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UNIFIED TVET PROGRAM REGISTRATION AND ACCREDITATION SYSTEM (UTPRAS) OMNIBUS AMENDATORY GUIDELINES

TESDA CIRCULAR NO. 017-00, July 17, 2000

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As an integral part of the TVET reforms being pursued by TESDA and in accordance with TESDA Board Resolution No. 98-09, the Unified TVET Program registration and Accreditation System (UTPRAS) is hereby implemented on the basis of the attached Omnibus Amendatory Guidelines.

TVET institutions shall be required to pay an Application Fee of P1000, payable upon filing of the Letter of Application for program registration. An additional registration Fee of P1000 shall be payable prior to the issuance of a Certificate of TVET Program Registration whether a program is covered by appropriate Training Regulations or not.

Private Education Student Fund Assistance (PESFA) scholars shall be permitted to enroll only in programs that are registered under UTPRAS, including those that were registered under the original guidelines. The College Faculty Development Fund (CFDF) scholarship slots shall be extended only to teachers and instructors in private TVET institutions whose programs are registered.

Similar assistance and incentives to TVET institutions shall require UTPRAS registration as a precondition for the grant of such packages.

All prior issuances which are contrary to the provisions of these Guidelines are hereby revoked, amended or modified accordingly. These guidelines shall take effect after fifteen (15) days from its publication in a newspaper of general circulation.

For strict compliance.

Adopted: 17 July 2000

(SGD.) EDICIO G. DELA TORRE
Director General

ATTACHMENT

UNIFIED TVET PROGRAM REGISTRATION AND ACCREDITATION SYSTEM

OMNIBUS AMENDATORY GUIDELINES

LEGAL BASIS

Republic Act No. 7796, otherwise known as the TESDA Act of 1994, empowers TESDA to establish and maintain a system of accrediting, coordinating, integrating, monitoring and evaluating formal and non-formal technical vocational education and training programs.

In its regular meeting held on January 23, 1998, the TESDA Board promulgated resolution 98-03 approving

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the establishment of a unified TVET program registration and accreditation system which shall be in consonance with the pursuit of a quality technical vocational education and training system.

All TVET programs offered in public and private TVET institutions shall be subject to program under these guidelines.

COVERAGE

1. These guidelines shall cover all TVET programs offered by public and private institutions, including programs offered by enterprise-based training centers, provided that programs that are offered in the latter are fee-charging and open to the public.

2. All TVET programs in industrial trades and crafts, agriculture, fishery, services and home industries, among others, are covered by the system.

3. TVET programs with permit and recognition certificates granted by the Secretary of Education shall be reviewed and registered under UTPRAS within the prescribed period.

4. Apprenticeship programs undertaken by private enterprises are not covered by these guidelines but shall be authorized on the basis of existing apprenticeship guidelines. Compliance with apprenticeship guidelines is considered as having the effect of UTPRAS registration.

5. TVET institutions with registered TVET programs which they desire to provide under the dual system shall be accredited as dual training system institutions under the guidelines implementing Republic Act No. 7686 in order that incentives provided for in the law may be availed of by concerned TVET institutions.

6. Community-based livelihood-oriented training programs undertaken by local government units and non-government organizations shall not be subject to registration under these guidelines, unless prescribed by the TESDA Board.

7. A module of employable competency or a set of modules may be registered as a TVET program under these guidelines.

BASIC PRINCIPLES OF THE REGISTRATION SYSTEM

1. The Unified TVET Program Registration and Accreditation System is primarily intended to promote public interest and welfare by ensuring the quality of all TVET programs.

2. The registration system is anchored on the competency-based system wherein TVET programs adopt the job titles being prepared for and the competency or set of competencies that are to be acquired.

3. The registration system prescribes compliance with minimum standards provided for in training regulations promulgated by the TESDA Board.

4. A TVET program for a particular trade area, whether school-based or center-based, shall be registered on the basis of the same training regulations;

5. The registration system relies on the TESDA Occupation Qualification and Certification System (TOQCS) as its platform and, as such, TVET programs shall be categorized on the basis of four qualification levels: National Certificate I (basic [operator] competencies); National Certificate II (intermediate [craftsman] competencies); National Certificate III (advanced) [technical] competencies); and National License (highest [master technician] competencies).

6. Program adjustment shall be undertaken within one TOQCS qualification level, or from one higher level to a lower one. TVET programs that intend to develop the entire set of competencies for a particular competency

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level (under TOQCS) shall be classified as “TVET program — NC I” or NC II, as the case may be. On the other hand, TVET programs that intend to develop a few or a number of competencies (within one competency level in TOQCS) shall be classified as “TVET program leading to NC I” or NC II, as the case may be.

7. The registration and accreditation system shall be closely tied up with the provision of technical assistance and incentives that will encourage and enable TVET institutions to continually upgrade the quality of training delivery.

8. The registration system intends to generate a comprehensive database of TVET institutions and TVET programs that is essential to the effective management of the TVET sector.

REQUIREMENTS FOR REGISTRATION

A TVET institution applying for program registration for the first time shall be required to submit the following information and documents:

- CORPORATE AND ADMINISTRATIVE DOCUMENTS

> Board resolution to offer the program (private institutions only)
> SEC registration and articles of incorporation (private institutions only)
> Proof of building ownership or lease-contract of at least five years
> Fire safety certificate

- CURRICULAR REQUIREMENTS

> Curriculum (indicating the job titles being addressed and the competencies to be developed)
> Course and subjects description
> List of supplies, tools and equipment for the program
> List of instructional materials (books, videotapes, Internet access, etc.)

- FACULTY AND PERSONNEL (WITH SUPPORTING DOCUMENTS)

> List of officials and their qualifications
> List of faculty for the program and their qualifications (certificates)
> List of non-teaching personnel and their qualifications

- ACADEMIC RULES

> Schedule of tuition and other fees
> Grading system
> Entrance requirements
> Rules on attendance

- SUPPORT SERVICES

> Health service
> Career guidance/placement services
> Community outreach program
> Research programs

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- FEES

> Application fee prescribed by the Authority
> Registration fee prescribed by the Authority

For succeeding applications, TVET institutions are required to submit only the following requirements:

- Updates on corporate documents (if any)
- Curriculum (indicating the job title being addressed and the competencies to be developed)
- Course and subjects description
- List of supplies, tools and equipment for the program
- List of instructional materials for the program
- List of faculty for the program (with supporting documents)
- Facilities for the program
- Fees prescribed by the Authority

If the curriculum and syllabus of programs offered by institutions operating as branches have been registered under the mother institution, each branch shall submit a copy to TESDA for record purposes. Moreover, the other requirements for succeeding applications shall be submitted and evaluated accordingly.

REGISTRATION PROCESS

1. The concerned institution shall file a Letter of Application with the TESDA Provincial Office in whose area of jurisdiction the institution operates, at least six (6) months before the institution will offer the program, or within two (2) years from the date of promulgation of appropriate training regulations, in the case of programs under permit or recognition.

2. A checklist based on appropriate requirements for registration shall be accomplished by the Provincial Office upon receipt of the application. Only applications with complete supporting documents and the non-refundable application fee shall be officially received for evaluation. Incomplete application shall be promptly returned to the applicant institution.

3. The Letter of Application shall be supported by the applicable requirements enumerated above, together with the payment of non-refundable application fee per course or program which shall be duly receipted.

4. The TESDA Provincial Office, with the assistance of competent persons, shall undertake curriculum evaluation, together with the inspection and verification of faculty qualifications, training supplies and materials, tools, machines and equipment and site and facilities within three (3) months from receipt of application. In carrying out these tasks, the TESDA Provincial Office may employ the services of the regional or national TEP in the inspection, verification and assessment of applications for TVET program registration.

5. The results of inspection, verification and assessment, together with the corresponding recommendations of the TESDA Provincial Office shall be forwarded to the TESDA Regional Office for consideration.

6. The TESDA Regional Office shall issue a Certificate of TVET Program registration to the concerned institution upon the recommendation of the TESDA Provincial Office that it has complied with registration fee per program. Registration certificates issued for programs covered by existing training regulations shall be identified as Registration Certificate (WTR) [with training regulations] and those not covered shall be labeled as Registration Certificate (NTR) [no training regulations].

7. If the TVET institution fails to meet the requirements for a TVET program that is intended to develop a particular level of competencies, the program may be adjusted to develop lower level competencies or one or a number of modules of employable competencies. If the TVET institution meets the requirements to offer the adjusted program, the appropriate certificate of TVET program registration shall be granted to the applicant

institution.

8. An application for TVET program registration shall be denied if an institution fails to meet the minimum standards for the program. In this case, the application fee is forfeited to underwrite administrative costs incurred.

9. The denial of the application for registration shall be subject to appeal to the Office of the Director General, TESDA. The decision of the Director General shall be final and executory.

TRANSITORY PROVISIONS

1. Institutions which are offering TVET programs that are not covered by training regulations shall submit the competency-based curriculum, the qualification of teachers and instructors, the tools, equipment and facilities for the program. The assessment and evaluation of at least two competent persons, who may be TEP members, shall be required as one of the basis for making a decision on the application. The TESDA Provincial Office shall refer to previously-approved curricula in the evaluation of similar programs.

2. TVET programs offered by private TVET institutions that are under permit or recognition status may continue to be offered at the option of the institution, provided that the institution concerned shall submit a competency-based curriculum within one (1) year from the promulgation of these guidelines. Within two (2) years from the promulgation of appropriate training regulations, such programs shall be reviewed and registered under UTPRAS. Registration of programs that were previously with recognition certificates shall not entail the payment of any registration fee.

3. In the absence of appropriate training regulations, an institution may opt to immediately apply for the review of programs under permit or recognition for the issuance of an UTPRAS registration certificate (NTR). Such review and registration of programs under permit status shall entail the payment of application and registration fees.

4. TVET programs offered by public TVET institutions, previously under appropriate authorization by law or by the Secretary of Education shall be subject to registration under these guidelines within one (1) year from the promulgation of these guidelines. Application and registration fees shall be charged for this purpose since the process entails the same costs as those incurred in the registration of TVET programs of private TVET institutions.

POST REGISTRATION CONCERNS

1. Within one year from the promulgation of appropriate training regulations, TVET programs that have registration Certificates (NTR) shall be subject to reassessment based on such training regulations and the issuance of Registration Certificates (WTR). Application and registration fees shall be waived.

2. All registered programs (WTR) and (NTR) shall be included in the roster of TVET programs duly authorized by TESDA that shall be published in newspapers of local and national circulation and made available in the TESDA Website. Such list shall be updated and published by TESDA regularly at the regional and national levels.

3. Copies of the certificate of TVET program registration shall be posted in conspicuous places within the institution’s campus for the guidance of would-be enrollees, their parents and other interested parties.

4. Technical assistance and other incentives shall be extended to deserving TVET institutions with registered TVET programs to improve program delivery.

5. Until superseded by specific guidelines, the issuance of Special Orders (SO) shall continue, but only for programs which are duly registered (WTR and NTR) under UTPRAS by virtue of these guidelines.

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6. Only TVET institutions with registered TVET programs shall be eligible for the Philippine TVET Quality Awards.

SANCTIONS

TVET institutions which are found to have run TVET programs without complying with registration requirements shall be liable for violation of these guidelines. As such appropriate sanctions shall be imposed on the erring institution.

The sanctions shall be in accordance with Section 68, Chapter I, Title V of the Education Act of 1982 which provides that any person upon conviction of an act in violation of the authorization requirements shall be punished with a fine of not less than two thousand pesos (P2000) nor more than ten thousand pesos (P10 ,000) or imprisonment for a maximum period of two (2) years, or both, at the discretion of the court.

If the act is committed by a corporation, the school head, together with the person or persons responsible for the offense shall be equally liable.

For fraud or deceit committed in connection with the application for registration, unauthorized operation of a course or any component thereof, and unauthorized advertisements or announcements relative thereto, the Authority, through the TESDA Regional Offices, shall revoke the certificate of registration after due process.

THE ACCREDITATION SYSTEM

TESDA shall create and provide the environment for quality and excellence in TVET,

The highest level of recognition shall be achieved by a TVET institution through accreditation as Center of TVET Program Excellence via the Philippine TVET Quality Awards, which is based on a self-assessment process involving seven criteria: leadership, strategy, policy and planning, processes, products and services and organizational performance.

The accreditation of a program shall be subject to reevaluation at the instance of the institution. An institution shall work its way up from the Bronze Award for Commitment, the Silver Award for Excellence. As such, accreditation shall not be perpetual but shall involve continuing assessment, with the provision of assistance and incentives as a possible consequence at every stage.

The rules and procedures of the Philippine TVET Quality Awards are consistent with those of the Philippine Quality Awards promulgated by the Productivity Development Council.

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