

GUIDELINES FOR THE ESTABLISHMENT OF BRANCH OFFICES OF TRAINING CENTERS

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Pursuant to Department Order No. 3-A, Series of 1994, Section IV No. 18, providing for the operation of branches of training centers, the following guidelines are hereby issued for the guidance of all concerned:

A. Each authorized training center shall be allowed to establish one branch office in a city/municipality of its choice. Except when the main office of the training center is outside of Metro Manila, the establishment of branch offices in cities and municipalities within Metro Manila shall not be allowed.

B. The branch office of the authorized training center shall comply with the same requirements as provided for in Sec. 4 of Department Order No. 3-A, Series of 1994.

C. The training center applying for authority to operate a branch office shall submit the following:

1. Letter of application
2. Copy of municipal/city permit where the branch office shall be established and under the name of the authorized training center
3. Copies of appointments, biodata and pictures of branch office staff
4. List of training staff with resumes and TESDA certification as may be applicable
5. Sworn statement of the authorized training center that all acts of the branch office shall be considered its own acts and responsibilities and shall be in accordance with pertinent rules and regulations and issuances
6. Proof of ownership of the center's premises or copy of the lease agreement in the name of the authorized representative of the training center
7. List of training equipments
8. The main office of the authorized training center shall be responsible for the submission of reports as required under Department Order No. 3-A, Series of 1994.

D. The training center shall be properly identified in its facade with a signboard.

E. The authority to operate a branch office shall be coterminous with the validity period of the authority granted to the authorized training center.

F. The performance of the main and branch offices shall together be evaluated for purposes of renewal of an authorization to operate a training center.

Strict compliance with the foregoing guidelines is hereby required and violation thereof is subject to the appropriate administrative sanctions.

Adopted:

(SGD.) FELICISIMO O. JOSON, JR.
Administrator

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