TESDA-OP-IAS-01-F07-A

Rev. No. 03 – 07/05/2022

**CONSOLIDATED REGIONAL SUMMARY OF AUDITED PROGRAMS PER**

**PROGRAM REGISTRATION REQUIREMENTS (INSTITUTION-BASED PROGRAMS)**

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

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

| **Program Registration Requirements** | **Total No. of Programs Audited** | **No. of Compliant Programs Audited** | **No. of** **Non-Compliant Programs Audited** | **No. of audited Programs Closed[[1]](#footnote-2) after the conduct of audit** |
| --- | --- | --- | --- | --- |
| **(A)** | **(B)** | **(C)** | **(D)** |
| **A. Corporate and Administrative Documents** |
| Letter of Application |  |  |  |  |
| Special Law creating the institution (for public institution) |  |  |  |  |
| SEC Registration and General Information Sheet (GIS) |  |  |  |  |
| Articles of Incorporation |  |  |  |  |
| Proof of building ownership or Contract of lease |  |  |  |  |
| Current Fire Safety Certificate |  |  |  |  |
| **B. Curricular Requirements** |
| Competency-based Curriculum |  |  |  |  |
| Curriculum Design |  |  |  |  |
| Progress Chart |  |  |  |  |
| Modules of Instruction |  |  |  |  |
| Program Design  |  |  |  |  |
| Session Plan |  |  |  |  |
| List of Instructional Materials |  |  |  |  |
| Competency-based Learning Materials |  |  |  |  |
| Tools and Equipment |  |  |  |  |
| Maintenance Schedule |  |  |  |  |
| List of Physical Facilities and Off-Campus Physical Facilities |  |  |  |  |
| Shop Lay-out |  |  |  |  |
| **C. Faculty and Personnel** |
| List of officials, teaching and non-teaching staff |  |  |  |  |
| **D. Program Guidelines** |
| Schedule and Breakdown of Tuition and other fees |  |  |  |  |
| Entry Requirement |  |  |  |  |
| Rules of Attendance |  |  |  |  |
| **E. Support Services** |
| Health Service Facility |  |  |  |  |
| Record of students/trainees that availed of the health services |  |  |  |  |
| MOA with Health Service Provider |  |  |  |  |
| Career Guidance Services |  |  |  |  |
| **F. Other Requirements** |
| Signage |  |  |  |  |
| Data Management and Security in Program Registration |  |  |  |  |
| **G. Mandatory Assessment and Submission of MIS 03-02** |
| Assessment of students/trainees |  |  |  |  |
| **H. Program Performance Measures** |
| NTR Program’s employment not lower than the national TESDA average employment rate |  |  |  |  |
| WTR Program’s certification rate not lower than the national sectoral average rate |  |  |  |  |
| **TOTAL** |  |  |  |  |

***Total number of TVET programs closed[[2]](#footnote-3): \_\_\_\_\_***

**Prepared by: Approved by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RO Compliance Audit Focal Regional Director

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONSOLIDATED REGIONAL SUMMARY OF AUDITED PROGRAMS PER**

**PROGRAM REGISTRATION REQUIREMENTS (INSTITUTION-BASED PROGRAMS)**

*INSTRUCTIONS*

1. This Summary shall be accomplished and be submitted by the Regional Office to the Internal Audit Service (IAS) and RQMC every 3rd day of the month
2. This form shall be accomplished as follows:
	1. **For the year –** the applicable year where compliance audit was conducted
	2. **As of –** period covered of the report
	3. **Total No. of Programs Audited** **–** cumulative number of TVET programs audited as of reporting date

NOTE: The *Total No. of Programs Audited* shall tally with the sum of the total number of TVET programs identified under columns G to J of the Consolidated Regional Summary of Compliance Audit Results – Program Registration (TESDA-OP-IAS-01-F06-RO). *Provided*, that only those TVET programs falling under column I and categorized as “3” shall be counted in computing the sum

* 1. **No. of Compliant Programs Audited –** cumulative number of audited TVET programs found compliant per program registration requirements at the time of audit or having achieved the compliant status[[3]](#footnote-4) as of reporting date. The number shall tally with the sum of the total number of TVET programs identified under columns G and H.1 of TESDA-OP-IAS-01-F06-RO
	2. **No. of Non-Compliant Programs Audited –** cumulative number of audited TVET programs found non-compliant per program registration requirement at the time of audit and as of reporting date. The number shall tally with the sum of the total number of qualifications identified under columns J and H.2 of TESDA-OP-IAS-01-F06-RO
	3. **No. of audited Programs Closed after the conduct of audit –** cumulative number of audited TVET programs closed as of reporting date either due to non-closure of audit findings within the prescribed period or TVI’s decision not to comply and voluntarily close the program [CTPR(s) surrendered to the DO/PO]. The number shall tally with the sum of the total number of TVET programs categorized as “3” under column I of TESDA-OP-IAS-01-F06-RO

NOTE: The **sum** per row of *No. of Compliant Programs Audited* column, *No. of Non-Compliant Programs Audited* column, and *No. of audited Programs Closed after the conduct of audit* **shall be equal** to the column on *Total No. of Programs Audited*

* 1. **TOTAL –** cumulative total number of audited TVET programs
	2. **Total number of TVET programs closed –** cumulative total number of (1) Closed TVI/Company and (2) Programs Closed due to Certificate of TVET Program Registration (CTPR) voluntarily surrendered to PO/DO prior the conduct of audit
	3. **Prepared by –** name and signature of the RO UTPRAS Focal/Compliance Audit Focal who prepares the report and the date it was signed
	4. **Approved by –** name and signature of the Regional Director who approves the report and the date it was signed
1. Entries to the report shall be made only based on the duly submitted form nos. TESDA-OP-IAS-01-F06-PO and TESDA-OP-IAS-01-F07-A by the respective district/provincial offices.
1. Refers to TVET programs closed or Voluntarily surrendered CTPRs AFTER the conduct of audit due to unsettled nonconformities. [↑](#footnote-ref-2)
2. Refers to Closed TVI/Company and Programs Closed due to Certificate of TVET Program Registration (CTPR) voluntarily surrendered to PO/DO prior the conduct of audit [↑](#footnote-ref-3)
3. Refers to those programs previously reported as non-compliant but have successfully complied all its audit findings based on the District/Provincial Director approved TESDA-OP-IAS- 01-F05-A (Compliance Audit Action Catalogue) [↑](#footnote-ref-4)