



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



March 15, 2019

DIVISION MEMORANDUM
No. 160, s. 2019

**REQUIREMENTS IN THE APPLICATION FOR ACCREDITATION AS ASSESSMENT
CENTER OF SENIOR HIGH SCHOOLS UNDER THE TVL TRACK**

TO : Assistant Superintendents
Chief Education Program Supervisors
Education Program Supervisors/Coordinators
District Supervisors/OICs
Public and Private Secondary School Heads
All Other Concerned

1. Attached is Regional Memorandum No. 137, s. 2019, entitled **REQUIREMENTS IN THE APPLICATION FOR ACCREDITATION AS ASSESSMENT CENTER OF SENIOR HIGH SCHOOLS UNDER THE TVL TRACK** for your reference.
2. Interested schools are required to submit application requirements through the Division Senior High School Coordinating Office for review and validation of the DREC. This provision applies only to interested public schools.
3. For inquiry and clarification please call the Office of the SHS Division Focal Person, 09158002390.
4. Immediate dissemination of this Memorandum is desired.


RHEA MAR A. ANGTUD, Ed.D., CESO V
Schools Division Superintendent

Telephone Numbers:

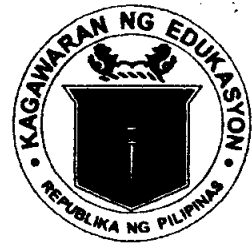
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3-15-2019



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



MAR 11 2019

REGIONAL MEMORANDUM
No. 0137 s. 2019

REQUIREMENTS IN THE APPLICATION FOR ACCREDITATION AS ASSESSMENT CENTER OF THE SENIOR HIGH SCHOOLS UNDER TVL TRACK

To: Schools Division Superintendents

1. Attached is a letter from Dir. **TONI JUNE A. TAMAYO, CESO III**, Regional Director, Technical Education and Skills Development Authority 7 (TESDA7), recommending if possible, for Senior High Schools to apply for accreditation as Assessment Center.
2. For more details, refer to the attached communication.
3. Immediate dissemination of this Memorandum is desired.

Julie A. Jeruta
JULIE A. JERUTA, Ph.D., CESO IV
Director IV

IAJ/STJ/rw
CLMD'19

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7799; 414-7325. Office of the Assistant Director, Tel. No.: (032) 255-4542
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Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030,
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Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"ESD 2015: Karapatan ng Lahat, Pananagutan ng Lahat"



TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

ISO 9001: 2015 CERTIFIED

Tatak ng Integridad, Serbisyong Dekalidad, Kuagapaysa Pag-unlad



March 4, 2019

Juliet A. Jeruta, Ph.D., CESO IV
Regional Director
Department of Education
Region VII, Cebu City

Dear Dir. Jeruta:

Greetings!

This pertains to the Assessment of the Senior High Schools under the TVL track that are being conducted in Assessment Venues (DAVs).

It has been observed that there are schools requesting for assessment using their schools as Assessment Venues which are not yet qualified as a Designated Assessment Venue (DAV). DAV is a facility appropriately equipped and designated by the Assessment Center where assessment may take place.

Section 9 of TESDA Circular No. 15 series of 2015 re Guidelines on Assessment and Certification under the Philippine TVET Competency Assessment and Certification System (PTCACS) stipulates that "Accredited Assessment Centers may establish linkages with relevant companies or enterprises for the conduct of workplace or on-site assessment as well as public and private training institutions with "With Training Regulation (WTR)-registered" programs as assessment venues for the purpose of assessing their graduating students/trainees. These arrangement shall however, be officially approved by the TESDA Provincial Office."

In view of the above, we have advised our Provincial Offices to strictly adhere to such provision unless the school or the training center has a WTR-registered program that would qualify them as Designated Assessment Venue.

For the safety and convenience of the Senior High School students who are interested to undergo assessment, may we recommend, if possible, for the schools to apply for accreditation as Assessment Center. Attached is a list of requirements for reference.

Thank you very much and warm regards.

Very truly yours,


TONI JUNE A. TAMAYO, CESO III
Regional Director



**CHECKLIST OF REQUIREMENTS
COMPETENCY ASSESSMENT CENTER**

1.	Letter of Intent
2.	Copy of SEC Registration or equivalent (CDA- registered, R.A., except Sole Proprietorship)
3.	Financial Statement (Latest audited) <ul style="list-style-type: none">• For New Company: Paid up capital required by the SEC• For Existing: Latest Audited by a third party
4.	Business Permit (Current and valid)
5.	Fire Safety Certificate (Current and valid)
6.	BIR Registration (Valid)
7.	Company Profile
8.	Organizational Structure
9.	Staff Complement and Profile
10.	Building lay-out/floor plan/shop lay-out
11.	Self-Assessment Checklist (TESDA-OP-CO-03-F03)
12.	List of complete facilities, tools, equipment, and materials appropriate to the qualification/ applied for (identified in the CATs)
13.	Location map
14.	Lease Contract/Proof of Ownership of the location/premises of the Assessment Center
15.	Checklist of tools, equipment, supplies and materials, and facilities (TESDA-OP-CO-03-F04)