



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
Sudlon, Lahug, Cebu City



April 5, 2013

**DIVISION MEMORANDUM**

No. 206 s. 2013

**GUIDELINES ON THE IMPLEMENTATION OF THE NATIONAL COMPETENCY  
AND CERTIFICATION 2013 PROGRAM**

**To : OIC, Assistant Superintendents  
Education Supervisors/Coordinators  
Secondary School Heads**

1. Attached is DepEd Order No. 18, s. 2013 dated March 27, 2013 entitled "**Guidelines On The Implementation Of The National Competency and Certification 2013 Program**".
2. Wide dissemination of this Memorandum is desired.

  
**ARDEN B. MONISIT, Ed.D.**  
Schools Division Superintendent

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Republic of the Philippines  
**Department of Education**

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27 MAR 2013

DepEd ORDER  
No. **18**, s. 2013

**GUIDELINES ON THE IMPLEMENTATION OF THE NATIONAL COMPETENCY  
AND CERTIFICATION 2013 PROGRAM**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Technical-Vocational Schools  
All Others Concerned

1. In order to have a standard costing and to systematize the competency assessment activities of the technical-vocational (Tech-Voc) Senior High School graduates under the K to 12 Basic Education Program in 2018, the Department of Education (DepEd) adopts the modified Technical-Vocational Skills Development Authority (TESDA) Assessment scheme called the **National Competency and Certification Program**. This will be piloted starting this School Year (SY) 2012-2013 to cover the Strengthened Technical-Vocational Education Program (STVEP) graduating students with various specializations (qualifications).
2. To ensure the smooth implementation of the competency assessment at the field level using this new scheme, the DepEd through the Tech-Voc Unit, Bureau of Secondary Education (BSE), issues the enclosed guidelines to provide policy directions to the 282 nationally-recognized Tech-Voc secondary schools for the pilot implementation of the NATCAC.
3. The eligible public Tech-Voc secondary schools shall be the beneficiaries of this assistance, subject to the enclosed guidelines on the availment, release, utilization, and liquidation of the downloaded funds.
4. Funds for this purpose shall be charged to the Fiscal Year (FY) 2012 Tech-Voc Continuing Appropriations, which will be downloaded to the DepEd division offices with Tech-Voc secondary schools under their jurisdiction.
5. For inquiries and other concerns, all concerned may contact **Dr. Milagros C. Valles**, Director II, Head, Tech-Voc Unit, BSE, 4<sup>th</sup> Floor, Room 413, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City at telephone no.: (02) 633-9346; telefax no.: (02) 632-0170 or send a message through email address: [depedtechvoc@yahoo.com](mailto:depedtechvoc@yahoo.com).

6. Provisions contained in previous issuances inconsistent with this Order are revoked.

7. Immediate dissemination of and strict compliance with this Order is directed.



**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encls.:  
As stated

Reference:  
None

To be indicated in the Perpetual Index  
under the following subjects:

CERTIFICATION  
PROGRAMS  
TECHNICAL-VOCATIONAL EDUCATION

R-MCR/DO-NATCAC  
00291/ March 11, 2013

(Enclosure No. 1 to DepEd Order No. 18, s. 2013)

**GUIDELINES ON THE IMPLEMENTATION OF THE NATIONAL COMPETENCY AND CERTIFICATION (NATCAC)-DEPED 2013 PROGRAM**

To ensure the smooth conduct of the competency assessment including the proper disbursement and utilization of funds at the field level, the following responsibilities and work flow/procedures should be followed accordingly:

<b>Department of Education (DepEd)</b>	<b>Technical Education and Skills Development Authority (TESDA)</b>
<b>CO - DepEd Central Office (CO)</b> issues Guidelines on the implementation of the new assessment scheme to the DepEd field levels (regional/division/school).	<b>CO - TESDA Central Office (CO)</b> prepares the National Competency Assessment and Certification (NATCAC) plan for STVEP schools.
<b>CO - DepEd CO</b> transfers funds to DepEd Division Offices based on the TESDA prescribed standard rate at P550.00 per student per qualification (based on the list of graduating students by school).	<b>CO - Discharges TESDA mandate-RA 7796 Section 22</b> through its network of 17 Regional Offices, 89 Provincial and District Offices, and a network of around 2500 Accredited Assessment Centers supported by a cadre of nearly 7000 Accredited Competency Assessors through TESDA Order.
<b>RO - DepEd Regional Offices (RO)</b> coordinates with TESDA RO for the conduct of an orientation for the techvoc school administrators on the new assessment scheme.	<b>RO - TESDA Regional Office (RO)</b> conducts briefing on the NATCAC-DepEd strategy for the DepEd Division Offices and the STVEP schools.
<b>School - STVEP School APPLIES</b> at TESDA PO for the assessment of their students. The schools submit only the actual number of students to be assessed based on the result of the self - assessment conducted prior to the actual competency assessment. This will be the basis for the payment of the assessment fee to the TESDA Accredited Assessment Centers.	<b>PO - TESDA Provincial Offices (PO)</b> prepares the schedule of competency assessment with TESDA's Accredited Assessment Centers, Assessment Venues, and Competency Assessors.
	<b>AC - Assessment Centers (AC)</b> prepares competency assessment billing of STVEP schools based on the actual number of students by qualification. The AC submits billing to DepEd DO for the corresponding payment.

<p><b>DO - DepEd Division Office (DO)</b> pays the TESDA Accredited Assessment Centers based on the actual number of students as specified in the billing statement provided by the ACs. Mismanagement of the downloaded funds shall be dealt with accordingly. Unused funds shall be returned back to the National Treasury.</p>	<p><b>AC - Assessment Centers</b> conducts Competency Assessment for graduating students of the STVEP schools and submits Registry of Workers Assessed and Certified (RWAC) to TESDA Provincial Office.</p>
<p><b>School</b> - STVEP School collects Competency Assessment Result Summary (CARS) as part of the documents that will be presented to the TESDA Provincial Office in claiming the National Certificates or Certificates of Competency.</p>	<p><b>AC</b> - At the end of the assessment, AC issues Competency Assessment Result Summary (CARS) which bears the result of the assessment per competency. The assessor will discuss the results with the assessees.</p>
<p><b>DO-</b> DO pays TESDA PO for the certification at P50 per National Certificate (NC) passer/Certificate of Competency (COC).</p>	<p><b>AC</b> - Prepare the Registry of Workers Assessed and Certified (RWAC) signed by the Assessment Center Manager, the Competency Assessor, and the TESDA Representative as necessary, the RWAC will be brought to the Provincial Office, based on the result of the assessment, within the day of the assessment.</p>
<p><b>School</b> - STVEP authorized School officials, with all the necessary documents and receipts of payments made by the DO on the competency assessment, proceeds to the TESDA PO to CLAIM the National Certificate or COC subject to existing procedures.</p>	<p><b>PO</b> - Prepares certificates for release to STVEP schools.</p>

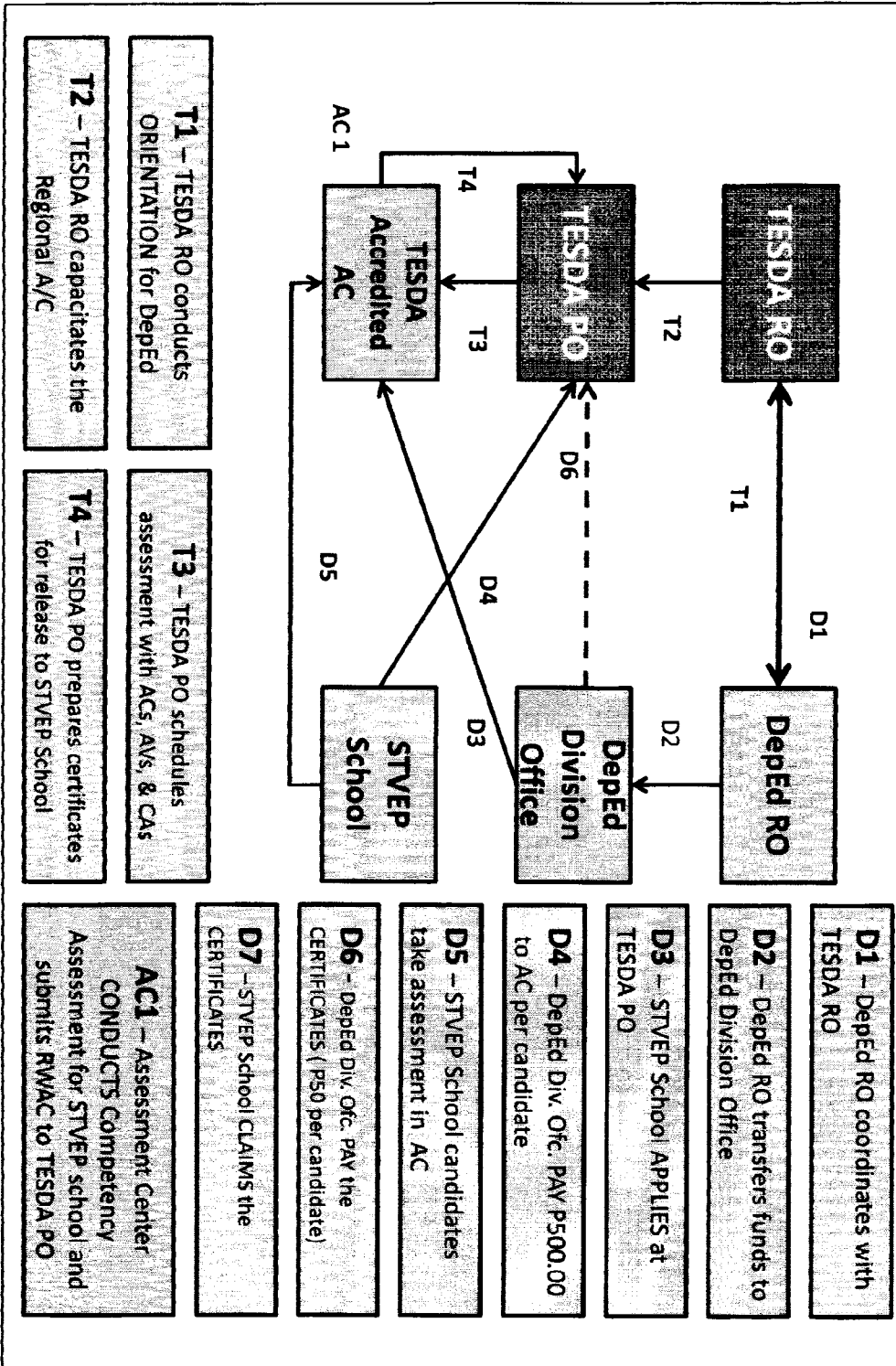
The transportation and other incidental expenses with regard to the assessment shall be shouldered by the students themselves or can be sourced out from local funds.

The Division Offices shall submit their liquidation reports to the DepEd through the Techvoc Unit, BSE reflecting specific expenditures, with the COA certification, one month after the conduct of the assessment.

Attached is the list of techvoc schools with the number of students for assessment by specialization to be conducted from February to March 2013, as basis for the scheduling of the competency assessment; and the NATCA-DepEd Program, for reference.

# NATCAC-DepEd FLOW

Prepared by CACO February 20, 2013



**D1** – DepEd RO coordinates with TESDA RO

**D2** – DepEd RO transfers funds to DepEd Division Office.

**D3** – STVEP School APPLIES at TESDA PO

**D4** – DepEd Div. Ofc. PAY P500.00 to AC per candidate

**D5** – STVEP School candidates take assessment in AC

**D6** – DepEd Div. Ofc. PAY the CERTIFICATES (P50 per candidate)

**D7** – STVEP School CLAIMS the CERTIFICATES

**AC1** – Assessment Center CONDUCTS Competency Assessment for STVEP school and submits RWAC to TESDA PO

**T1** – TESDA RO conducts ORIENTATION for DepEd

**T2** – TESDA RO capacitates the Regional A/C

**T3** – TESDA PO schedules assessment with ACs, AVs, & CAS

**T4** – TESDA PO prepares certificates for release to STVEP School

**SUMMARY LIST OF DEPED DIVISIONS FOR THE DOWNLOADING OF  
COMPETENCY ASSESSMENT SUBSIDY (CAS)**

Regions	Divisions	No. of Techvoc Schools	No. of Students to be Assessed	Amount to be Downloaded
I	1. Laoag City	2	396	PhP 217,800.00
	2. La Union	1	150	82,500.00
	3. Ilococ Norte	2	367	201,850.00
	4. San Carlos City	1	481	264,550.00
	5. Pangasinan I	3	684	376,200.00
	6. Pangasinan II	2	615	338,800.00
	<b>SUB-TOTAL</b>	<b>11</b>	<b>2,693</b>	<b>1,481,150.00</b>
II	7. Batanes	2	119	65,450.00
	8. Cagayan	20	3093	1,701,150.00
	9. Isabela	11	1761	968,550.00
	10. Nueva Vizcaya	1	94	51,700.00
	11. Quirino	1	114	62,700.00
	<b>SUB-TOTAL</b>	<b>34</b>	<b>5,181</b>	<b>2,849,550.00</b>
III	12. Angeles City	1	627	344,850.00
	13. Aurora	1	136	74,800.00
	14. Bataan	1	233	128,150.00
	15. Bulacan	6	2243	1,233,650.00
	16. Malolos City	1	195	107,250.00
	17. Nueva Ecija	3	594	326,700.00
	18. Pampanga	3	702	386,100.00
	19. San Jose del Monte City	1	383	210,650.00
	20. Tarlac	5	2458	1,351,900.00
	21. Zambales	1	110	60,500.00
	<b>SUB-TOTAL</b>	<b>23</b>	<b>7,681</b>	<b>4,224,550.00</b>
IV-A	22. Batangas	3	810	445,500.00
	23. Calamba City	1	383	210,650.00
	24. Cavite	3	2640	1,452,000.00
	25. Laguna	2	1294	711,700.00
	26. Quezon	4	719	395,450.00
	27. Tanauan City	1	345	189,750.00
	<b>SUB-TOTAL</b>	<b>14</b>	<b>6,191</b>	<b>3,405,050.00</b>
IV-B	28. Occidental Mindoro	3	277	152,350.00
	29. Oriental Mindoro	1	202	111,100.00
	30. Calapan City	1	122	67,100.00
	31. Palawan	2	498	273,900.00
	32. Romblon	1	113	62,150.00
	<b>SUB-TOTAL</b>	<b>8</b>	<b>1,212</b>	<b>666,600.00</b>
V	33. Albay	2	570	313,500.00
	34. Camarines Norte	2	179	98,450.00
	35. Camarines Sur	5	586	322,300.00
	36. Catanduanes	3	620	341,000.00

**SUMMARY LIST OF DEPED DIVISIONS FOR THE DOWNLOADING OF  
COMPETENCY ASSESSMENT SUBSIDY (CAS)**

<b>Regions</b>	<b>Divisions</b>	<b>No. of Techvoc Schools</b>	<b>No. of Students to be Assessed</b>	<b>Amount to be Downloaded</b>
	37. Iriga City	1	267	146,850.00
	38. Masbate	3	365	200,750.00
	39. Naga City	1	562	309,100.00
	40. Sorsogon	3	312	171,600.00
	<b>SUB-TOTAL</b>	<b>20</b>	<b>3,461</b>	<b>1,903,550.00</b>
<b>VI</b>	41. Aklan	6	956	525,800.00
	42. Antique	4	891	490,050.00
	43. Capiz	1	148	81,400.00
	44. Iloilo	6	1698	933,900.00
	45. Negros Occidental	2	267	146,850.00
	46. Roxas City	1	202	111,100.00
	47. Silay City	1	191	105,050.00
	<b>SUB-TOTAL</b>	<b>22</b>	<b>4353</b>	<b>2,394,150.00</b>
<b>VII</b>	48. Bohol	2	152	83,600.00
	49. Cebu	2	520	286,000.00
	50. Cebu City	1	40	22,000.00
	51. Guihulngan City	1	40	22,000.00
	52. LapuLapu City	1	204	112,200.00
	53. Mandaue City	2	629	345,950.00
	54. Siquijor	1	72	39,600.00
	55. Talisay City	1	274	150,700.00
	56. Toledo City	1	124	68,200.00
	<b>SUB-TOTAL</b>	<b>13</b>	<b>2055</b>	<b>1,130,250.00</b>
<b>VIII</b>	57. Biliran	5	920	506,000.00
	58. Calbayog City	1	171	94,050.00
	59. Eastern Samar	10	1134	623,700.00
	60. Leyte	8	1852	1,018,600.00
	61. Maasin City	1	38	20,900.00
	62. Northern Samar	16	2992	1,645,600.00
	63. Samar	2	364	200,200.00
	64. Southern Leyte	5	379	208,450.00
	65. Tacloban City	1	89	48,950.00
	<b>SUB-TOTAL</b>	<b>49</b>	<b>7939</b>	<b>4,366,450.00</b>
<b>IX</b>	66. Dipolog City	2	147	80,850.00
	67. Pagadian City	1	194	106,700.00
	68. Zamboanga del Norte	2	427	234,850.00
	69. Zamboanga del Sur	3	611	336,050.00
	<b>SUB-TOTAL</b>	<b>8</b>	<b>1379</b>	<b>758,450.00</b>
<b>X</b>	70. Bukidnon	1	316	173,800.00
	71. Iligan City	3	158	86,900.00
	72. Misamis Occidental	2	285	156,750.00
	73. Misamis Oriental	2	392	215,600.00
	74. Ozamiz City	1	269	147,950.00



**SUMMARY LIST OF DEPED DIVISIONS FOR THE DOWNLOADING OF  
COMPETENCY ASSESSMENT SUBSIDY (CAS)**

<b>Regions</b>	<b>Divisions</b>	<b>No. of Techvoc Schools</b>	<b>No. of Students to be Assessed</b>	<b>Amount to be Downloaded</b>
	<b>SUB-TOTAL</b>	<b>9</b>	<b>1420</b>	<b>781,000.00</b>
<b>XI</b>	75. Davao City	4	285	156,750.00
	76. Davao del Norte	2	580	319,000.00
	77. Davao del Sur	2	329	180,950.00
	78. Davao Oriental	7	1040	572,000.00
	79. Digos City	1	62	34,100.00
	80. Mati City	2	182	100,100.00
	81. Tagum City	1	309	169,950.00
	<b>SUB-TOTAL</b>	<b>19</b>	<b>2787</b>	<b>1,532,850.00</b>
<b>XII</b>	82. Gen. Santos City	2	600	410,850.00
	83. Cotabato City	1	147	80,850.00
	84. North Cotabato	1	53	29,150.00
	85. Sarangani	3	862	474,100.00
	86. South Cotabato	2	163	89,650.00
	<b>SUB-TOTAL</b>	<b>9</b>	<b>1825</b>	<b>1,003,750.00</b>
	87. Agusan del Norte	1	251	138,050.00
<b>CARAGA</b>	88. Agusan del Sur	2	169	92,950.00
	89. Bislig City	1	309	53,350.00
	90. Butuan City	2	374	205,700.00
	91. Dinagat Island	1	97	169,950.00
	92. Surigao del Norte	2	252	138,600.00
	93. Surigao del Sur	3	396	217,800.00
	<b>SUB-TOTAL</b>	<b>12</b>	<b>1848</b>	<b>1,016,400.00</b>
<b>CAR</b>	94. Abra	2	114	62,700.00
	95. Apayao	2	145	79,750.00
	96. Benguet	2	283	155,650.00
	97. Kalinga	5	320	176,000.00
	98. Mt. Province	4	175	96,250.00
	<b>SUB-TOTAL</b>	<b>15</b>	<b>1037</b>	<b>570,350.00</b>
<b>NCR</b>	99. Manila	3	915	503,250.00
	100. Marikina City	1	198	108,900.00
	101. Muntinlupa City	2	1160	638,000.00
	102. Pasig City	1	484	266,200.00
	103. Quezon City	1	299	164,450.00
	<b>SUB-TOTAL</b>	<b>8</b>	<b>3056</b>	<b>1,680,800.00</b>
	<b>GRAND TOTAL</b>	<b>274</b>	<b>54,118</b>	<b>PHP 29,764,900.00</b>