing technologists, aligned to the requirements of the Philippine Qualifications Framework (PQF) Level 5 stipulated in TESDA Circular No. 38 S. 2017. *TESDA Circular No. 60 s. 2018*

Philippine Standard Classification of Education (PSCED)

a detailed classification of all educational levels in the Philippine educational system. It aims to integrate the different classification schemes being used by the various agencies, for the purpose of standardizing and facilitating the compilation of education statistics as a basis for educational planning, manpower training, labor market studies, and other related activities. *PSA*

Philippine Standard Occupational Classification (PSOC)

statistical classification of the different occupational groups of the working population, including the military workforce in the country. It is primarily used as a basis for manpower and educational planning, program formulation, policy decision-making and serves as a useful guide for statistical operations and activities, such as censuses and surveys. *PSA*

Philippine Standard of Industry Classification (PSIC)

a detailed classification of industries prevailing in the country according to the kind of productive activities undertaken by establishments. It serves as a guide in the classification of establishments according to their economic activity useful for economic analysis. *PSA*

Philippine TVET Competency Assessment and Certification System (PTCACS)

defines a national, comprehensive, and flexible certification system for Technical – Vocational Education and Training (TVET). *TESDA Circular No. 15, s. 2015*

Philippine TVET Qualification and Certification System (PTQS)

a quality-assured system in recognition of the attainment of competencies (knowledge, skills, attitudes, and values) as referred to the competency standards set for middle-level occupation. It is a process of determining the qualification level of a person and a tool in

identifying the training needs of a person with competency gaps. RA No. 11230; TESDA Circular No. 090 s. 2018

Philippine TVET Trainers Qualifications Framework (PPTQF)

defines a national, comprehensive and flexible certification system for Technical - Vocational Education and Training (TVET) TESDA Circular No. 15, s. 2015

a system that provides competency standards for TVET trainers and assessors involved in the training delivery, competency assessment, training design/development, and training supervision. The framework also defines the competencies of TVET trainers at different roles and levels of technical training. TESDA Circular No. 090 s. 2018

a system that provides for the recognition of the competence of TVET trainers at different roles and qualification levels. TESDA Circular No. 090 s. 2018

Physical Office

refers to the place/facility where the staff of the MTP provider renders administrative assistance relative to the implementation of the program. TESDA Circular No. 73 s. 2018

Placement

a process of assigning a specific position wherein the qualifications of the selected employee matches with the required qualifications of the position. TESDA Circular No. 119, s. 2019

Planned Maintenance

maintenance organized and carried out with forethought, control, and the use of records to a predetermined plan. TESDA Circular No. 59 s. 2017

Plant Learnership Committee

a group established by the enterprise which may be composed of representatives from labor, management, and government responsible for monitoring program implementation and recommending measures for effective program implementation. TESDA Circular No. 120 s. 2020

Policy Issues

refer to issues/concerns which are inconsistent or non-compliant to the related training and assessment guidelines/instructions and require clarifications/authorization from the Process Owner. TESDA Circular No. 056 s. 2021

Polytechnic

a TVI offering full and short-term programs/courses, especially technical vocational education and training (TVET) programs/courses in at least three industry sectors. Also, it defines the breadth of the TVET program offerings and industry sectors. TESDA Circular No. 090 s. 2018

a school specializing in the teaching of industrial arts and applied sciences. American Heritage® Dictionary of the English Language, Fifth Edition, 2016

Polytechnic Center

a center with at least eighteen (18) registered programs in either PQF Level I, II, III, & IV and at least one (1) in PQF Level V (Diploma) program and in at least three (3) industry sectors. *TESDA Circular No. 090 s. 2018*

Polytechnic College

a college with at least thirty-six (36) registered programs in either PQF Level I, II, III, & IV and at least four (4) in PQF Level V (Diploma) program and in at least three (3) industry sectors. *TESDA Circular No. 090 s. 2018*

Polytechnic Institute

an institute with at least twenty-seven (27) registered programs in either PQF Level I, II, III, & IV and at least four (3) in PQF Level V (Diploma) program and in at least three (3) industry sectors. *TESDA Circular No. 090 s. 2018*

Pool of Applicants

it contains the list of applicants with information relative to their age, present position, position applying for, present work assignment, education, outstanding achievement, eligibility, address, and contact number. *TESDA Circular No. 119, s. 2019*

Portfolio

is an organized collection of materials providing evidence of the competencies that were acquired through experience instead of formal learning. The portfolio allows the applicant to contribute actively to the collection of evidence and contains a combination of tools, which strengthen the overall validity of the process. *CEDEFOP, 2015 as cited in TESDA Circular No. 059, s. 2020*

(in the context of Trainers Methodology) refers to accumulated pieces of evidence demonstrating work outputs and shall serve as evidence to the competence/skill. *TESDA Circular No. 051 s. 2021*

Portfolio Assessment

is an evidence gathering method wherein competence is determined based on accumulated pieces of evidence demonstrating work outputs that have been collected by an individual over a period of time and may come from different sources. *TESDA Circular No. 20 s. 2014*

Portfolio Assessment Panel of Portfolio Assessors

are the technical experts who developed the Competency Assessment Tools duly endorsed by the Qualifications and Standards Office are appointed as National Lead Experts to form part of the Panel of Portfolio Assessors for a period of two (2) years. Their respective Appointment(s) shall be renewed thereafter. *TESDA Circular No. 059 s. 2020*

Post-Secondary School (in the context of Open Distance Learning)

refers to technical vocational institutions (TVIs) that offer non-degree technical vocational programs registered with and/or accredited by the Technical Education and Skills Development Authority (TESDA).

Registration refers to the first state of the Unified TVET Programs Registration and Accreditation System (UTPRAS) by which the program has been evaluated to comply with the minimum standards prescribed in the Training Regulations, or as determined by an expert panel in the absence of such. Registered programs are granted the Certificate of TVET Program Registration. *IRR of Open Distance Learning Act (RA 10650)*

Potential

refers to the capacity and ability of a candidate to assume the duties of the position to be filled and those of higher or more responsible positions. *TESDA Circular No. 119, s. 2019*

Poverty (Absolute)

measures poverty in relation to the amount of money necessary to meet basic needs such as food, clothing, and shelter. *UNESCO*

Poverty (Relative)

defines poverty in relation to the economic status of other members of the society: people are poor if they fall below prevailing standards of living in a given societal context. *UNESCO*

Poverty Incidence (PI)

the proportion of families/individuals with per capita income/expenditure less than the per capita poverty threshold to the total number of families/individuals. *PSA*

Poverty Threshold (PT)

the minimum income/expenditure required for a family/individual to meet the basic food needs, which satisfies the nutritional requirements for economically necessary and socially desirable physical activities. *PSA*

Powerpay+

a fund disbursement service that is linked to a registered GCash account that gives the scholars access to mobile money services. *TESDA Circular No. 030 s. 2021*

Pre-Deployment Program

(in the Context of Supervised Industry Learning) refers to an orientation in the TVI, conducted by the Industry Coordinator prior to the deployment of learners to the workplace, intended to guide the learner in undertaking learning activities in a partner enterprise. Ideally, the representatives of the partner enterprises are present during the orientation. *TESDA Circular No. 018, s. 2023*

Pre-Review (of Training Regulation)

refers preliminary activities in preparation for the actual TR review. This process will also determine if the TR is worth proceeding to partial or full review. *TESDA Circular No. 046 s. 2021*

Pre-Service Industry Work Experience

refers to industry work experience acquired whether permanent or contractual status, including industry experience gained during an in-plant phase of the On-the-Job-Training (OJT), DTS, and apprenticeship programs prior to employment as TVET trainer. *TESDA Circular No. 33 s. 2017*

Preventive Actions

refer to determined actions of the organization to eliminate the causes of potential non-compliance in order to avoid their occurrence. *TESDA Circular No. 079 s., 2020*

Preventive Maintenance

is that portion of the overall maintenance program that provides the periodic inspection, adjustment, minor repair, lubrication, reporting, and data recording necessary to minimize building equipment and utility system breakdown and maximize system and equipment efficiency. *TESDA Circular No. 59 s. 2017*

Preventive Maintenance Data

it includes equipment tag information, procedures, replacement parts, special tools, lubrication requirements, service providers, warranty information, etc. *TESDA Circular No. 59 s. 2017*

Primary Beneficiaries

refers to the poor, vulnerable and marginalized groups who cannot access, or are not accessible to formal learning. Constituents of 4th, 5th and 6th class municipalities along with special clients, including but not limited to, Out of School Youths (OSY) Former Rebels (FRs), Indigenous People (IPs), displaced workers, victims of violent extremisms, Persons With Disabilities (PWDs), beneficiaries of Wounded-In-Action/ Killed-In-Action (WIA/KIA) personnel and priority Barangays identified under EO 70 are also part of the primary beneficiaries. *TESDA Circular 018 s. 2021*

Prior Learning

awareness, knowledge skills and attitude competencies acquired from the previous study, work or life experiences. *Wahba 2013*

the knowledge or skills acquired in earlier study and work or through experience. *International Labour Organization, 2018*

Prioritization Criteria

serves as a basis in determining the appropriate program to be developed for the identified skills priorities. The four prioritization criteria which are identified by the TESDA Board includes: 1) nationwide application; 2) employment generation; 3) industry requirements; and 4) standardization and certification *TESDSA Circular No. 001, s. 2023*

Priority Area-Based Skills Requirement

refers to skills identified as priority by the industries and concerned stakeholders in the area, which serve as basis in the development of

curriculum or competency standards that can be offered by the TVET providers in the area *Section 6.2, TESDA Circular No. 001, s. 2021*

Private Education Student Financial Assistance (PESFA)

the program that will afford education grants to deserving students in private post-secondary non-degree TVET coursed in line with the skills requirements of the priority sectors identified in the National Technical Education and Skills Development Plan; a financial assistance program for incoming freshmen enrolled in private schools in priority courses deemed necessary for national development. *RA No. 8545*

is one form of assistance to students in private education under R.A. No. 8545, otherwise known as the "Expanded Government Assistance to Students and Teachers in Private Education Act". The program seeks to extend financial assistance to marginalized but deserving students in post-secondary, non-degree courses, promote TVET, contribute to the development of a competent skilled workforce, and assist private institutions in their development efforts by assuring a steady supply of enrollees to their training programs. *TESDA Circular No. 004, s. 2024*

Private Enterprises

refers to an economic system under which property of all kinds can be privately owned and in which individuals, alone or in association with another, can embark on a business activity. This includes industrial, agricultural, or agro-industrial establishments engaged in the production, manufacturing, processing, repacking, or assembly of goods including service-oriented enterprises *RA No. 7796, TESDA Law*

Private TVET Provider

a non-government training organization managed and funded by a private person or organization. This includes the following: a) Commercial Providers – institutions providing training to any individual for profit; b) Non-governmental Organizations (NGOs) or People's Organization – non-profit private organizations providing training; and c) Enterprise / Industry Providers – companies/firms providing training to their own employees or to employees of other enterprises across an industry. –

Privileged Information

any and all forms of data, which, under the Rules of Court and other pertinent laws constitute privileged communication. *TESDA Data Privacy Manual version 1.0 s. 2020*

Proactive Maintenance

a preventive maintenance strategy for maintaining the reliability of machines or equipment. The purpose of proactive maintenance is to view machine failure and similar problems as something that can be anticipated and dealt with before they occur. *TESDA Circular No. 59 s. 2017*

Probationary Period

the period of actual service from the issuance of a permanent appointment wherein the appointee undergoes thorough character investigation and assessment of capability to perform the duties and position he/she is appointed to as enumerated in the Position Description Form (PDF). *TESDA Circular No. 052 s. 2021*

Process Cycle Time

refers to the standard Process Cycle Time (PCT) for the processing and approval of Program Registration, Recognition Applications within three (3) working days which starts with review and evaluation of submitted documents (as to completeness, correctness and compliance), followed by preparation and submission of recommendation by the Provincial Office, and approval of program registration, recognition application and issuance of the Certificate of TVET Program Registration (CTPR), Certificate of Recognition (CoR). *TESDA Circular No. 073, s. 2019; OP on Program Registration Rev. 01*

Process Owner

refers to the concerned Office/Division which administers and monitors the related program/project being addressed and validates the data entries in the T2MIS database. *TESDA Circular No. 056 s. 2021*

Processing

any operation or any set of operations performed upon personal data including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure, or destruction of data. Processing may be performed through automated means, or manual processing, if the personal data are contained or are intended to be contained in a filing system. *TESDA Data Privacy Manual version 1.0 s. 2020*

Processing Officer

an individual under the supervision, administrative control and technical direction of the Assessment Center Manager, who evaluates and verifies application documents, encodes candidate's profiles in the T2MIS, schedules assessment, prepares and issues the certificate to certified workers. *TESDA Circular No. 025, s. 2023*

Product-Pitching

a strategy in promoting a product, service, idea, or project to the possible investors through presentation and demonstration. *TESDA Circular No. 060 s. 2020*

Production-Cum-Training Program

refers to a school or center-based market-oriented production activities, which provide opportunities for the acquisition of entrepreneurial skills and competencies. -

Productivity

a relationship between outputs and inputs. It rises when an increase in output occurs with a less than proportionate increase in inputs, or when the same output is produced with fewer inputs *ILO*

Professional Development Achievement

the outstanding relevant work accomplishments, educational attainment, appropriate training, and competencies required in the performance of the job to be filled. It shall include a demonstration of exceptional job mastery and potential in major areas of responsibility. *TESDA Circular No. 119, s. 2019*

Profile of Applicants

it contains the list of applicants with information relative to their age, present position, position applying for, present work assignment, education, outstanding achievement, eligibility, address, and contact number. *TESDA Circular No. 119, s. 2019*

Profiling

any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular, to analyze or predict aspects concerning that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, behavior, location or movements. *TESDA Data Privacy Manual version 1.0 s. 2020*

Program

(education program) A coherent set or sequence of educational activities designed and organized to achieve pre-determined learning objectives or accomplish a specific set of educational tasks over a sustained period. Within an education program, educational activities may also be grouped into sub-components variously described in national contexts as 'courses', 'modules', 'units', and/or 'subjects'. A program may have major components nor normally characterize as courses, units, or modules, for example, play-based activities, periods of work experience, research projects, and the preparation of dissertations. *ISCED 2011*

Program Accreditation

refers to the process leading to a formal recognition granted by an authorized accrediting agency to an institution's program as possessing certain standards of quality as defined by the accreditation agency. *TESDA Circular No. 7 s. 2016*

a process for assessing and evaluating whether or not the educational delivery system and the program meet specified standards of educational quality. *(Philippine Technological Council-Certification and Accreditation System for Engineering Education*

Program Cycle (in the context of PQF Level 5, Diploma Programs)

one program cycle is composed of three years, the first year starting with the year indicated in the Certificate of Recognition for Diploma Program *TESDA Circular No. 039, s. 2024*

Program Educational Objectives (PEOs)

are broad statements that describe what graduates are expected to achieve in their professional or career practice there to five years after graduation. Program educational objectives are based on the needs of the program's constituencies. *Philippine Technological Council-Certification and Accreditation System for Engineering Education*

Program Learning Outcomes

refers to competencies that the learner should be able to articulate after the completion of a training program. These competencies are related to knowledge, skills, and attitudes aligned with PQF Level 5 descriptors, 21st Century Skills, and the graduate attributes of an Engineering Technologist based on the Sydney Accord. *TESDA Circular No. 38, s., 2017*

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. *TESDA Circular No. 7 s. 2016*

Program on Accelerating Farm School Establishment (PAFSE)

refers to the program which establishes Agri-fishery Farm Schools, which are agricultural enterprises that conduct skills training in an actual farm for individuals in rural areas. The farm schools capacitate farmers, fisherfolks, and their relatives with appropriate knowledge, skills and attitude in increasing the farm productivity thru technology updates and entrepreneurial activities, thus improving their economic status in life. At the same time, it provides additional income to farm school operators. In some cases, scholarship grants are provided to assist the farm owners in building the capability and capacity of their farms to increase productivity. *TESDA Circular No. 56, s. 2016; FAO (2012). Farm Schools: Key Tool for Sustainable Agriculture, as cited in Memorandum No. 332, s. 2024*

Program Re-Registration

refers to the re-evaluation of registration documents submitted by a TVI subject to the same requirements and procedures in program registration for the issuance of a new CTPR due to any of the following conditions: a) Program migration; and b) Transfer of the TVI in another region. *TESDA Circular No. 107, s. 2021*

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. *TESDA Circular 107, s. 2021*

Program Title

refers to the name of the program to be offered. It is usually derived from the title of the training regulations for WTR programs offered in full. Programs satisfying a cluster of units of competency shall include in the title the phrase "Leading to" preceding the title of the cluster of the units of competency. *Operating Procedures for Program Registration*

Programs for Migration

refers to program/s that are still existing/active within the migration period. These are also programs that were voluntarily closed/ with surrendered CTPRs and with the submitted application for migration to provincial offices. *TESDA-OP-CO-02 Rev. 00*

Progress Chart

refers to a monitoring tool for the individual accomplishments of learners based on the Supervised Industry Learning training plan. This is accomplished and monitored by the TVI trainer and the Industry Coordinator of the training institution. Data on the Progress Chart should be synchronized with the data in the Learner's Record Book. *TESDA Circular No. 018 s. 2023*

Progressive Devolution

a process of systematically and rationally transferring the management of TESDA programs from TESDA to equally capable entities in the TVET sector like the LGUs, industry associations, NGOs and the like within the period of 25 years. This is being done in four (4) stages: decentralization, program devolution, stabilization, and evaluation. *TESDA Board Resolution No. 2004-07 dated May 6, 2004*

Project

refers to a unique, transient endeavor, undertaken to achieve planned educational outcomes. The implementation of the project must involve authentic workplace competencies. *TESDA Circular No. 102, s. 2021*

Project-Based Assessment

an alternative to structured assessments that allow students to engage with their learning in more concrete ways. Projects can be used as part of the ongoing learning process or as a capstone assessment in place of a traditional final assessments. *Elizabeth Trach (2018). (How Students Benefit From Project-Based Assessments (With Examples). Schology Exchange. Retrieved on August 26, 2021 at <https://www.schooloay.com/blog/how-students-benefit-project-basedassessments-examples>), as cited in TESDA Circ*

assessing student performance on project work. This is different from assessing traditional classwork because students are working on a different project with different timelines. The teacher's task of assessing

students is more complex than for a typical classroom teacher's instruction where everyone is evaluated together. -

Project-Based Instruction

an authentic instructional model or strategy in which students plan, implement and evaluate projects that have real world applications.

TESDA Board Resolution No. 2004-13, "Training Regulations Framework"

Project-Based Learning

refers to a model and framework of teaching and learning in which students acquire content knowledge and skills in order to answer a driving question based on an authentic challenge, need, problem or concern. *MagnifyLearning (n.d.). What is Project-Based Learning? PBLWorks. Retrieved August 26, 2021 at <https://www.magnifylearning.org/what-is-project-based-learning/>), as cited in the TESDA Circular No. 102, s. 2021*

Promotion

(in the context of PQF Level 5 (Diploma) Programs) refers to moving up one academic year level when all required conditions are met. *TESDA Circular No. 021, s. 2023*

Promotion and Advocacy Activities and Expenses

refers to the development and/or actual implementation of TESDA promotion and advocacy activities through print, broadcast, social media, and interpersonal communication, and the amount spent for such. These include flyers brochures, tarpaulins, radio/TV pluggings, paid advertisements, holding of caravans, etc. *TESDA Circular No. 18 s. 2017*

Proponent

refers to an individual, agency, or organization that has submitted a research proposal to TESDA for funding. *TESDA Circular No. 61 s. 2018*

Provincial/Regional Skills Priorities

list of critical skills in identified priority sectors classified by province/region. -

Provisional In-Company Trainer

refers to a worker currently employed in the company with technical skills and teaching skills, who conducts training for workers and enterprise-based learners recognized by TESDA *TESDA Circular No. 089, s. 2021*

Provisional National Trainer Certificate (Provisional NTC)

the certificate issued to the Trainer who is a holder of a National Certificate (NC) appropriate to the training program being handled but not lower than NC II and Trainers Methodology Certificate (TMC) level I but with incomplete industry work experience as may be provided in Section 3 of the respective Training Regulation. *TESDA Circular No. 071 s. 2019*

Provisional Work Permit (PWP)

refers to a work permit issued by the Bureau of Immigration (BI) which allows foreign nationals to engage in work pursuant to an employment

arrangement pending issuance of the AEPs or for those with valid AEPs but pending approval of work visa either the 9g or 9d visa. *TESDA Circular No. 124, s. 2019*

Proxy Candidate

refers to an individual who acted/served in place of another in the conduct of competency assessment. *TESDA Circular No. 134, s. 2019*

PSALM Approach

an acronym for a planning approach developed and adopted by TESDA which stands for Policy-oriented, Sector-focused, Area-based, Labor Market-driven approach. It is used in generating labor market information on priority sectors and critical skills, vital for TESD planning and decision making. –

Public Authority

any government entity created by the Constitution or law, and vested with law enforcement or regulatory authority and functions. *TESDA Data Privacy Manual version 1.0 s. 2020*

Publicly Offered Programs

these are programs organized/implemented by private and public institutions and/or associations and made accessible to interested participants or agencies. *Memorandum No. 209, s. of 2020; TESDA-OP-AS-01*

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. *TESDA Circular No. 107, s. 2021*

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 *Philippine Qualifications Framework Act (RA 10968)*

Qualification Certification

certification awarded to a person on successful completion of a course in recognition of having achieved particular knowledge, skills, or competencies. *UNEVOC/NCVER 2009*

Qualification Descriptor

a unique descriptor stating the purpose of the qualification and how it relates to other qualification types; it enables comparisons with other qualifications and provides a basis for designing, evaluating, approving, and reviewing qualifications and their associated curricula. *SAQA 2013, South Africa*

Qualification Map (QM)

a document prepared based on the Scholarship Allocation Plan (SAP) or the skills training needs of a community or special clients which provides the details of the scholarship program(s) to be funded for implementation *TESDA Circular No. 004, s. 2024*

Qualification Packaging

the process of combining units of competency into groups which meet job roles and are meaningful in the workplace. *TESDA Board Resolution No. 2014-04 dated April 30, 2014*

Qualification Standards

a statement of the minimum qualifications for a position which shall include education, experience, training, civil service eligibility, physical characteristics and personality traits required in the performance of the job. *TESDA Circular No. 119, s. 2019*

Qualifications of Teaching Personnel

refers to the qualifications of teaching personnel (Trainer) per training regulation. As a criterion, it refers to the trainer's qualifications per training regulation and the minimum percentage of all teaching personnel with a bachelor's degree and master's degree. *TESDA Circular No. 090 s. 2018*

Qualified-Next-in-Rank

refers to an employee appointed on a permanent position next-in-rank as reflected in the System of Ranking of Positions (SRP) of the vacancy proposed to be filled and who meets the requirements for appointment to the position to be filled up. *TESDA Circular No. 119, s. 2019*

Quality Assurance or Quality Assurance Certification

is defined as a planned and systematic pattern of all actions necessary to provide adequate confidence that the product, its components, packaging, and labeling are acceptable for their intended use. Whereas the term certification is the authoritative act of determining compliance with agreed requirements. *TESDA Circular No. 090 s. 2018*

Quality-Assured TVET

are those TESDA-registered TVET programs that have consistently complied with UTPRAS guidelines. As deemed appropriate, all registered TVET Programs from Level I to Diploma and Bundled programs/qualification, are subjected to Compliance Audits, Technical Audits, and National Inspection. *TESDA Circular No. 60 s. 2018*

Query

these are questions/requests for information on programs and services. *Operating Procedure, Customer Satisfaction Management System*

Range of Variables

it describes the circumstances or context in which the work is to be performed. (TESDA Training Regulations Framework per TB Resolution No. 2014-04) it defines the boundaries within which the unit of competency applies. -

Rating Sheet

(in the context of assessment) contains specific questions or activity(ies) developed from the selected assessment methods and the conditions under which the assessment should be conducted and recorded *TESDA Circular No. 059, s. 2020*

(in the context of assessment) contains specific questions or activity(ies) developed from the selected assessment methods to be used for assessment. It includes a checklist for the key observation points and performance standards and a series of questions. It describes measures and records outcomes or evidence for each assessment event or activity. -

Raw Materials

refer to the basic materials of which the product is made of. *TESDA Circular No. 035 s. 2018, DOLE Department Order No.17 s. of 2017*

Re-Admission

is a process that students/learners undergo if they have been on leave, absent without leave for a given period, withdrawn in good academic standing, a second or subsequent admission, and are classified with status as "returnee." *TESDA Circular No. 021, s. 2023*

Rebel Returnees

former rebels who voluntarily abandoned the armed struggle and opted to become productive members of the society. *(PNA)*

Reciprocity

refers to the mutual relation existing between two (2) countries when each of them gives the subjects of the other certain privileges on condition that its own subjects shall enjoy similar privileges in the other country. *TESDA Circular No. 124, s. 2019*

Recognition of Prior Learning (RPL)

refers to the acknowledgment of a person's skills and knowledge acquired through previous training, work or life experience, which may be used to grant status or credit. *IRR of RA No. 10968*

is a process of identifying, documenting, assessing and certifying formal, non-formal and Inspection outcomes against standards used in formal education and training. RPL provides an opportunity for people to acquire qualifications or credits towards a qualification or

exemptions (from all or part of the curriculum, or even exemption from an academic prerequisite for entering a formal study program) without going through a formal education or training program. *International Labour Organization, 2018*

assessment that occurs at a point in time and is carried out to summarize achievement at that point in time. Often more structured than formative assessment, it provides teachers, students and parents with information on student progress and level of achievement; also called: Assessment of learning. *NCVER 2013*

an assessment process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of a qualification *Making Micro-Credentials work for learners, employers and providers: Emeritus Professor Beverley Oliver, Deakin University. 2019, as cited in TESDA Circular No. 048, s. 2021*

Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC)

is 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 even exemption from an academic prerequisite for entering a formal study program) without going through a formal education or training program. *Recognition of Prior Learning: Learning Package; International Labor Office, Skills and Employability Branch / Employment Policy Department. - Geneva: ILO, 2018 as cited in TESDA Circular No. 059, s. 2020*

Recognized Research

refers to research that is given recognition or award for its outstanding contribution to a specific field of specialization or to the solution of a problem. *TESDA Circular No. 010 s. 2020*

Records

defined as books, papers, maps, photographs or other documentary materials, regardless of physical form or characteristics that have been created or received by any agency of the Philippine government in pursuance of its law or in connection with the transaction of public business and has been preserved or appropriated for preservation by the agency or its legitimate successors as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the government because of the information value or data contained therein. *Records Management Handbook*

Records Controller

a person who is responsible for the proper collection, storage, protection, retention, and disposal of records. *ISO 19011:2015*

Recreational Learning

learning which is for personal development purposes, recreation, and leisure, undertaken to improve quality of life. Recreational learning can lead to vocational learning if the goals of learners in their chosen subject become work-oriented. *EU Commission AL 2010, Europe*

Recruitment

refers to the process of laying down the recruitment plan, sourcing applicants, and updating the pools of applicants for a specific vacancy. *TESDA Circular No. 119, s. 2019*

Recruitment Plan

a tool used for a systematized, efficient, and effective recruitment planning wherein vacancy, priority level, the target number of applicants per vacancy, sourcing strategy, and risk. Potential problems are specified. *TESDA Circular No. 119, s. 2019*

Regional Expert Panel

refers to an individual who serves as an Assessor of any qualifications, endorsed by his/her respective Regional Director (RD), and has undergone and successfully met the requirements of the Capability Building Program for REPM. He/She is an individual appointed by the Director General/Secretary as Assessor of the Trainers Methodology (TM) candidates and responsible for the conduct of assessment for TM in the region. *TESDA Circular No. 051 s. 2021*

Regional Expert Panel Member (REPM) for Trainer'S Methodology**Assessment**

is an individual who holds NTTC and Assessor of a qualification endorsed by their respective Regional Director (RD) and has undergone and successfully met the requirements of the Capability Building Program for REPM, responsible for conducting TM assessment in the region. -

Regional Lead Assessor (RLA)

is an individual who have practiced the trade for a number of years endorsed by their respective Regional Director (RD) and has undergone and successfully met the requirements of the Capability Building Program for Regional Lead Assessors, and shall undertake the task of assessing would-be trainers/assessors for the newly promulgated/amended TR in the Region. -

Regional Lead Trainer (RLT)

refers to a person who possesses the competencies of a new Training Regulation/Competency Standard and is responsible to plan, design and facilitate multiplier skills training on the Training Regulation/Competency Standard in their respective regions *TESDA Circular 101, s. 2021*

Regional Office Technical Support Officer for TM II Virtual Assessment

refers to a TESDA Personnel who provides IT related technical support to the Regional Office to facilitate the conduct of virtual assessment.

He/She also provides guidance and technical support to the TTI Technical Support Officer. *TESDA Circular No. 051 s. 2021*

Regional Targets and Distribution of Scholarship Budget Allocation (RTDSBA)
the distribution matrix which shows the recommended budget allocation by Region per scholarship program based on the scholarship parameters. *TESDA Circular No. 004, s. 2024*

Regional/Provincial Quality Management Committee (RPQMC)
evaluates the conduct of the regional/provincial internal audit based on agreed performance standards. *TESDA Circular No. 41 s. 2018*

Regional/Provincial Tesdc Resolution on Priority Skills Requirement
a document that provides the official list of priorities of the region/province *TESDA Circular No. 001, s. 2021*

Registered Program
refers to the program offerings of the TVI with corresponding Certificate of TVET Program Registration (CTPR) officially issued by TESDA either with training regulation (WTR) and no training regulation (NTR). As a criterion, it is the minimum number of program offering/s of the TVI either WTR or NTR. *TESDA Circular No. 090 s. 2018*

Registry of Workers Assessed and Certified (RWAC)
refers to a record that contains the documentation of the results of the assessment and as a basis for national certification. *TESDA Circular No. 15, s. 2015*

Regular
a TVI that defines the breadth of the TVET program offerings and industry sectors, in which the minimum for regular is one (1) industry sector. *TESDA Circular No. 090, s. 2018*

Regular Duties of TESDA Employee
refers to the prescribed roles and duties performed on a regular basis as indicated in the job description of a TESDA official and employee and/or the regular duties assigned by a superior as part of the employee's regular workload. *TESDA Circular No. 023 s. 2021*

Reintegration Program
program package provided to returning OFWs to enhance their technical skill and/or develop entrepreneurial ability to participate in economic activities. *TESDA Circular No. 58 s. 2016*

Reliability
the ability of an item to perform a required function under stated conditions for a stated period of time. This may be expressed as a probability. *TESDA Circular No. 59 s. 2017*

(in the context of assessment) refers the degree of consistency and accuracy of the assessment outcomes *TESDA Circular No. 059, s. 2020*

Repair

to restore an item to an acceptable condition by the renewal, replacement, or mending of decayed or damaged parts. *TESDA Circular No. 59 s. 2017*

Repatriation

is the process of returning a person - voluntarily or forcibly - to his or her place of origin or citizenship. *TESDA Circular No. 58 s. 2016*

Required Knowledge

describes the essential knowledge required for competent performance of a unit of competency. Knowledge may be taken to mean what a person needs to know to perform the work in an informed and effective manner. *TESDA Training Regulations Framework per TB Resolution No. 2014-04*

Required Skills

describes the essential skills required for competent performance of a unit of competency. Skills may be taken to mean the application of the knowledge to situations where understanding is converted into a workplace outcome. *TESDA Training Regulations Framework per TB Resolution No. 2014-04*

Research Output

refers to the researches conducted by the TVI, e.g. local labor market information (LMI), technology researches, etc. As a criterion, it is the minimum number of researches conducted by the TVI. *TESDA Circular No. 090 s. 2018*

Reserve Officers' Training Corps (ROTC)

is a program institutionalized under Section 38 and 39 of Republic Act No. 7077 designed to provide military training to tertiary level students in order to motivate, train, organize and mobilize them for national defense preparedness. *TESDA Circular No. 078 s. 2019*

Reskilling

is the process of learning new skills so you can do a different job, or of training people to do a different job. *Cambridge Dictionary, cited in TC No. 048 s. 2021*

learning new skills for a different career-path, especially if it is unrelated to one's current job or position. *Sivalingam, A.D. , & Mansori, S., 2020*

Resolved Issues

is the process of learning new skills so you can do a different job, or of training people to do a different job. *Cambridge Dictionary*

Resource Person

refers to an individual who provides lectures, training seminars, symposia, and other allied professional services to companies, for a fee. *TESDA Circular No. 53 s. 2018*

Restoration

maintenance actions intended to bring back an item to its original appearance or state. *TESDA Circular No. 59 s. 2017*

Resultant Qualification

refers to the TR-based qualification included or embedded in a specific course in the diploma program. *TESDA Circular No. 039, s. 2024*

Retention

refers to being held one academic year level behind when the required final passing grade of a certain number of course(s) enrolled is not met. *TESDA Circular No. 021, s. 2023*

Retraining

training for acquisition of skills and knowledge required in practicing an occupation other than the one for which the person was originally trained. It may require training specialization. training enabling individuals to acquire new skills giving access either to a new occupation or to new professional activities. (CEDEFOP 2008, Europe) -

Returning Overseas Filipino Workers (OFWs)

training Filipinos working abroad and who are returning to the Philippines due to expiration of work contracts, retirement or deportation. *TESDA Circular No. 58 s. 2016*

Revenue

refers to all monetary and non-monetary benefits derived as a result of the development, production, transfer, use, and/or commercialization of IPRs, including income from assignments and royalties from licenses. *TESDA Circular No. 023 s. 2021*

Review

the activity was undertaken to determine the suitability, adequacy, and effectiveness of the action plan. *TESDA Circular No. 017 s. 2018*

Review (of the Training Regulation)

a process of revisiting and examining the whole TR, from Section 1 to 4, with the goal of instituting the recommended changes and updates on the document brought about by current and emerging skills requirements of industry due to new technology and practices. This activity is being undertaken to ensure validity, recency, suitability and effectiveness. *TESDA Circular No. 046 s. 2021*

Revised Foreign Investment Negative List

refers to a list of regulated sectors in which non-Filipinos or foreign nationals face varying levels of restrictions on the ownership of entities operating in those sectors. Negative List now allows 100 percent foreign

participation in: training centers that are engaged in short-term high-level skills development that do not form part of the formal education system; and teaching at higher education levels (provided the subject being taught is not a professional subject) *TESDA Circular No. 097, s. 2021*

Revocation

refers to the official cancellation and withdrawal of accreditation awarded to the Assessment Center or Competency Assessor. *TESDA Circular No. 134, s. 2019*

Reward

refers to monetary or non-monetary benefit given to officials and employees in recognition of and to recompense for worthy or special services or accomplishments rendered along the line of duty or in aside thereof. *TESDA Circular No. 010 s. 2020*

Rice Extension Services Program (RESP)

a program under the Rice Competitiveness Enhancement Fund (RCEF) for teaching skills on rice crop production, modern rice farming techniques, seed production, farm mechanization, and knowledge/technology transfer through farm schools nationwide. *TESDA Circular No. 004, s. 2024*

Risk

effect of uncertainty on objectives; characterized in terms of a combination of the consequences of an event (including changes in circumstances) and the associated likelihood or occurrence. *TESDA Circular No. 133 s. 2019*

Risk Management

the coordinated activities to direct and control an organization with regard to risks. It is not a standalone activity that is separate from the main activities and processes of the organization. Risk management is part of the responsibilities of management and an integral part of all organizational processes. *TESDA Circular No. 079 s., 2020*

Running Maintenance

maintenance that can be carried out while the item is in service. *TESDA Circular No. 59 s. 2017*

Sariling Sikap Program (SSP)

refers to income-generating projects/undertakings in various training-cum-production including but not limited to trade testing, use of training equipment and facilities, consultancy and technical services, and repair and maintenance services by which income derived from these activities shall be deposited in a Revolving Fund (considered perpetuating and self-liquidating) maintained for that purpose. The fund shall be utilized to defray all costs/expenditures necessary to carry out the Sariling Sikap projects/activities but not limited to supplies and

materials, repairs and maintenance, replacement of lost items and breakages, essential equipment necessary to operate the program, traveling expenses, power services, honoraria of personnel involved. *Executive Order 939, s. 1984; COA-OBM-MoF Joint Circular No. 7-85*

Scholars

refers to the beneficiaries of TESDA Scholarship Programs. *TESDA Circular No. 105 s. 2019*

Scholarship Allocation Plan (SAP)

the document that describes the absorptive capacity of registered TVET providers, the in-demand qualifications/critical skills requirements, and key employment generators that identifies/captures the target number of scholarship training seats per industry/sector needed in an area (Region/Province) and the budgetary requirements to implement the scholarship program in the respective Region/Province. *TESDA Circular No. 004 s. 2024*

Scholarship Information System (SIS)

refers to the sub-module of the TESDA Training Management Information System (T2MIS) designed to efficiently process, evaluate and monitor the scholarship programs being implemented by TESDA. This is to fast-track the preparation and approval of the pertinent documents needed prior to the implementation of the program and automatically evaluate the TVET institutions if it is within the eligible requirements to conduct scholarship training. *TESDA Circular No. 004, s. 2024*

School Credentials

refer to academic credentials such as a degree or a diploma, educational or completion certificates, or similar documents that indicate completion or accumulation of credits from a program such as transfer credentials, student academic records, and transcript of records. *TESDA Circular No. 021, s. 2023*

School-Based Programs

refer to the direct delivery or provision of TVET programs by the TESDA-Administered schools. State Universities and Colleges (SUCs), local Universities and Colleges (LUCs), and private higher education institutions (HEIs) and TVIs. *TESDA Circular No. 131 s. 2019*

Second Level Positions

are positions up to division chief level characterized by professional, technical, and scientific work in a non-supervisory or supervisory capacity requiring at least four (4) years of collegiate studies, Positions in the second level are categorized as executive/managerial, supervisory, and non-supervisory. *CSC MC No. 13 s. of 2011, TESDA Circular No. 119, s. 2019*

Secondary Education

refers to the third stage of compulsory basic education. It consists of four (4) years of junior high school education and two (2) years of senior

high school education. The entrant age to the junior and senior high school levels are typically twelve (12) and sixteen (16) years old, respectively. *Sec. 4, RA No. 10533*

Sector

refers to a particularly large section of the economy categorized based on the specific functions in the production phase and by kind of work which can be classified as product, service or ownership e.g. Industry/agriculture service sector. *TESDA Circular No. 070 s. 2019; TESDA Circular No. 38, s. 2023*

Sectoral Skills Council or Sector Skills Council

an independent, industry-led board or body that helps workers, employers, educators, and government identify needed skills, improve skills gap and training standards in a particular sector. *British Council, Partners for Change, UK Sector Skills Councils and World Class Skills, 2015 Economic Chambers of Macedonia, Skopje*

Sectoral Skills Plan

a document which contains the trends and prospects of particular industry demand and supply, goals, strategies, policies and programs and serves as a planning tool for addressing industry skill needs and a decision-making framework for both government and the private sector. -

Security Incident

an event or occurrence that affects or tends to affect data protection or may compromise the availability, integrity, and confidentiality of personal data. It includes incidents that would result in a personal data breach, if not for safeguards that have been put in place. *TESDA Data Privacy version 1.0 s. 2020*

Selected Training Programs

refer to training programs approved by TESDA Board based on the recommendations of pertinent industries and major stakeholders which can be school-based, center-based, community-based, enterprise-based, web-based, and blended technical-vocational education and training programs. *TESDA Circular No. 131 s. 2019*

Selection

the process of determining the best-qualified candidate form among the list of qualified applicants to a declared vacancy. *TESDA Circular No. 119, s. 2019*

Selection Line-Up

a listing of qualified and competent applicants for consideration to a vacancy which includes, but not limited to, the comparative information of their education, experience, training, civil service eligibility, performance rating, (if applicable), relevant work accomplishments, physical characteristics, psychosocial attributes and personality traits, and potential. *TESDA Circular No. 119, s. 2019*

Self-Assessment Guide (SAG)

a pre-assessment tool to help the candidate and the assessor determine what evidence is available, where gaps exist, including readiness for assessment. This document can a) identify the candidate's skills and knowledge; b) highlight gaps in the candidate's skills and knowledge; c) provide critical guidance to the assessor and the evidence that needs to be presented; d) provide guidance to the candidate on the evidence that needs to be presented; and e) assist the candidate to identify key areas in which practice is needed or additional information or skills should be gained prior to the assessment.

Self-Employed

refers to individuals who create their own earnings and opportunities in the form of business, contract work, or freelance activities *TESDA Circular No. 035 s. 2018*

cover work through operation of own businesses or trades that do not employ paid workers in the conduct of economic activities. *TESDA Circular No. 099 s. 2019*

Self-Evaluation Guide

refers to the checklist, which the applicant-TVI shall accomplish to determine their relative scores against the indicators provided. The required evidence is also provided. This will help the applicant-TVIs determine if the program being applied for the STAR Program will meet the required points for the STAR Level. *TESDA Circular No. 99 s. 2019*

Semester

refers to five (5) months period of continuous learning. *TESDA Circular No.001 s. 2019*

Semestral System

a system that divides the academic year into two (2) terms, often called the first and second semesters. Each term is approximately 18 weeks long, with a semestral break after each term *https://www.merriam-webster.com/dictionary/semestral as cited in TESDA Circular No. 021, s. 2023*

Senior Citizen

or elderly refers to any resident citizen of the Philippines at least sixty (60) years old. *R.A. No. 9257*

Sensitive Personal Information

personal information about an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliation, individual's health, education, the genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such individual, the disposal of such proceedings or the sentence of any court in such proceedings, issued by government agencies peculiar to an individual which includes, but is not limited to, social security numbers, previous or current health records, licenses or

its denials, suspension or revocation, and tax returns, and specifications established by executive order or an act of Congress to be kept classified. *TESDA Data Privacy Manual version 1.0 s. 2020*

Servicing

the replenishment of consumables needed to keep an item in operating condition. *TESDA Circular No. 59 s. 2017*

Shared Space

a room or space that issued interchangeably and shared for either instruction of classes (lecture area) and that is not tied to a specific subject and/or used for formally or regularly scheduled instruction (including practical work area and laboratories) that require special purpose equipment or a particular configuration of space for student participation, experimentation, observation, or practice in an academic or technology discipline *TESDA Circular No. 061, s. 2022*

Short Duration

programs with a duration of less than six (6) months. *Memorandum No. 209, s. of 2020, TESDA-OP-AS-01*

Short-Term High Level Skills Development

refers to training conducted to acquire an in-depth knowledge at a specific field, with opportunities to attain specialized competencies in a related field of study which shall enable an individual to enrich their field of expertise. *TESDA Circular No. 124, s. 2019*

Shortened Training

refers to training found to be conducted for a period less than the standard training duration upon inspection and verification by TESDA. *TESDA Circular No. 105 s. 2019*

Shutdown Maintenance

maintenance that can be carried out while the item is out of order. *TESDA Circular No. 59 s. 2017*

Simple Transactions

refer to requests or applications submitted by clients of a government office or agency which only require ministerial actions on the part of the public officer or employee or that which present only inconsequential issues for the resolution by an officer or employee of the said government office. *TESDA Circular No. 123 s. 2020*

Site Capacity

capacity of the training and assessment venue, and not the maximum learners/candidates per batch. *TESDA Circular No. 045 s. 2021*

Skill Mismatch

a situation of imbalance in which the level or type of skills available does not correspond to Labor market needs. *CEDEFOP 2014, Europe*

Skill Recognition

the recognition, acknowledgment, or verification of skills and qualifications by educational institutions, professional bodies, employers, registration authorities, and other organizations. *NCVER 2013*

Skills

the acquired and practiced the ability to carry out a task or job. *RA No. 7796, TESDA Law*

Skills Anticipation

use of Labor market and skills information to predict and develop policy responses to future skills needs *EU Commission (Skills panorama) 2015*

Skills Competition

serves as a venue to recognize the skills excellence of young industry skilled workers and graduates of TVET institutions. -

Skills Competition Achievements

this refers to the level of participation of the individual in Skills Competition either as competitor, coach, sponsor, etc. *TESDA Circular No. 21 s. 2016*

Skills Development

the process through which learners and workers are systematically provided with learning opportunities to acquire upgrade, or both, their ability, knowledge and behavior pattern required as qualifications for a job or range of jobs in a given occupational area. *RA No. 7796, TESDA Law*

Skills Intelligence

the outcome of an expert-driven process of identifying, analyzing, synthesizing and presenting quantitative and/or qualitative skills and labor market information regarding the abilities of those within the workforce to do the jobs assigned to them *CEDEFOP Skills Panorama Team, 2019 as cited in TVET Brief No.3, s. 2022*

Skills Map

contains information on the priority sectors and corresponding skills/job requirements based on secondary data like, PDP, industry roadmap, JobsFit, regional/provincial plan, among others. The requirements are analyzed based on the availability of corresponding TVET programs or the need to develop new programs as results of the industry validation/consultation. *TESDA Circular 046 s. 2021*

Skills Needs

an identified competency gaps required to perform a job. *TESDA Circular No. 58 s. 2016*

Skills Needs Anticipation

refers to the examination of labor markets and how jobs, skills, and learning needs are changing. It signals current and possible future skill mismatches and informs decisions on how to address them. It enables

training providers, young people, policy-makers, employers and workers to make better educational and training choices, and through institutional mechanisms and information resources leads to improved use of skills and human capital development. *Skills Anticipation: Looking into the Future Briefing Note, October 2017, Cedefop*

Skills Passport

a record of the competencies possessed by a person and recognized through formal assessment. *NCVER 2013*

Skills Priorities

list of skills considered critical to the growth of priority sectors and industries at the national, regional and provincial levels. –

Skills Profiling

the process of identifying the current skills of an individual and the required skills necessary to fulfill a task or activity. It also determines the appropriate training intervention to update or upgrade existing skills and/or to capacitate for additional skills needed for career shifts. *TESDA Circular No. 074, s. 2020*

Skills Utilization Rate

the proportion (in percent) of employed graduates at the time of survey whose jobs are related to skills acquired to total employed graduates. *TESDA Study on the Employability of TVET Graduates*

Skillspreneurship

a program aims to introduce entrepreneurship to TESDA technical-vocational graduates to explore the path to entrepreneurship as a way to maximize their technical skills and promote family-based enterprises for employment generation (*Building a Nation of Skills-Based Entrepreneurs by Kom Ferrer, 2018*)

Social Equity Program

a program based on project concepts to ensure that rural employment generation is pursued in the communities. *TESDA Circular No. 001 s. 2019*

Social Media

refers to computer-mediated technologies that facilitate the creation and sharing of information, ideas and other forms of expressions, and content via social media platforms and virtual networks. *TESDA Circular No. 019 s. 2021*

Social Media Account

is an agency's or individual's account or page on any given social media platform. *TESDA Circular No. 017 s. 2021*

Social Media Platform

refers to internet-based applications or sites that allow users to share information and interact with each other. *TESDA Circular No. 019 s. 2021*

Social Media Screening

refer to the process of review and approval of social media accounts applied for, to be recognized as official by the management and the organization. *TESDA Circular No. 019 s. 2021*

Socio-Emotional Skills

also known as soft skills, non-cognitive skills, or behavioral skills—reflect the worker's personality, attitude, and mindset. Along with cognitive and technical skills, the development of socioemotional skills is a vital component of an effective employment and competitiveness strategy. *Acosta, et al., 2017*

Solo Parents

any individual who falls under any of the following categories: a woman who gives birth as a result of rape and other crimes against chastity even without a final conviction of the offender: Provided, That the mother keeps and raises the child; parent left solo or alone with the responsibility of parenthood due to death of a spouse; parent left solo or alone with the responsibility of parenthood while the spouse is detained or is serving sentence for a criminal conviction for at least one (1) year; parent left solo or alone with the responsibility of parenthood due to physical and/or mental incapacity of spouse as certified by a public medical practitioner; parent left solo or alone with the responsibility of parenthood due to legal separation or de facto separation from spouse for at least one (1) year, as long as he/she is entrusted with the custody of the children; parent left solo or alone with the responsibility of parenthood due to declaration of nullity or annulment of marriage as decreed by a court or by a church as long as he/she is entrusted with the custody of the children; parent left solo or alone with the responsibility of parenthood due to abandonment of spouse for at least one (1) year; unmarried mother/father who has preferred to keep and rear her/his child/children instead of having others care for them or give them up to a welfare institution; any other person who solely provides parental care and support to a child or children; any family member who assumes the responsibility of the head of the family as a result of the death, abandonment, disappearance, or prolonged absence of the parents or solo parent. *(R.A. 8972)*

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 clients also cover solo parents and their children, OFW 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, Not in Employment, Education or Training (NEET), underemployed, and other related or similarly situated clients *TESDA Circular No. 004, s. 2024*

Special Disbursing Officer (SDO)

refers to a person who disburses funds and renders accounts in accordance with laws and regulations governing the disbursement of public funds. The officer has physical possession or control of the funds. *TESDA Circular No. 035 s. 2018, DOLE Department Order No. 17 s. 2017*

Special Education Fund

refers to the respective shares of provinces, cities, municipalities and barangays in the proceeds of the additional tax on real property to be appropriated for purposes prescribed in Section 272 of the Local Government Code. *Section 309. R.A. 7160 as cited in TESDA Circular No. 052, s. 2023*

Special Order (SO)

refers to the authority granted to the TVI by the TESDA Provincial Director to graduate a particular learner from a specified registered program on a certain date, provided the learner has satisfied the training requirements *TESDA Circular No. 07, s. 2016*

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 learner is qualified to graduate from a specified registered program on a certain date. *TESDA Circular No. 107, s. 2021*

Special Permit

refers to a permit issued by the Bureau of Immigration (BI) which allows foreign nationals to engage in work outside of an employment arrangement. This permit allows foreign nationals to work in the country for three (3) to six (6) months. *TESDA Circular No. 124, s. 2019*

Special Report

a report in compliance with the instruction of the Director-General which shall be submitted based on the timeline as directed. *TESDA Circular No. 053 s. 2019*

Special Temporary Permit

refers to a permit issued by the Professional Regulation Commission (PRC) to a foreign professional to practice in the Philippines for a limited period of time, subject to the limitations and conditions provided by the law. *TESDA Circular No. 124, s. 2019*

Special Training for Employment Program (STEP)

a community-based training program that seeks to address the specific skills needs of the communities and promote employment, through entrepreneurial, self-employment, and service-oriented activities.

Under STEP, the training programs are generally short-term and shall use the cluster of units of competencies prescribed in the Training Regulations (TRs) promulgated by TESDA, wherever applicable. *TESDA Circular No. 004, s. 2024*

Specialized Center

a center with at least nine (9) registered programs in either PQF Level I, II, III & IV and at least one (1) in PQF level V (Diploma) program and in at least two (2) industry sectors. *TESDA Circular No. 090 s. 2018*

Specialized College

a college offering at twenty-seven (27) programs in either PQF Level I, II, III & IV and at least three (3) in PQF level V (Diploma) program and in at least two (2) industry sectors. *TESDA Circular No. 090 s. 2018*

Specialized Institute

an institute offering at least eighteen (18) registered programs in either PQF Level I, II, III, & IV and on at least one (1) PQF Level V (Diploma) program and in at least two (2) industry sectors. *TESDA Circular No. 090 s. 2018*

Spot Inspection

refers to unannounced conduct of inspection on TVI relative to the implementation of training programs. *TESDA Circular No. 105 s. 2019*

Stackable Competency

known as credential stacking in other countries depending on nomenclature, is a system wherein learners accumulate knowledge over time, in the form of credentials and competencies that build up a person's qualifications. It is an emerging tool that allows students to obtain credentials/competencies in the short term, which they then build up continuously in the hopes of eventually obtaining higher-level education or qualification that industries recognize. *Williamson and Petinsky, 2016; Leibert, 2017 as cited in TVET Brief No. 4, s. 2021*

Staff Development Program (SDP)

process of improving and increasing capabilities of staff through access to education and training opportunities in the workplace, through outside organizations, or through watching others perform the job. *TESDA Circular No. 53 s. 2018*

these are HRD programs which are corporate investments designed to develop the capability of Agency personnel/employees for the purpose of optimizing their performance in a particular field of discipline with the end-in-view of improving corporate productivity. *Memorandum No. 209, s. of 2020; TESDA-OP-AS-01*

Stakeholder'S Consultation

is the process of gathering information and advice from the various TVET players that results in a relationship of mutual benefit that enables the identification of trends and emerging challenges that are currently or will in the future impact on the business/sector. *www.b2.international.com*

STAR Level Award

refers to the STAR Award based on points earned by a TVI in relation to the range of scores provided under the guidelines. *TESDA Circular No. 99 s. 2019*

refers to the STAR Award conferred based on accumulated scores from evaluation results. *TESDA Circular No. 139 s. 2020*

STAR Rated Programs

programs with recognized accomplishments, innovations, and improvements that TVIs have instituted beyond the minimum requirements set in the Unified TVET Program Registration and Accreditation System (UTPRAS) *TESDA Circular No. 99 s. 2019*

STAR Rating System

a system recognizing TVET programs beyond the program registration minimum requirements. The system shall be evidence-based criteria, which are translated into numerical points that will correspond to the STAR Level Award of the program. *TESDA Circular No. 18 s. 2016*

Starter Toolkits

are tools and equipment related to their training that a beneficiary can utilize for self-employment or entrepreneurial activities. *TESDA Circular No. 004, s. 2024*

refers to a set of training equipment and materials in the form of hand tools, power tools, and/or portable and/or small equipment that would help learners create business opportunities *IRR of RA 10931, UAQTEA of 2017*

State Assistance Council (SAC)

the organized body tasked for policy guidance and direction, monitoring and evaluation of new and existing programs and the promulgation of the rules and regulations governing GASTPE. (*RA 8545/GASTPE Law*)

State Universities and Colleges (SUCs)

refer to public HEIs which are financed and maintained by the national government, and are governed by their respective independent board of trustees or regents in accordance with the law. *UNIFAST Implementing Rules and Regulations*

State-Run-Technical-Vocational Institutions (STVIs)

refer to public technical-vocational institutions such as TESDA Technology Institutions (TTIs), State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs,) and LGU run training centers offering registered TVET programs under the Unified TVET Program Registration and Accreditation System (UTPRAS). *TESDA Circular No. 60 s. 2018*

Statutory Minimum Wage

refers to the lowest wage rate fixed by law that an employer can pay his/her workers. *National Wages and Productivity Commission Guidelines No. 01, s. 2007*

STCW Convention

an international convention on Standards of Training, Certification, and Watchkeeping for Seafarers prescribes minimum standards relating to training, certification, and watchkeeping which signatory countries are obliged to meet or exceed. *International Maritime Organization*

STEM

is an acronym for Science, Technology, Engineering, and Mathematics, commonly used in relation to education and skills. It is also seen as an approach to a pedagogical strategy that emphasizes application of knowledge, skills, and values from the disciplines of Science, Technology., Engineering and Mathematics, in an integrated manner to help students solve problems encountered in the real world. *UNESCO-UNEVOC*

Storage Media

any technology (including devices and materials) used to place, keep and retrieve electronic data. It refers to a physical device or component in a computing system that receives and retains information e.g. data disks. *TESDA Circular No. 084 s. 2020*

Strategic Performance Management Systems (SPMS)

refers to the evaluation system measuring the performance of the rank-in-file employees using the Individual Performance Commitment Review (IPCR) Form. *Memorandum No. 209, s. of 2020, TESDA-OP-AS-01*

Stretch Assignments

projects or tasks that go beyond the employee's job description and his or her comfort zone, and to acquire new skills as a result of the experience such as: leading or implementing a new project, organizing a conference, leading a technical working group, a cross-functional team or an inter-agency group, action research on a new program. *Memorandum No. 209, s. of 2020, TESDA-OP-AS-01*

Student Financial Assistance Program (StuFAP)

refest to a system of Scholarships, Grants-in-Aid, Student Loans, subsidies, and other incentives which are or shall be made available to eligible students *TESDA Circular No. 027-A, s. 2022*

Student Grantees

are the insured Learners enrolled in TVET programs registered under TESDA and offered in all TESDA-recognized TVIs who are eligible to avail of the Tertiary Education Subsidy (TES). *TESDA Circular No. 091 s. 2019*

Student Outcomes

specify what students are expected to know and be able to do by the time of graduation. These related to the knowledge, skills, attitudes, and values that students acquire as they progress through the program. *(Philippine Technological Council – Certification and Accreditation System for Engineering Education)*

Student Support Services

refer to the availability of placement services (Job Linkaging and Networking Services), medical services, library services, guidance services (Career Advocates), and student council/association. The placement services can be attached to the Guidance Services program or unit that is a requirement in UTPRAS. The medical services can be a unit or can be a partnership with a nearby clinic or hospital. *TESDA Circular No. 090 s. 2018*

Study on The Employment of TVET Graduates (SETG)

a survey which aims to measure the relevance and effectiveness of TVET programs in terms of employment and other employment-related indicators of TVET graduates. -

Sub-Sector

is a part of a larger sector describing the engagement in the production of goods, services or ownership and all of the businesses active in the said sector e.g. Industry Sector - Electricity Gas and Water Supply (EGWS), Construction, Mining and Quarrying, and Manufacturing. *TESDA Circular No. 070 s. 2019; TESDA Circular No. 38, s. 2023*

Sub-State Assistance Council (Sub-SAC)

a sub-unit of the SAC to assist in each of the three levels of private education, i.e. secondary education, post-secondary vocational and technical education and higher education. It shall provide support and technical assistance particularly in the formulation of guidelines and criteria within the framework of GASTPE Law. *RA 8545, GASTPE Law*

Substantial Use

refers to when: (1) TESDA funds were used to specifically support the development of the Intellectual Property; (2) The work could not have been developed or created without using the facilities or resources of TESDA; or (3) Use of resources of TESDA that are not ordinarily available to most TESDA employees, trainers, and trainees/learners such as, but not limited to laboratories, equipment, and technical computer software. *TESDA Circular No. 023 s. 2021*

Substantially Equivalent

achieving outcomes that whilst not individually identical to those of standard or exemplar of that standard, taken cumulatively achieve the same overall outcome *International Engineering Alliance - as referenced in TESDA Circular No. 150 s. 2020*

Success Indicator

performance level yardsticks consisting of performance measures and performance targets. *TESDA Circular No. 017 s. 2018*

Summative Assessment

assessment that occurs at a point in time and is carried out to summarize achievement at that point in time. Often more structured than formative assessment, it provides teachers, students and parents

with information on student progress and level of achievement (also called: Assessment of learning). *NCVER (Australia), VOCEDplus: Glossary of VET. In TVETipedia*

Supermarket of Competency

compilation of a broad range but a sector/industry directed competencies which are acquired and assemble through the inputs of various industry players during the process of Competency Standards (CS) development. This compilation of competencies gained recognition and endorsement in TVET through the confirmation of the industry associations and/or promulgation of the TESDA Board. *TESDA Circular No. 024, s. 2021*

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 the actual application of critical competencies in the workplace as identified in the Training Regulations. It is commonly used as synonymous for On-The-Job Training (OJT) and Supervised Industry Training (SIT), henceforth, for TVET, the term OJT and SIT will be replaced with SIL to focus on the Learner's enhancement of critical competency in a workplace setting. *TESDA Circular No. 089 s. 2019*

Supervised Industry Learning (SIL) Learner Induction

refers to an orientation conducted at the workplace of a partner enterprise by the industry trainer prior to actual Supervised Industry Learning, intended to guide the learner in undertaking learning activities in the workplace *TESDA Circular No. 018, s. 2023*

Supervised Industry Learning (SIL) Training Plan

refers to a documented schedule of the actual exercises in the workplace to be undertaken by the Learner specifying the knowledge, skills, and attitude to be enhanced. SIL Training Plan is collaboratively developed by the TVI Trainer, Industry coordinator of the TVI, and the industry trainer/supervisor. *TESDA Circular No. 018 s. 2023*

Supplies

are expendable commodities that are normally consumed within a year in connection with government operations. *TESDA Circular No. 018 s. 2018*

Supply-Side Criteria

internal factors that would indicate the capacity and capability of the TVET training providers to provide for the demand of the labor market and economy. *TESDA Circular No. 060 s. 2020*

Sustainable Development

refers to development that meets the needs of the present generation without compromising the ability of future generations to meet their own needs. *Philippine Green Job Act of 2016 (RA 10771)*

Sustainable Development Goals (or Global Goals)

a set of 17 “Global Goals” with 169 targets between that call for action by all countries to end poverty with strategies that build economic growth and addresses a range of social needs including education, health, social protection, and job opportunities, while tackling climate change and environmental protection. www.un.org

Synchronous eLearning

refers to the live, real-time (and usually scheduled), facilitated instruction, and learning-oriented interaction. *Shahabadi and Uplane, 2015, TESDA Circular No. 104 s. 2019*

System for of Ranking Positions

the hierarchical arrangement of positions from highest to lowest, which shall be a guide in determining which position is next-in-rank, taking into consideration the following: a. Organizational structure; b. Salary grade allocation; c. Classification and functional relationship of positions; and d. Geographical location. *TESDA Circular No. 119, s. 2019*

System for TVET Accreditation and Recognition (STAR) Program

is a system of recognizing TVET programs that have exceeded the minimum requirements of program registration set by TESDA. *TESDA Circular No. 99 s. 2019*

Task

a discrete, assignable unit of work that has an identifiable beginning and end, containing two or more steps which when performed, leads to a product, service or decision. This is normally performed within a specified period of time. -

Task Analysis

the process of analyzing each task to determine the steps involved, performance standards, tools, and equipment needed, related knowledge, safety, attitudes, and decisions expected of workers performing it. -

Tax Incentives

a host of tax benefits given to participating schools and companies in the Dual Training System. These are tax deductions from taxable income for dual training expenses, donations and contributions granted to participating establishments and tax-free importation of equipment, apparatus, and materials to participating schools/training centers. -

Teaching Demonstration

the practical exhibition and explanation of how a skill or competency is performed to assess the communication and presentation skills and the ability to engage and generate interest to show an applicant's knowledge on the subject matter and ability to teach. *TESDA Circular No. 119, s. 2019*

Teaching Personnel (Trainer)

refers to the personnel of the TVI either permanent or job orders that serve as the learning facilitators for all its registered program offerings. As a criterion, it is the minimum number of teaching personnel per CTPR. *TESDA Circular No. 090 s. 2018*

Team Training

coordinated teaching by a team of trainers working together in the delivery of learning/training *TESDA Circular 107, s. 2021*

Technical Assistance

non-financial assistance provided by local or international specialists. It can take the form of sharing information and expertise, instruction, skills training, the transmission of working knowledge, and consulting services and may also involve the transfer of technical data. The aim of technical assistance is to maximize the quality of project implementation and impact by supporting administration, management, policy development, capacity building, etc. www.unesco.org

Technical Consulting

a service provided by TVET trainer in a particular area for Micro, Small and Medium Enterprises *TESDA Circular No. 33 s. 2017*

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. *RA No. 7796, TESDA Law*

Technical Education and Skills Development Committees (TESDCs)

refer to the Regional and Provincial Technical Education and Skills Development Committees established by the Authority at the Regional and local levels to coordinate and monitor the delivery of Skills development activities by the public and private sectors. *RA No. 7796, TESDA Law*

Technical Expert

a person qualified and authorized to form part of the STAR Regional Review Committee (SRRC). An expert should be a National Certificate (NC) holder on the qualification where he/she is designated expert and/or involved in the development of Training Regulations (TRs) and with at least two (2) years of industry experience and training relative to the program to be star-rated. *TESDA Circular No. 18 s. 2016*

refers to the person/s qualified and authorized to develop competency standards/ training regulations, competency assessment tools, curriculum, and other training materials such as session plans and competency-based learning materials. *DACUM Handbook, 1999*

an individual holder of a National Certificate (NC) on the qualification where he/she is designated as an expert and/or involved in the Development of Training Regulations (TRs) and Competency Assessment Tools (CATs), and with at least two (2) years of industry experience relative to the qualification or program to be inspected
TESDA Circular No. 061, s. 2022

Technical Support Systems (TSS)

the mechanism that provides user-friendly assistance for individuals having technical problems in accessing the digital content and utilizing the web application. Usually, this can be in the form of a support hotline, chat support, and frequently asked questions. *TESDA Circular No. 062 s. 2020*

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 *TESDA Circular No. 107, s. 2021*

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. *TESDA Circular No. 107, s. 2021*

refers to the education involving the study of technology-related sciences, in addition to general education, as well as the acquisition of practical skills relating to occupations in various sectors of economic life and social life, and which comprises formal (organized programs as part of the school system) and non-formal (organized classes outside the school system) approaches *Philippine Qualifications Framework Act (RA 10968)*

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, State Universities and Colleges, Local Colleges and Universities, Training Centers and enterprises offering TVET programs. *TESDA Circular No. 107, s. 2021*

Technical Vocational Institution (TVI) Applicant

an institution whether public or private offering TVET registered program(s). This shall include TESDA Technology Institutions, Private Technical Vocational Institutes, Higher Education Institution (HEIs), State Universities and Colleges (SUCs), Local Colleges and Universities (LCUs), Training Centers, and enterprises that have submitted a program application to be subjected under the STAR Program accreditation. *TESDA Circular No. 139 s. 2020*

Technical Vocational Programs

refer to post-secondary certificate and diploma courses officially recognized as non-degree programs aimed at preparing technicians, para-professionals and other categories of middle-level workers by providing them with a broad range of general education, theoretical, scientific and technological studies, and related job skills training *IRR of Open Distance Learning Act (RA 10650)*

Technician

a person whose work involves knowledge and skills that are theoretical and/or abstract with significant depth, contributing to the technical solution of non-routine issues or contingency nature which are addressed on interpretations and adaptation and guidelines or procedure. The work mainly involves analysis of current practices and the development of new criteria and procedures -

Technology Plan and Infrastructure Support System

technological infrastructure and maintenance system of the course. It also includes the description of eLearning delivery modes, learning resources, and activities, assessment and grading system, student support. More importantly, it describes how learning resources and technology are utilized to support the learners as they undergo eLearning. *TESDA Circular No. 104 s. 2019*

Technology Research

the application of scientific knowledge for practical purposes, especially in industry. It is the making, modification, usage, and knowledge of tools, machines, techniques, crafts, systems, and methods of organizations, in order to solve a problem or improve a pre-existing solution. *Wikipedia*

Technology-based Community Program (TBCP)

refers to a program that involves the application of technology, conducted in the community by public and private TVI or by local government units, non-government organizations, and other government agencies. As a criterion, it is the minimum number of batches conducted by the TVI. *TESDA Circular No. 090 s. 2018*

Telecommuting

refers to a work from an alternative workplace with the use of telecommunications and/or computer technologies. *Republic Act No. 11165 or Telecommuting Act*

Tendering System

is a process of selecting training providers for the scholarship availment. *TESDA Circular No.55 s. 2016*

Terminal and Re-Entry Action Plan (REAP) Report Form

is a document to be submitted after attending training or other developmental interventions. This shall manifest an employee's learning/added knowledge after the training/intervention. This is a

document that lists down what steps must be taken in order to achieve a specific goal. The purpose of an action plan is to clarify what resources are required to reach the goal, formulate a timeline for when specific tasks need to be completed and determine what resources are required. *Memorandum No. 209, s. of 2020, TESDA-OP-AS-01*

Tertiary Education

formal education beyond secondary education, including higher education, vocational education, and training, or other specialists post-secondary education or training; sometimes used to refer only to higher education or training. refers to the stage of education following the second cycle which subsumes post-secondary non-degree diploma, TVET, and higher education programs, including graduate and advanced education. *UniFAST Implementing Rules and Regulations*

refers to higher education degree programs, as well as post-secondary technical vocational education and training (TVET) *IRR of Open Distance Learning Act (RA 10650)*

Tertiary Education Subsidy

(in the context of PQF Level 5 (Diploma) Programs in TVET) refers to a program established to benefit all Filipino learners who shall enroll in post-secondary TVET programs registered under TESDA-recognized privately-run institutions, subject to prioritization and availability of funds, provided that they comply with the admission and retention policies and existing residency rules of the institution. *Rule IV, IRR of RA 10931 "UAQTEA of 2017"*

TESDA Advisory Council (TAC)

refers to a body represented by government industry and academe, responsible for providing policy advice, guidance and build networks of the TESDA Administered schools and regional training centers. *TESDA Circular Number 049, s. 2019*

TESDA Association of Concerned Employee (TESDA-ACE) Representative

a member of the Human Resource Merit Promotion and Selection Board (HRMPSB) representing the TESDA-ACE Union, the recognized employees' association of TESDA and accredited by the Civil Service Commission (CSC). *TESDA Circular No. 119, s. 2019*

TESDA Board

is the highest policymaking body in TVET primarily responsible for formulating, continuing, coordinating, and fully integrating technical education and skills development policies, plans, and programs in the country. *TESDA Circular No. 41 s. 2018*

TESDA Board Resolution

pertains to a written document adopted by the TESDA Board stipulating the agreements/ actions of the TESDA Board on a certain policy issue that has been deliberated by the body. *TESDA Circular No. 41 s. 2018*

TESDA Board Resolution on Priority Skills

a document that indicates the approval of the TESD Board in declaring a skill /qualification as priority *TESDA Circular No. 001, s. 2021*

TESDA Circulars

these are issuances prescribing policies, rules, and regulations, and procedures promulgated pursuant to law, applicable to individuals and organizations outside TESDA and designed to supplement provisions of the law or to provide means for carrying them out, including related information. *TESDA Circular No. 41 s. 2018*

TESDA Development Fund (TDF)

a development fund established, to be managed/administered by TESDA, the income from which shall be utilized exclusively in awarding of grants and providing assistance to schools, training institutions, industries, local government units for upgrading their capabilities, and to develop and implement technical education and skills development programs. *RA No., 7796, TESDA Law*

TESDA Development Institute (TDI)

the training arm of TESDA Corporate. *Memorandum No. 209, s. of 2020, TESDA-OP-AS-01*

TESDA Merit Selection Plan

an established organizational outline of a systematic method of recruiting, selecting, promoting, and placing employees or promotion for advancement on the basis of qualification, fitness, and competencies to perform the duties and assume the responsibilities of the position to be filled. *TESDA Circular No. 119, s. 2019*

TESDA Online Program (TOP)

is an open educational resource that aims to make technical education more accessible to Filipino citizens through the use of information and communication technologies. TOP provides an effective and efficient way to deliver technical education and skills development services to a broader audience/wide range of users/all learners at a lesser cost. *eTESDA*

TESDA Orders

are issuances directed to particular offices or officials/employees concerning matters of national/TESDA-wide interest or of inter-office arrangements including but not limited to assignments, a delegation of authority, detail or transfer of personnel, creation of committees, and attendance of officials/employees to certain training programs and activities for observance and compliance by all concerned. *TESDA Circular No. 41 s. 2018*

TESDA Positions Qualification Standards

expresses the minimum requirements for TESDA unique positions in terms of experience, education, training, and appropriate civil service eligibility by the CSC. *TESDA Circular No. 119, s. 2019*

TESDA Program on Awards and Incentives for Service Excellence (PRAISE)

the system design to encourage creativity, innovativeness, efficiency, integrity, and productivity in the public service by recognizing officials and employees. *TESDA Circular No. 010 s. 2020*

TESDA Representative

refers to an individual assigned by the Regional/Provincial Director to oversee the conduct of the assessment process and shall evaluate the performance of the assessors and prepare the assessment proceedings. *TESDA Circular No. 051 s. 2021*

TESDA Scholar

refers to any qualified individual who has availed of the TESDA Scholarship Programs *TESDA Circular No. 018, s. 2022*

TESDA Technology Institution (TI) Advisory Council

is a body represented by government, industry and academe, responsible for providing policy advice, guidance and build networks of the TESDA Administered Schools and Regional Training Centers. *TESDA Circular No. 049 s. 2019*

Tesda Technology Institutons (TTIs)

refer to schools/institutions, regional and provincial training centers that are under the management of TESDA. This include TESDA Regional Training Centers, TESDA Provincial Training Centers, TESDA Administered Schools (TAS) and TESDA Specialized Centers (e.g., TESDA Women's Center, Language Skills Center, National Language Skills Center (LSC) etc.). *TESDA Circular No. 018, s. 2022*

TESDA Training Management Information System (T2MIS)

a web-enabled platform to facilitate an organized collection, storage, processing, analysis and reporting on any TVET data analytics related to training, assessment and certification, and employment of graduates *TESDA Circular No. 018, s. 2022*

a web-based system developed/designed to facilitate the organized collection, processing, analysis, and dissemination of all Technical Vocational Education and Training (TVET) data *TESDA Circular No. 134, s. 2019*

TESDA Workforce Training Development Plan (TWTDP)

this is a 3-year plan prepared on the basis of the identified training needs of employees. It covers the listing of training programs to be implemented, its objectives, target participants, costs of allocation of programs, and schedule of implementation *Memorandum No. 209, s. of 2020, TESDA-OP-AS-01*

Test

to compare the response of an item with a suitable or defined application of a stress, energy, or measurement against a standard. *TESDA Circular No. 59 s. 2017*

Timeliness

refers to the development/formulation of policy issuance that occurs at the appropriate/favorable time. *TESDA Circular No. 41 s. 2018*

Tool

refers to a handheld device or implement that helps in performing a particular task or function. This includes mechanical tools such as saw, hammer, knife, pliers, molder trowel, glue gun, rake, shovel, ax, and wheelbarrow. *TESDA Circular No. 035 s. 2018, DOLE Department Order No. 17 s. 2017*

Tools and Equipment Inventory

a detailed, itemized list, report, or record of tools and equipment in one's possession, especially a periodic survey of all goods and materials in stock. *TESDA Circular No. 59 s. 2017*

Trade

any group of interrelated jobs or any occupation which is traditionally or officially recognized as craft or artisan in nature requiring specific qualifications that can be acquired through work experience and/or training *RA No. 7796, TESDA Law*

Trainees

persons who are participants in vocational, administrative, or technical training programs for the purpose of acquiring and developing job-related skills. *RA No. 7796, TESDA Law*

Trainee'S Allowance

refers to the DTS-accredited establishment's contribution to the training allowance of the trainee and is paid to the trainee through the TVI. It shall, in no way, be less than seventy-five percent (75%) of the applicable minimum daily wage for every eight (8) hours actually spent by the trainee in the establishment for the in-plant training. The trainee's allowance shall be computed based on eight (8) hours per day. *Amended Implementing Rules and Regulations of the DTS Act of 1994 (RA 7686), TESDA Circular No. 054 s. 2019*

Trainee'S Record Book (TRB)

a record of all accomplishments/ tasks/ activities of the trainees while undergoing training in the industry *TESDA Circular No. 33 s. 2017*

Trainers Development Program

a continuing training to trainers, administrators, supervisors, and non-teaching personnel to improve and upgrade the delivery of technology-based instruction within the TVET sector. -

Trainers Methodology (TM) Level I

consists of competencies a TVET trainer performing functions of trainer and assessor must achieve. *Training Regulation for TM I*

Trainers Methodology (TM) Level II

consists of competencies a TVET trainer or technical trainer performing functions as a training designer/developer must achieve. *Training Regulation for TM II*

Trainers Methodology Certificate I (TMC I)

a document issued to trainers who have achieved all the required units of competency identified in Level I (Trainer/Assessor) under the PTTQF. *TESDA Circular No. 13 s. 2011*

Trainers Methodology Certificate II (TMC II)

a document issued to trainers who have achieved all the required units of competency identified in Level II (Training Designer/Developer the PTTQF. *TESDA Circular No. 13 s. 2011*

a document issued to trainers who have achieved all the required units of competency identified in Level II (Training Designer/Developer the PTTQF *TESDA Circular No. 13 s. 2011*

Training

refers to formal and non-formal training courses and HRD interventions such as coaching, mentoring, job rotation, seminars, workshops, and others that are part of the Individual Development Plan/Career Development Plan. *TESDA Circular No. 119, s. 2019*

refers to activities which aim at providing the particular skills, knowledge, and attitudes required for employment in a particular qualification or occupation, group of related qualifications or occupations, or for exercising a function in any field of economic activity. *Amended Implementing Rules and Regulations of the DTS Act of 1994 (RA 7686) (TESDA Circular No. 054 s. 2019*

Training Allowance

refers to the DTS accredited establishment's contribution for training expenses paid directly to the TVI. It shall, in no way, start below seventy-five percent (75%) of the applicable minimum daily wage for the number of days actually spent by the student/trainee in the establishment for in-plant training. *TESDA Circular No. 31 s. 2012*

Training and Development Outcome Report

this document is to be used to monitor the effectiveness of the training/developmental intervention and recommendations per employee. *Memorandum No. 209, s. of 2020, TESDA-OP-AS-01*

Training Arrangements

refer to the sections of the Training Regulations that give information and important requirements for TVET providers to consider when designing training programs corresponding to a national qualification (see definition of qualification); this includes information on curriculum design, training delivery, trainee entry requirements, training tools and equipment, and trainer qualifications. *Training Regulations Framework per TESDA Board Resolution No. 2014-04*

Training Capacity (Training Seats)

refers to the absorptive capacity of the TVI based on all its registered program offerings. *TESDA Circular No. 090 s. 2018*

Training Coordinator (TC)

an employee of the establishment, who, aside from performing regular tasks, is responsible for planning, organizing, implementing, evaluating, and coordinating the workplace training offered to DTS trainees. Depending on some factors, i.e the resource-capability of the establishment, these training and coordinating functions may be assigned to two or more qualified staff. *Amended Implementing Rules and Regulations of the DTS Act of 1994 (RA 7686), TESDA Circular No. 049 s. 2019*

Training Culture

an environment in which training is seen as important and is closely linked with business strategy, particularly in creating a competitive advantage for an enterprise. Opportunities are given to all employees to participate in training to develop their skills and competencies. *NCVER 2013*

Training Evaluation

the systematic collection and analysis of data relevant to the development and implementation of learning activities. *NCVER*

Training for Work Scholarship Program (TWSP)

a scholarship program that provides immediate interventions to produce the needed skilled and certified workers and fill up the job vacancies in key industry sectors in the country. The TWSP seeks to support rapid, inclusive, and sustained economic growth through course offerings in priority industries and key employment generators (KEGs). *TESDA Circular No. 004, s. 2024*

Training Institution or Professional Organization

refers to a duly — registered organization or institution that provides education or training services for a fee. This term includes corporate and partnership training providers with proper registration from the Securities and Exchange Commission (SEC) *TESDA Circular No. 53 s. 2018*

Training Investment

expenditure of an organization on training for benefit; improvement factors include increased productivity, reduction of waste, improved employee retention, and improved profitability. *NCVER*

Training Levy

levy imposed on employers with a view to financing training activities. *NCVER*

Training Methodology

refers to the tools/manner of procedure, especially a regular and systematic way to execute the implementation of the training. *Memorandum No. 209, s. 2020, TESDA-OP-AS-01*

Training Needs Analysis (TNA)

a systematic analysis of present and future skills needs against the skills available to implement an efficient training strategy. *CEDEFOP 2008*

used to assess an organization's training needs. The root of the TNA is the gap analysis. This is an assessment of the gap between the knowledge, skills and attitudes that the people in the organization currently possess and the knowledge, skills and attitudes that they require to meet the organization's objectives. It is very important to identify training needs before trying to implement any training solutions. The identification of training needs is the first step in a uniform method of instructional design. *UNEVOC, UN*

it is the process of identifying the training and development needs or gaps of employees so that they can carry out their job effectively and efficiently, and to continue to grow and develop their careers. *Memorandum No. 209, s. of 2020, TESDA-OP-AS-01*

Training of Trainers

theoretical and/or practical training for teachers or trainers. *CEDEFOP, Europe*

Training Packages

refer to the updated curriculum, learning materials, institutional assessment instrument of all the program offerings of the TVI. As a criterion, it is the minimum percentage of its registered programs' curriculum, learning materials, and institutional assessment instruments being revised/updated every 2 years. *TESDA Circular No. 090 s. 2018*

Training Plan (TP)

refers to the specification for the apprenticeship or learnership program of an enterprise which describes all the learning experience an apprentice or learner undergoes, which generally includes the competencies to be acquired within the program, the underpinning knowledge, theories and principles and the assessment arrangement. *TESDA Circular No. 120 s. 2020*

a document which details the program/course outline through which a TVET program will be implemented which includes the training delivery modality, the learning outcomes, contents, and learning resources, among others. This shall serve as reference in implementing, monitoring, and evaluating the delivery of the TVET program. *TESDA Circular No. 004, s. 2024*

refers to a syllabus or instruction which describes all the learning experience a trainee must undergo, generally including the competencies to be acquired within the program, the underpinning knowledge and skills, theories and practices and the methods of competency assessment that is mutually accepted and is jointly

prepared and implemented by the TVI and the partner Establishment. *Amended Implementing Rules and Regulations of the DTS Act of 1994 (RA 7686) TESDA Circular No. 049 s. 2019*

Training Portfolio

an organized collection of materials providing evidence of the competencies that were acquired through experience instead of formal learning. *TESDA Circular No. 078 s., 2020*

Training Programs

programs designed for training employees in specific skills. *Memorandum No. 209, s. of 2020, TESDA-OP-AS-01*

Training Regulation Utilization

refers to the effective use of the existing Training Regulations based on the number of TVET enrollees, graduates, assessed, and certified, mapped with corresponding TVET infrastructures. *TESDA Circular No. 001, s. 2023*

Training Regulations (TR)

this refers to the package of qualifications, competency standards, training standards, assessment, and certification arrangements in a specific sector promulgated by the TESDA Board for nationwide application. They serve as the basis for the development of the curricula, registration, and delivery of training programs. 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 Arrangement *TESDA Circular No. 107 s. 2021, TESDA Circular No. 054 s. 2019*

Training Schedule

refers to a plan of training program implementation which shows the name of the trainer, indicative date of start and end of training, indicative assessment date, number of training seats per batch, learning delivery mode, and time of training whether morning, afternoon, or evening session. *TESDA Circular No. 004, s. 2024*

Training Standards

refer to the sections of the Training Regulations that give information and important requirements for TVET providers to consider when designing training programs corresponding to a national qualification (see definition of qualification); this includes information on curriculum design, training delivery, trainee entry requirements, training tools and equipment, and trainer qualifications. *Training Regulations Framework*

Training Venue

a place of instruction, with training facilities, structures, and equipment. (Train Lead Develop (TLD) Consulting) It refers to any of the following: Community-based – refers to TVET programs intended to address the specific needs of the community training. Training programs may be delivered in an informal or formal setting in the community. These are

programs implemented with TESDA assistance. Enterprise-based - refers to TVET programs delivered in the enterprise which maybe in-plant or stand-alone, or maybe linked with a training provider. These programs are offered to industry groups or to enterprises employees and individuals. Institution-based – TVET refers to TESDA-registered programs delivered in the institution or through the different flexible learning modalities by the following: TESDA Technology Institutions (TIs), Private Technical Vocational Institutions (TVIs), Higher Education Institutions (HEIs), Public TVIs such as State Universities and Colleges (SUCs), Local Colleges and Universities (LUCs) and Training centers established by the Local Government Unit (LGU) Monitored Program - skills training programs that have TVET component conducted by other National Government Agencies and other skills training that has to be reported to TESDA. *Memorandum No. 345 s., 2020*

Training Voucher

an entitlement to education or training issued to a learner or trainee and redeemable for the course and provider of the student's choice. *TVET Glossary of Terms 4th Edition*

Trainers/Trainers

shall mean persons who provide training to trainees aimed at developing the latter's capacities for imparting attitudes, knowledge, skills and behavior patterns required for specific jobs, tasks, occupations or group of related occupations. *RA No. 7796, TESDA Law*

Transcript of Competency

a document attesting to the examinee's successful completion of certain competencies within an occupational level. -

Transferability

refers to the property of a unit of competency to be used in a range of different contexts within an industry in across industries or across industries. -

Transition Program

a program, class or course designed to prepare people for the transfer from one level of education to the next, or from education to the workforce. *Wahba 2013*

Trifocalized Education and Training

refers to the shared administration of the education system by the three (3) agencies responsible for each education level: Department of Education (DepEd) for basic education; the Technical Education and Skills Development Authority (TESDA) for technical-vocational education and training; and Commission on Higher Education (CHED) for higher education. *Philippine Qualifications Framework Act (RA 10968)*

Tsuper Iskolar

refers to the programs through skills training and assessment intended to capacitate stakeholders as support mechanism component

implemented under the Public Utility Vehicle Modernization Program (PUVMP) *TESDA Circular No. 004, s. 2024*

Tulong Trabaho Act

an act instituting a Philippine labor force competencies, competitiveness program, and free access to technical-vocational education and training (TVET) and appropriating funds therefor. *R.A. No. 11230*

Tulong Trabaho Scholarship Program (TTSP)

a scholarship program established through R.A. No. 11230 which mainly aims to provide more innovative approaches to TVET linked to the requirements of industry to primarily address unemployment and job-skill mismatch through the delivery of Selected Training Programs (STPs) to qualified recipients. *TESDA Circular No. 004, s. 2024*

TVET Exit Points

refer to a level in a ladderized program wherein a student can earn a TVET qualification (e.g. NC I, NC II) and may opt to exit and work. *CHED Memo Order No. 43, s. 2008*

TVET for Global Competitiveness

geared towards upscaling the TVET in accord with the ASEAN Qualification Reference Framework (AQR) and at par with international standards and upgrading the competencies of TVET graduates and trainees to enhance their job-readiness and productivity. The target clients under this strategy are the industry workers obtaining skills upgrading, new entrants to the labor force, TVET trainers, and currently employed workers, among others. *TESDA Circular No. 004, s. 2024*

TVET for Job Readiness

is one of the three-pronged directions of TVET which addresses the requirements of workers in industries with a steady growth rate. The target clients are secondary or high school completers/graduates wanting to take TESDA for ready employment in industries that are key employment generators. *TESDA Circular No. 003 s. 2018*

TVET for Social Equity

aims to resonate with the TESDA's commitment to supporting the basic and marginalized sectors and special clients in order to enable them to engage in gainful and productive economic activity. *TESDA Circular No. 004 s. 2024*

TVET Graduates

students who have undergone and have successfully completed TESDA Technical Vocational Education and Training (TVET) Programs. *TESDA Circular No. 093, s. 2021*

TVET Innovation Eco-System

the network of stakeholders from the academe, industry, and government that are committed support to innovative practices of the TTIs *TESDA Circular No. 060 s. 2020*

TVET Inter-Agency Committee (TVET - IAC)

functions as the primary mechanism for inter-agency coordination, joint policy development, and decision-making to advance NTESDP objectives. It operationalizes action plans derived from NTESDP strategies, aligning government programs to enhance Technical and Vocational Education and Training (TVET) efficiency nationwide. *NTESDP 2023-2028, as cited in TESDA Circular No. 052, s. 2023*

TVET Policy Research

research or study that pertains to the analysis, comparison, assessment, or evaluation of policies, programs, procedures, processes, or strategies in the TVET Sector. *adapted from <http://betterthesis.dk/research-methods/lesson-3-policyresearch>*

TVET Program

refers to a program of learning in formal education that leads to a qualification in the PQF and is registered under the Unified TVET Program and Accreditation System (UTPRAS) of TESDA. *TESDA Circular No. 090, s. 2021*

TVET Scholars

refers to the beneficiaries of TESDA Scholarship Programs. *TESDA Circular No. 093, s. 2021*

TVET Statistics

it contains historical data on TVET outputs specifically on enrolment, graduates, assessment, and certification. *Philippine TVET Statistics 2014-2016*

TVET Technology Research

refers to applied research focused on studying new, advanced, and emerging technology that would eventually lead to innovation and development of solutions that can aid TVET instructional delivery. *TESDA Circular No. 61 s. 2018*

Typology

systematic classification of things according to general types. It is a means of classifying people or things by certain commodities or differences. It can assist researchers and others to better understand certain conditions or factors. Moreover, it helps to understand how things relate to each other. *TESDA Circular No. 090 s. 2018*

Underemployed

includes all employed persons who express the desire to have additional hours of work in their present job or an additional job, or to have a new job with longer working hours. It can be categorized as visibly underemployed and the invisibly underemployed *PSA*

Undistributed/Unclaimed Starter Toolkits

refer to toolkits that were not distributed to the graduates or beneficiaries and remained unclaimed for at least six (6) months after the distribution of starter toolkits. These also include the toolkits available due to dropouts, unimplemented programs or scholarship slots without enrollees. *TESDA Circular No. 064, s. 2021*

Unemployed

includes all those who, during the reference, period are 15 years old and over as of their last birthday, are: a. without work, or had no job/business during the basic survey reference period; b. seeking work, i.e., had taken specific steps to look for a job or establish a business during the basic survey reference period; or not seeking work due to the following reasons: believe no work available; awaiting the results of previous job application; temporary illness/disability; bad weather; and waiting for rehire job/recall c. currently available for work, i.e., were available and willing to take up work in paid employment or self-employment during the basic reference period, and/or would be available and willing to take up work in paid employment or self-employment within two weeks after the interview date. *ILO*

Unemployment Rate

Percentage of the total number of unemployed persons to the total number of persons in the labor force. *PSA*

UNESCO-UNEVOC

is UNESCO's designated center for technical and vocational education and training (TVET) that supports UNESCO's Member States in their efforts to strengthen and upgrade their VET systems. It promotes increased opportunities for productive work, sustainable livelihoods, personal empowerment, and socio-economic development, especially for youth, women, and disadvantaged. *UNESCO-UNEVOC International Centre for Technical and Vocational Education and Training (2020); TESDA Circular No. 060 s. 2020*

UNIFAST Registry of Programs and Institutions

refers to quality-assured academic research programs and tertiary institutions certified by the Commission on Higher Education (CHED) and/or TESDA as compliant with acceptable standards. *TESDA Circular No. 027-A, s. 2022*

Unified Student Financial Assistance System for Tertiary Education (UNIFAST)

refers to the harmonized, state-run, and administered system of higher education and technical-vocational scholarships, grants-in-aid, student loan, and other modalities of student financial assistance program promulgated under Republic Act No. 10687. *TESDA Circular No. 60 s. 2018*

Unified TVET Program Registration and Accreditation System (UTPRAS)

refers to a two-stage quality assurance process that covers the following: (1) the mandatory registration of TVET programs with TESDA and the monitoring for continuous compliance with the prescribed minimum requirements; and (2) the voluntary accreditation of institutions which deals with the institutionalization of quality management systems at the institutional level. *TESDA Circular No. 60 s. 2018*

Union

refers to any labor organization in the private sector organized for collective bargaining and for other legitimate purposes. *Department Order No. 40-03, s. 2003 Amending the Implementing Rules of Book V of the Labor Code*

Unit of Competency

a component of the competency standard stating a specific key function or role in a particular job or occupation serving as a basis for training an individual to gain specific knowledge, skills, and attitude needed to satisfy the special demands or requirements of a particular situation. *Training Regulations Framework*

Universal Access To Quality Tertiary Education Act (UAQTEA)

a program established through R.A. No. 10931 providing free tuition and other school fees in State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs), and state-run Technical Vocational Institutions (STVIs); establishing the Tertiary Education Subsidy and Student Loan Program (SLP), and strengthening the Unified Student Financial Assistance System for Tertiary Education (UniFAST). *TESDA Circular No. 004, s. 2024*

Universal Waste (UW)

are hazardous wastes that are widely produced by households and many different types of businesses. It includes televisions, computers, and other electronic devices as well as batteries, fluorescent lamps, mercury thermostats, and other mercury-containing equipment, among others. *TESDA Circular No. 59 s. 2017*

Unresolved Issue

refers to the status of the data correction request which cannot be immediately accomplished due to incomplete supporting documents or related to policy issues. *TESDA Circular No. 056 s. 2021*

Unserviceable Property

refers to government property that is no longer needed or has become useless for any cause, such as, it can no longer be repaired or reconditioned; maintenance cost/cost of repair is more than or outweighs the benefits and services that will be derived from its continued use; obsolete or outmoded because of change of technology or unnecessary due to change in the agency's function or mandate. *TESDA Circular No. 018 s. 2018*

Upskilling

learning new skills to improve performance in one's current job or position. *Sivalingam, A.D. , & Mansori, S., 2020, as cited in TESDA Circular NO. 048, s. 2021*

Urban Poor

refers to individuals or families in urban areas with incomes below the poverty line as defined by the National Statistical Coordinating Board. They are the underprivileged or homeless sector of society - the unemployed, underemployed and the irregularly employed, or who are incapable of meeting the minimum basic needs, and who live in slums, squatter and resettlement areas, sidewalks, dumpsites, road right-of-way, cemeteries, unoccupied government or private lands or along danger zones like railroad tracks, esteros, riverbanks, high tension wires, or other places in urban areas. *Presidential Commission for the Urban Poor*

User-Led or Market-Driven Strategy

a strategy that promotes strengthened linkages between educational/training institutions and industry to ensure that appropriate skills and knowledge are provided by the educational center. *RA No. 7796, TESDA Law*

Utilization Rate

at least eighty percent (80%) utilization rate in a particular qualification previously granted in the immediately preceding year and being applied for. *TESDA Circular No. 028 s. 2018, IG for 2018 PESFA*

Validation

the confirmation process made by the Portfolio Assessor to ensure that learning outcomes or competencies acquired by the applicant have been assessed against standards set in enhanced competency assessment tools and rubrics for portfolio assessment. *TESDA Circular No. 47 s. 2018*

Validators

are technical experts who represent their respective sectors for the qualification being validated. The validators are not involved in the development of TRs and CATs. *TESDA-OP-QSO-01 dated 01 March 2017, TESDA-OP-QSO-02 dated 01 March 2017*

Validity

(in terms of assessment) refers to the extent to which the interpretation and use of assessment outcome can be supported by evidence *TESDA Circular No. 059, s. 2020*

Value-Chain

refers to all the activities undertaken by a company from initially purchasing raw materials and then manufacturing a product, to placing it on the market ready to be bought by consumers. (MBN) describes the full range of activities that firms and workers perform to

bring a product from its conception to end use and beyond. This includes activities such as research and development (R&D), design, production, marketing, distribution, and support to the final consumer. The activities that comprise a value chain can be contained within a single firm or divided among different firms *globalvaluechains.org, 2011*

Value-Chain Analysis

is a process where a firm identifies its primary and support activities that add value to its final product and then analyze these activities to reduce costs or increase differentiation. *Strategic Management Insight (SMI)*

Verification

refers to the process of validating reported training implementation as required by Training Regulation and implementation of training programs. *TESDA Circular No. 105 s. 2019*

Vertically Related Qualifications

those with hierarchical progressions bearing similar qualifications with advancing national certification levels (e.g. Agricultural Crops Production NC I, Agricultural Crops Production NC II, and Agricultural Crops Production NC III). *TESDA Circular No. 061, s. 2022*

Video Footage

refers to all recorded data captured by any CCTV installed at any accredited Assessment Centers. *TESDA Circular No. 084 s. 2020*

Virtual Audits

are paperless, electronic audits that are conducted without face to face interaction between government and industry. All data is exchanged in electronic formats such as MS Word, Excel, PDF Files, and text files. *TESDA Circular No. 071 s. 2020*

Visibly Underemployed

employed persons who worked for less than 40 hours during the reference period and wanted to have additional hours of work *PSA*

Vocational Guidance

involves helping individuals learn about opportunities for education, training, and work and facilitating their career planning. It includes vocational orientation and counseling and may be given in schools, training centers, or undertaken in specialized offices or institutions. *NCVER, Australia, VOCEDplus: Glossary of VET, as cited in TESDA Circular No. 053, s. 2023*

Vocational pedagogy

Refers to the specific teaching and learning methods employed in vocational education and training (VET). It is concerned with equipping learners with practical skills and knowledge that are directly applicable to the workplace.

https://unevoc.unesco.org/fileadmin/up/vocational_pedagogy_bill_lucas_unesco-unevoc_30april.pdf

Vocational/Career Guidance Advocate

refers to the non-registered guidance counselors/personnel of TESDA who shall be designated to manage the implementation of various vocational/career guidance activities, in the absence of a Registered Guidance Counselor *TESDA Circular No. 053, s. 2023*

Vocational/Career Guidance Unit

a unit in the public and private TVIs that manages the vocational/career guidance services for their learners and TVET graduates/alumni. *TESDA Circular No. 053, s. 2023*

Volume of Learning

a dimension of the complexity of a Qualification. It is used with the level criteria and Qualification type descriptor to determine the depth and breadth of the learning outcomes of a Qualification. The volume of learning identifies the notional duration of all activities required for the achievement of the learning outcomes specified for a particular Qualification type. *AQF Framework, Second Edition 2013, as referenced by TESDA Circular No. 119 s. 2020*

Voluntary Contribution

refers to the decision of the student to contribute, at his/her free will, some financial amount to the SUC, LUC, or LGU-run TVI, while availing himself/herself of the free higher education or free TVET provisions in the Act. *TESDA Circular No. 60 s. 2018*

Vulnerable Workers

workers who are less likely to have formal work arrangements, and are, therefore, more likely to lack decent working conditions and adequate social security, and whose employment is characterized by inadequate earnings, low productivity, and difficult conditions of work that undermine their fundamental rights. *TESDA Circular No. 035 s. 2018, DOLE Department Order No.17 s. of 2017*

Wage

payment for work done based on the hour or day. *Guidelines in the Implementation of Reformed Apprenticeship Program*

refers to the amount of remuneration that an employer is required to pay the wage earners for the work performed during a given period which cannot be reduced by any agreement or individual contract. *TESDA Circular No. 120 s. 2020*

Wage Employed

work for pay, in cash or in-kind, under contract with an institution or purely on a commission basis and may not have regular working hours. *TESDA Circular No. 099 s. 2019*

Wage Employed-Employment Generation Index

refers to the amount of wage and other benefits received from an employer and/or income derived from related business/trade received in a month. *TESDA Circular No. 21 s. 2016; TESDA Circular No. 014, s. 2022*

Wage Employment

refers to the act of generating one's income from an employer-employee relationship. *TESDA Circular No. 035 s. 2018, DOLE Department Order No.17 s. of 2017*

Walk-In Scholarship Application

a face-to-face application process where citizens can apply for scholarships directly at the TESDA Central, Regional and Provincial Offices. *TESDA Circular No. 34 s. 2017*

Web Application

the computer software that runs on a web server. Typically, users access these applications using a web browser. *TESDA Circular No. 062 s. 2020*

Web-Based Programs

refer to the training programs that use internet web technologies to facilitate learning that results in the award of a qualification. *TESDA Circular No. 131 s. 2019*

Whole-of-Institution Approach

refers to an organized manner of enabling all stakeholders, i.e. leadership, teachers, learners, and administrations, to jointly develop a vision and plan to implement education for sustainable development in the whole institution. *UNESCO-UNEVOC, 2017, as cited in TESDA Circular No. 032, s. 2024*

With Training Regulation (WTR)

refers to the programs registered under the UTPRAS with corresponding Training Regulations as a basis for their registration. *TESDA Circular No. 99 s. 2019*

Withdrawal

officially disenrolling from all courses for the semester *TESDA Circular No. 021, s. 2023*

Women Empowerment

a goal to enable women to overcome gender discrimination and achieve equality to full participation in socio-economic development; the process and condition by which women gain greater access to acquire competencies for greater employability and productivity. -

Work

any activity that a person does during the reference period, for pay in cash or in kind, in any establishment, office, farm, private home, or for profit or without pay on a family farm or enterprise. It also includes: what a farm operator or member of the operator's family does on the farm operated by another household on exchange labor arrangement; and any activity that a person does in relation to minor activities in home gardening, raising of crops, fruits, hogs, poultry, etc., fishing for home consumption and manufacturing for own use. However, there must be some harvest in the case of home gardening, raising of crops, fruits and nuts, and gathering of wild fruits and vegetables; animals disposed of

(sold, consumed, bartered, or given away) or some catch in fishing in order that these activities will be considered work. *PSA*

refers to any kind of intellectual property and can be interchangeably referred to as creation. *TESDA Circular No. 023 s. 2021*

Work Management

the integrated processes and procedures that help the organization schedule work more efficiently, meet consumer's needs, utilize assets, and evaluate performance. *TESDA Circular No. 59 s. 2017*

Work Order

a written instruction detailing work to be carried out. *TESDA Circular No. 59 s. 2017*

Work Request

a document requesting work to be carried out. *TESDA Circular No. 59 s. 2017*

Work Request Tracking

a document authorizing the completion of a specific task. *TESDA Circular No. 59 s. 2017*

Work Specification

a document describing the way in which the work is to be carried out. It may define the materials, tools, time, and standard. *TESDA Circular No. 59 s. 2017*

Work-From-Home (WFM)

refers to an output-oriented work arrangement that authorizes the employee to produce outputs/results and accomplishments outside of the office. *TESDA Circular No. 056 s. 2020*

Workers' Organization / Association / Union

refers to an association of workers organized for the mutual aid and protection of its members or for any legitimate purpose other than collective bargaining. *TESDA Circular No. 035 s. 2018*

refers to any organization, union or association of employees either in the private sector or agencies of government which exist in whole or in part for the purpose of collective negotiations or mutual aid, interest, cooperation, protection or other lawful purposes. *blr.dole.gov.ph*

Working Poor

refers to individuals and families whose income falls below the poverty threshold as defined by the National Economic and Development Authority and/or cannot afford in a sustained manner to provide their minimum basic needs of food, health, education, housing, and other essential amenities of life *TESDA Circular No. 035 s. 2018, DOLE Department Order No.17 s. 2017*

Youth

a portion of the population between 15 – 30 years of age. *RA 8044, Youth in Nation-building Act*

Youth Literacy Rate

percentage of people aged 15 to 24 years who can both read and write with understanding a short simple statement on their everyday life. Generally, 'literacy' also encompasses numeracy', the ability to make simple arithmetic calculations. *UNESCO UIS 2013*

Youth Profiling for Starring Career (YP4SC or Career Profiling)

an electronically delivered guidance program designed to help career seekers choose intelligently what course to pursue based on their abilities and occupational interests. The two (2) instruments are Computer Interest Profile (CIP) and Computer Ability Profile (CAP). *Compendium of Programs Registered under UTPRAS, Vol. V*

**PANGASIWAAN sa EDUKASYONG TEKNIKAL at
PAGPAPAUNLAD ng mga KASANAYAN**

BISYON

Ang nangunguna sa mapagbagong edukasyong teknikal at pagpapaunlad ng kasanayan ng lakas sa paggawang Filipino.

MISYON

Ang TESDA ay nagtatakda ng direksiyon, nagpapahayag ng mga kaugnay na pamantayan, at nagsasakatuparan ng mga programa tungo sa edukasyong teknikal at pagpapaunlad ng mga kasanayan at sistema ng sertipikasyong inklusibo at may tiyak na kalidad.

PAHAYAG NG MGA HALAGAHAN

Naniniwala kami sa pagpapamalas ng kahusayan, integridad pang-institusyon, pag-uukol ng sarili, kulturang malikhain, at malalim na diwa ng nasyonalismo.

MGA HANGARIN at LAYUNIN

- a. Itaguyod at palakasin ang kalidad ng mga programang edukasyong teknikal at pagpapaunlad ng mga kasanayan upang matamo ang pandaigdigang
- b. Ituon ang edukasyong teknikal at pagpapaunlad ng mga kasanayan ng mga manggagawa sa pagtugon sa mga nagbabagong kahingian ng pamilihan ng paggawa.
- c. Hikayatin ang kritikal at malikhaing pagiisip sa pamamagitan ng pagpapalaganap ng batayang kaalamang teknikal ng mga yamang tao sa pamamagitan ng paglalahok ng mga kasanayang pangsiglo 21 dantaon sa mga pamantayan para makalikha ng mga pandaigdigang uri na manggagawa.
- d. Kilalanin at hikayatin ang mga komplementaryong gampanin ng mga publiko at pribadong institusyon, mga negosyo, mga LGU at CSO, sa edukasyong teknikal at pagpapaunlad ng mga kasanayan at pagpapatunay.
- e. Paunlarin ang mga kakayahan ng mga stakeholder upang makibahagi sa pagpapalano at paghahatid ng de-kalidad na edukasyong teknikal at pagpapaunlad ng mga kasanayan at mga sistema sa pagsesertipika.
- f. Itanim sa isip ang mga kanais-nais na halagahan sa pamamagitan ng paglinang sa pag-uugali na binibigyang-diin ang etika sa trabaho, disiplina sa sarili.

CORE COMPETENCIES

Edukasyong Teknikal
Pagpapaunlad ng mga Kasanayan
Pagtatasa at Pagpapatunay ng Kahusayan



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