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Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

OFFICE ORDER No. 4, s. 2015

Subject : Policy Guidelines on the Operation of TESDA Training and Assessment Centers in the University

Date : February 17, 2015

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1. The Ifugao State University has been working and collaborating with the Technical Education Skills and Development Authority (TESDA) in the training, certification and registration of young people equipping with the needed qualifications for work.

2. The Ifugao State University was accredited by the Technical Education Skills and Development Authority (TESDA) as Assessment and Training Centers for various qualifications in several programs/sectors particularly in Agriculture, Computer Science, Tourism, Hotel and Restaurant Management and other technical-vocational courses. Internal and external experts, assessors and trainers for the various qualifications are invited to evaluate the competencies of applicants as bases for TESDA to award National Certificates (NCs). In the course of the training and assessment, fees are collected from applicants to defray expenses during the process including materials, assessors' and trainers' fees, and administrative costs.

3. In line with TESDA Circular # 4, s. 2007: Omnibus Guidelines on Program Registration under the Unified TVET Program Registration and Accreditation System (UTPRAS), the University was formally issued the Certificate of Program Registration (CoPR) for Housekeeping NCII and Tour Guiding NCII by TESDA on November 13, 2014. Thus, IFSU becomes a Training Center for the aforementioned qualifications with more Training Centers to be established when needed to serve the interest of people in Ifugao.

4. Likewise, following TESDA Circular # 23, s. 2008: Guidelines on Assessment and Certification under the Philippine TVET Qualification and Certification System PTQCS), IFSU was also issued Certificates of Accreditation for several qualifications in the field of Agriculture, Computer Science, Tourism, Business Administration, Home Technology, Industrial Engineering, Computer Engineering and Hotel and Restaurant Management renewable every two years. Thus, IFSU now serves as an Accredited Competency Assessment Center for various qualifications in the aforementioned programs/sectors.

5. As embodied in the afforecited TESDA circulars, the amount of PhP 5,000.00 as Training Fee and PhP 500.00 as Assessment Fee will be collected from trainees and applicants, respectively to defray cost of training, assessment and for operation and maintenance of the training/ assessment centers.

6. Training/ Assessment fees maybe paid directly by trainees/ applicants or they may be provided by TESDA its Training for Work Scholarship Program (TWSP) for applicants who are interested to avail of the assessment and training. This is granted by TESDA to interested applicants who cannot afford to pay the regular fee.

7. Following TESDA Circular No. 4, s. 2007 and TESDA Circular No. 23, s. 2008, the following must be the utilization breakdown of fees collected, to wit:
   7.1. Training Fee must be used/ disbursed for the following purposes:
   30% as Honorarium of Trainers (Internal or External Experts)
   30% for Supplies/Materials during the training or by the Training Centers
   15% as Administrative Cost (for electricity, maintenance & other costs)

25% as Fund for the College/ Department where the center is located. It will be used for the following:

- 40% Purchase for Laboratory Equipments/ refurbishment
- 10% Seminars/Trainings/Meetings (Participation by internal trainers related to TESDA)
- 20% Miscellaneous Expenses (Other incidental expenses during the conduct of training)
- 30% Honoraria/ incentives of other personnel involved in the training (TVET Coordinator, Processing Officer/Encoder, Dean/ Department Chairperson, etc)

7.2. Assessment Fee must be used/ disbursed for the following purposes:

30% as Honorarium of Assessors(Internal or External Experts)
20% for Supplies/Materials during the assessment
15% as Administrative Cost (for electricity, maintenance & other costs)
35% as Fund for the College/ Department where the centre is located. It will be used for the following:

- 40% Purchase for Laboratory Equipments/ refurbishment
- 10% Seminars/Trainings/Meetings (Participation by internal assessors related to TESDA)
- 20% Miscellaneous Expenses (Other incidental expenses during the conduct of assessment)
- 30% Honoraria/ incentives of other personnel involved in the assessment (Assessment Centre Manager, Processing Officer, Focal Person, Dean/ Department Chairperson, etc).

8. So as not to disrupt the regular activities of the University, assessments and trainings must only be held on Saturdays, Sundays and Holidays.

9. Applicants must submit their application forms to the Training and Assessment Center for processing and scheduling.

10. The minimum number of assessees/trainees for an assessment/ training to start is 10. Lesser number of applicants maybe allowed in extreme and urgent situation provided they are to pay the full amount equivalent to the payment of 10 people.

11. Adopted by the Administrative Council last January 29, 2015, this issuance will take effect immediately and will remain in effect unless revoked by competent authority.

12. For the information, commitment and guidance of all.

SERAFIN L. NGOHAYON, Ph.D.
University President