TESDA-OP-IAS-02-F07-PO

Rev. No. 00 - 05/20/2022

**CONSOLIDATED PROVINCIAL/DISTRICT SUMMARY OF AUDITED ACCREDITED**

**ASSESSMENT CENTERS PER PROCESS/AREA**

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROCESS/AREA** | **Total No. of Qualifications Audited** | **No. of Compliant Qualifications Audited** | **No. of** **Non-Compliant Qualifications Audited** | **No. of audited Qualifications Closed[[1]](#footnote-2) after the conduct of audit** |
| **(A)** | **(B)** | **(C)** | **(D)** |
| **A. Accreditation of Assessment Center** |
| Administrative Requirements |  |  |  |  |
| Physical Structure |
| 1. Location |  |  |  |  |
| 2. Area |  |  |  |  |
| 3. Lighting and Ventilation |  |  |  |  |
| 4. Auxiliary Room |  |  |  |  |
| 5. Assessment equipment, hand tools, supplies, materials |  |  |  |  |
| 6. Safety Provisions |  |  |  |  |
| 7. Closed-Circuit Television (CCTV) System |  |  |  |  |
| **B. Competency Assessment** |
| Organize the Conduct of Assessment |  |  |  |  |
| Assessment Methodologies and Procedures |  |  |  |  |
| Assessment Documentation and Reporting |  |  |  |  |
| **TOTAL** |  |  |  |  |

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

|  |  |  |
| --- | --- | --- |
| **Prepared by:** |  | **Approved by:** |
|   |  |   |
| DO/PO Compliance Audit Focal |  | District/Provincial Director |
| Date:  |  | Date:  |

**CONSOLIDATED PROVINCIAL/DISTRICT SUMMARY OF AUDITED ACCREDITED**

**ASSESSMENT CENTERS PER PROCESS/AREA**

*INSTRUCTIONS*

1. This Summary shall be accomplished and be submitted by the District/Provincial Office to the Regional Office every end of the month.
2. This form shall be accomplished as follows:
	1. **For the year –** the applicable year where compliance audit was conducted
	2. **As of –** period covered of the report
	3. **Total No. of Qualifications Audited** **–** cumulative number of qualifications audited as of reporting date

NOTE: The *Total No. of Qualifications Audited* shall tally with the sum of the total number of qualifications identified under columns F to H of the Consolidated Provincial/District Report on Audited and Closed Qualifications and Status of Compliance to Correction and Corrective Action/s (TESDA-OP-IAS-02-F06-PO). *Provided*, that only those qualifications falling under column G and categorized as “3” shall be counted in computing the sum.

* 1. **No. of Compliant Qualifications Audited –** cumulative number of audited qualifications found compliant per process/area 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 qualifications identified under column F of TESDA-OP-IAS-02-F06-PO
	2. **No. of Non-Compliant Qualifications Audited –** cumulative number of audited qualifications found non-compliant per process/area 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 column H of TESDA-OP-IAS-02-F06-PO
	3. **No. of audited Qualifications Closed after the conduct of audit –** cumulative number of audited qualifications closed as of reporting date either due to non-closure of audit findings within the prescribed period or AC’s decision not to comply and voluntarily close the qualification [Certificate(s) of Accreditation surrendered to the DO/PO]. The number shall tally with the sum of the total number of qualifications categorized as “3” under column G of TESDA-OP-IAS-02-F06-PO

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

* 1. **TOTAL –** cumulative total number of audited qualifications.
	2. **Total number of Qualifications closed –** cumulative total number of (1) Closed AC and (2) Certificate of Accreditation voluntary surrendered to PO/DO prior the conduct of compliance audit. The number shall tally with the sum of the total number of qualifications categorized as “1” and “2” under column G of TESDA-OP-IAS-02-F06-PO
	3. **Prepared by –** name and signature of the DO/PO Compliance Audit Focal who prepares the report and the date it was signed
	4. **Approved by –** name and signature of the District/Provincial Director who approves the report and the date it was signed
1. Entries to the report shall be made only based on the duly submitted Assessment and Certification Compliance Audit Report (TESDA-OP-IAS-02-F04). Said entries shall be posted individually to the TESDA-OP-IAS-02-F06-PO.
1. Refers to Voluntary surrendered/Cancelled Certificate(s) of Accreditation AFTER the conduct of audit due to unsettled nonconformities. [↑](#footnote-ref-2)
2. Refers to Closed AC and Certificate of Accreditation voluntary surrendered to PO/DO prior the conduct of compliance audit. [↑](#footnote-ref-3)
3. Refers to those qualifications previously reported as non-compliant but have successfully addressed all its audit findings based on the District/Provincial Director approved TESDA-OP-IAS- 02-F05 (Compliance Audit Action Catalogue) [↑](#footnote-ref-4)