

**[ TESDA CIRCULAR NO. 017-00, July 17, 2000 ]**

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

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 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 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

- 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