

Administrators'/Registrars' Forum 2019

May 31, 2019; 1:00 PM onwards

- I. **Deployment of TESDA-NCR SWIFT Agreements**
- II. Revised Process Cycle Time (PCT) in Program Registration
- III. **Amended Sanctions and Penalties in UTPRAS**
- IV. Verification of TVIs' T2MIS Account
- V. **Enhanced T2MIS Version 5.0 (Updated Features)**
- VI. IWER Requirements
- VII. **Other Matters**

Technical Education and Skills Development Authority | Taguig City, Philippines | www.tesda.gov.ph



TESDA-NCR SWIFT MEETING AGREEMENTS

Program Registration Requirements

- **Certification of Concurrence (TESDA-OP-CO-01-F02)**
 - TVI/Company Representative must present a Certification of Concurrence as proof of attendance in the program registration orientation**
 - TVI/Company Representative must be included in the declared official / non-teaching staff**

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TESDA-NCR SWIFT MEETING AGREEMENTS

Program Registration Requirements

1.a) Letter of Application/Intent (TESDA-OP-CO-01-F03)

- Date of application must be within the last 60 days / 2 months upon received of PMMS District Office
- Name and address of TVI/Company must be consistent with what was indicated in the SEC Registration and Board Resolution



TESDA-NCR SWIFT MEETING AGREEMENTS

Program Registration Requirements

1.b) Notarized board resolution to offer the program signed by the Board Secretary and attested by the Chairperson

- Name and address of TVI/Company must be consistent with what was indicated in the SEC Registration and letter of application

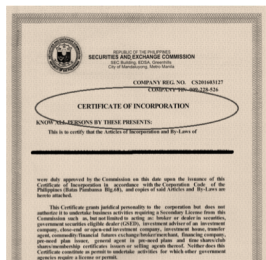


TESDA-NCR SWIFT MEETING AGREEMENTS

Program Registration Requirements

1.c) SEC Registration

- Certificate of Incorporation must be presented
**Certificate of Filing of Amended Articles of Incorporation will only be accepted if Article I (name of the corporation) was amended*



TESDA-NCR SWIFT MEETING AGREEMENTS

Program Registration Requirements

1.e) Proof of building Ownership OR

- Name of the owner – should either be the same as what was indicated in the SEC Registration, letter of application and board resolution, OR, should be one of the officials listed in the List of Officials (TESDA-OP-CO-01-F19)
- The address should specifically cover the training delivery site and should be consistent with what was indicated in the letter of application and board resolution



TESDA-NCR SWIFT MEETING AGREEMENTS

Program Registration Requirements

1.e) Contract of Lease

- Name of the lessee – should either be the same as what was indicated in the SEC Registration, letter of application and board resolution, OR, should be one of the officials listed in the List of Officials (TESDA-OP-CO-01-F19)
- The address should specifically cover the training delivery site and should be consistent with what was indicated in the letter of application and board resolution

**For applicant-TVIs WITH existing TESDA-registered program – the contract of lease should be valid for at least 3 months upon receipt of application by the district office*



TESDA-NCR SWIFT MEETING AGREEMENTS

Program Registration Requirements

1.f) Fire Safety Inspection Certificate

- Name of TVI/Company in the FSIC is consistent with what was indicated in the SEC Registration, board resolution and letter of application
- Validity should be at least 1 month upon receipt of application by the District Office



TESDA-NCR SWIFT MEETING AGREEMENTS

Program Registration Requirements

2.a) Competency-based Curriculum (TESDA-OP-CO-01-F11)

- Nominal Duration – is the same as the number of hours in the promulgated TR**

**A maximum of 50% of the nominal duration (based on TR) is allowed in increase, provided that additional learning outcomes are indicated*

- At least 1 set of CBLM (for 1 unit of competency) should be presented (*The complete set shall be checked during compliance audit*)**



TESDA-NCR SWIFT MEETING AGREEMENTS

Program Registration Requirements

2.f) Institutional Assessment

- Should be attached to the application documents upon submission to District Office**

**The implementation of institutional assessment, as well as the results shall be checked during compliance audit*



TESDA-NCR SWIFT MEETING AGREEMENTS

Program Registration Requirements

3.b) List of Trainers (TESDA-OP-CO-01-F20)

- Resumé/Curriculum Vitae of each trainer should be original and signed

- Contract of Employment should be duly notarized and specifies the trainer's position, nature of appointment and validity

- Validity of the Contract of Employment, NTTC and TMC should be at least 3 months upon receipt of application by the district office



TESDA-NCR SWIFT MEETING AGREEMENTS

Program Registration Requirements

3.c) List of Non-teaching Staff (TESDA-OP-CO-01-F21)

- Resumé/Curriculum Vitae of each trainer should be original and signed

- Contract of Employment should be duly notarized and specifies the trainer's position, nature of appointment and validity



TESDA-NCR SWIFT MEETING AGREEMENTS

Program Registration Requirements

3.c) List of Non-teaching Staff (TESDA-OP-CO-01-F21)

- Validity of the Contract of Employment should be at least 3 months upon receipt of application by the District Office**

- Should specify staff who were appointed as “registrar” and as “career advocate personnel”**
**Career advocate shall be assigned to facilitate the requirement of JLNS*



TESDA-NCR SWIFT MEETING AGREEMENTS

Program Registration Requirements

4) Academic rules

- The name of program should be consistent with what was indicated in the Board Resolution and letter of application**

- Assessment fee shall be included in the breakdown of tuition fee/s**

- Supporting document/s must be duly signed by authorized official or personnel**



TESDA-NCR SWIFT MEETING AGREEMENTS

Program Registration Requirements

4) Support Services – Health Care Services

- In case of in-house health services – physician/nurse must be included in the List of Non-Teaching Staff (TESDA-OP-CO-01-F21), with the corresponding documentary requirements and applicable valid license **OR**
- In case of outsourced health services – duly notarized Memorandum of Agreement between the TVI/Company and the hospital/clinic indicating the emergency medical assistance to be provided for the trainees/students

**MOA should be valid for at least 6 months upon submission of application to the district office*



TESDA-NCR SWIFT MEETING AGREEMENTS

Program Registration Requirements

4) Support Services–Joblinkaging and Networking Services

- Details of the JLNS must be in accordance with TESDA Circular No. 38 s. 2016, issued on September 22, 2016
 - ❖ Narrative statement must include the 4 delivery platforms:
 - a) Blue Desk Platform
 - b) Information Education Communication Platform
 - c) Networking and Linkaging Platform
 - d) Guidance and Training for Employment Platform



Revised Process Cycle Time (PCT) in UTPRAS
TESDA Circular No. 01, s. 2019

OFFICE	PROCESS	NO. OF DAYS
TESDA PaMaMariSan District Office	Conduct orientation	
	Received complete documents	Day 1
	Final review documents (verification/validation)	Day 2
	Organize conduct of ocular inspection	Day 3
	Organize conduct of ocular inspection	Day 4
	Conduct Ocular Inspection	Day 5
	Prepare documents for submission to RO	Day 6
	Submit complete application documents to RO	Day 7
TESDA-NCR Regional Office	Review documents	Day 8
	Review documents	Day 9
	RD signs CTPR/ Letter of Denial	Day 10
	Issue CTPR/ Letter of Denial	Day 11



**Amended Sanctions and Penalties on
Program Registration under UTPRAS**

TESDA Circular No. 23, s. 2019

**A. Offering of an unregistered training course,
qualification or program**

Evidence of mere public offering of an unregistered course or program is considered as public fraud or misrepresentation and is sufficient to constitute this offense.



Sanctions and Penalties

A. Offering of an unregistered training program

1. If the TVI has no existing CTPR:

- a. Issuance of cease and desist order from offering of unregistered program**
- b. TVI shall not be allowed to apply for any program registration**



Sanctions and Penalties

A. Offering of an unregistered training program

2. If the TVI has existing CTPR/s:

- a. Revocation of the CTPR**
- b. Full refund of the scholarship funds received**
- c. Disapproval of payment of the scholarship funds if payment is not yet made**
- d. Delisting of program/s concerned and/or TVI in the registry and TESDA website**
- e. Prohibition on the delisted WI to apply for any program registration**



Sanctions and Penalties

B. Any false declaration, fraud and deceit in connection with the TVI's/company's submission of documentary requirements for its application for program registration

1. If the TVI has existing CTPR:

- a. Revocation of the CTPR for the program concerned**
- b. Revocation of all other existing CTPRs**
- c. Full refund of the scholarship funds received**



Sanctions and Penalties

B. Any false declaration, fraud and deceit in connection with the TVI's/company's submission of documentary requirements for its application for program registration

1. If the TVI has existing CTPR:

- c. Disapproval of payment of the scholarship funds if payment is not yet made**
- d. Delisting of program/s concerned and/or TVI in the registry and TESDA website**
- e. Prohibition on the delisted TVI to apply for any program registration**



Sanctions and Penalties

B. Any false declaration, fraud and deceit in connection with the TVI's/company's submission of documentary requirements for its application for program registration

2. In case the application is not yet approved:

- a. Denial of the subject application**
- b. Posting of unregistered program/s of TVI on TESDA website**
- c. Prohibition on the delisted TVI to apply for any program registration**



Sanctions and Penalties

C. Sharing of Program Registration by a TVI to either its affiliate, subsidiaries, branch, or to any third person

1. For the Lender:

- a. Revocation of the CTPR for the program concerned**
- b. Revocation of all other existing CTPRs**
- c. Full refund of the scholarship funds received**



Sanctions and Penalties

C. Sharing of Program Registration by a TVI to either its affiliate, subsidiaries, branch, or to any third person

1. For the Lender:

- d. Disapproval of payment of the scholarship funds if payment is not yet made**
- e. Delisting of program/s concerned and/or TVI in the registry and TESDA website**
- f. Prohibition on the delisted TVI to apply for any program registration**



Sanctions and Penalties

C. Sharing of Program Registration by a TVI to either its affiliate, subsidiaries, branch, or to any third person

2. For the Borrower:

2.1. In case the borrowing TVI has no registered program/s

- a. Prohibition on the TVI to apply for any program registration**
- b. Posting of unregistered program/s of TVI on TESDA website**



Sanctions and Penalties

C. Sharing of Program Registration by a TVI to either its affiliate, subsidiaries, branch, or to any third person

2. For the Borrower:

2.1. In case the borrowing TVI has other registered program/s

- a. Revocation of all other existing CTPRs**
- b. Full refund of the scholarship funds received if payment was made**
- c. Disapproval of payment of the scholarship funds if payment is not yet made**



Sanctions and Penalties

C. Sharing of Program Registration by a TVI to either its affiliate, subsidiaries, branch, or to any third person

2. For the Borrower:

2.1. In case the borrowing TVI has other registered program/s

- d. Delisting of program/s concerned and/or TVI in the registry and TESDA Website**
- e. Prohibition on the delisted TVI to apply for any program registration**
- f. Posting of unregistered program/s of WI on TESDA website**



Sanctions and Penalties

D. Failure of the TVI to continuously comply within a specified time frame as determined in any audit conducted by TESDA or a TESDA authorized third party auditor

- a. Revocation of the CTPR for the program concerned**
- b. Full refund of the scholarship funds received**
- c. Disapproval of payment of the scholarship funds if payment is not yet made**



Sanctions and Penalties

D. Failure of the TVI to continuously comply within a specified time frame as determined in any audit conducted by TESDA or a TESDA authorized third party auditor

- d. Delisting of program/s concerned and/or TVI in the registry and TESDA website**
- e. Prohibition on the delisted TVI to apply for any program registration for a period of (3) years**



Sanctions and Penalties

E. Failure of the TVI to migrate its program from NTR to WTR or from old WTR to updated WTR within the prescribed period

- a. Revocation of the CTPR for the program concerned**
- b. Full refund of the scholarship funds received**
- c. Disapproval of payment of the scholarship funds if payment is not yet made**



Sanctions and Penalties

E. Failure of the TVI to migrate its program from NTR to WTR or from old WTR to updated WTR within the prescribed period

- d. Delisting of program/s concerned and/or TVI in the registry and TESDA website**
- e. Prohibition on the delisted TVI to apply for any program registration for a period of (3) years**



Sanctions and Penalties

F. Failure of the TVI to submit the MIS 03-02 reports within the prescribed period for three (3) consecutive offerings.

- a. Revocation of the CTPR for the program concerned**
- b. Full refund of the scholarship funds received**
- c. Disapproval of payment of the scholarship funds if payment is not yet made**



Sanctions and Penalties

F. Failure of the TVI to submit the MIS 03-02 reports within the prescribed period for three (3) consecutive offerings.

- d. Delisting of program/s concerned and/or TVI in the registry and TESDA website**
- e. Prohibition on the delisted TVI to apply for any program registration for a period of (3) years**



Sanctions and Penalties

G. Fraud, falsification, misrepresentation, or any other similar acts by the TVI that tend to undermine, destroy and cast doubt on the credibility of conduct of TESDA scholarship training programs.

- a. Revocation of the CTPR for the program concerned**
- b. Revocation of all other existing CTPRs**
- c. Full refund of the scholarship funds received**
- d. Disapproval of payment of the scholarship funds if payment is not yet made**



Sanctions and Penalties

G. Fraud, falsification, misrepresentation, or any other similar acts by the TVI that tend to undermine, destroy and cast doubt on the credibility of conduct of TESDA scholarship training programs.

- e. Delisting of program/s concerned and/or TVI in the registry and TESDA website**
- f. Prohibition on the delisted TVI to apply for any program registration**



Sanctions and Penalties

H. Ghost Training

- a. Revocation of the CTPR for the program concerned**
- b. Revocation of all other existing CTPRs**
- c. Full refund of the scholarship funds received**
- d. Disapproval of payment of the scholarship funds if payment is not yet made**
- e. Delisting of program/s concerned and/or TVI in the registry and TESDA website**
- f. Prohibition on the delisted TVI to apply for any program registration**



Sanctions and Penalties

H. Ghost Trainees

- a. Revocation of the CTPR for the program concerned**
- b. Revocation of all other existing CTPRs**
- c. Full refund of the scholarship funds received**
- d. Disapproval of payment of the scholarship funds if payment is not yet made**
- e. Delisting of program/s concerned and/or TVI in the registry and TESDA website**
- f. Prohibition on the delisted TVI to apply for any program registration**



Sanctions and Penalties

I. Exaction of any unauthorized fees from the trainees

- a. Revocation of the CTPR for the program concerned
- b. Revocation of all other existing CTPRs
- c. Full refund of the scholarship funds received
- d. Disapproval of payment of the scholarship funds if payment is not yet made
- e. Delisting of program/s concerned and/or TVI in the registry and TESDA website
- f. Prohibition on the delisted TVI to apply for any program registration



Feedback Monitoring in T2MIS

Feedback Monitoring Report

ID	Region	Province	Date Submitted	Last Update
89468	National Capital Region (NCR)	PAMPANGSAN	05/30/2019 - 01:57 PM	5/30/2019

Submitted by: [Name]
Assigned To: LMD
Status: With Clarifications
Title of Request: 89468 - Others
Description: [Text]
Attached File: [List]
Change Status to: [Dropdown]

NOTES:
Mark Jason Galt Catawang (PO)
To Whom It May Concern,
Good day.
Kindly attached a copy of birth certificate or passport of the candidate for us to facilitate the correction in the trainee's name.
We hope for your usual cooperation regarding this matter.
Thank you.

New (0) With Clarifications (0) Approved (PO/RO) (0) To be Resolved by ROPO (0) Resolved (0)

