



ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT

NAME OF DEPARTMENT/AGENCY/LGU: ORMOC TECHNICAL EDUCATION AND SKILLS DEVELOPMENT CENTER

SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: Yes No

LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS:

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title)	Specific Provision in the Governing Law(s) as Basis	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
Application and Enrollment for Scholarship Applicants	Ordinance No. 002, series of 2019 "Ormoc Technical Education and Skills Development Center or Ormoc TESDC Ordinance"	Section 4 of Ormoc TESDC Ordinance: <i>"b. To conduct vocational and technological trainings on TESDA accredited courses with NC I, II and other levels of certifications;"</i>		September 25, 2019	N/A
Application and Enrollment for Scholarship Applicants	Ordinance No. 002, series of 2019 "Ormoc Technical Education and Skills Development Center or Ormoc TESDC Ordinance"	Section 4 of Ormoc TESDC Ordinance: <i>"b. To conduct vocational and technological trainings on TESDA accredited courses with NC I, II and other levels of certifications;"</i>		September 25, 2019	N/A
Conduct of Training	Ordinance No. 002, series of 2019	Section 4 of Ormoc TESDC Ordinance:		September 25, 2019	N/A



	“Ormoc Technical Education and Skills Development Center or Ormoc TESDC Ordinance”	<i>“b. To conduct vocational and technological trainings on TESDA accredited courses with NC I, II and other levels of certifications;”</i>			
Inquiry and Application for Supervised Industry Training	Ordinance No. 002, series of 2019 “Ormoc Technical Education and Skills Development Center or Ormoc TESDC Ordinance”	Section 4 of Ormoc TESDC Ordinance: <i>“c) To produce graduates that are globally competitive with an end goal of giving graduates higher chance of employability;”</i>		September 25, 2019	N/A
Issuance of Certificate of Training	Ordinance No. 002, series of 2019 “Ormoc Technical Education and Skills Development Center or Ormoc TESDC Ordinance”	Section 4 of Ormoc TESDC Ordinance: <i>“b. To conduct vocational and technological trainings on TESDA accredited courses with NC I, II and other levels of certifications;”</i>		September 25, 2019	N/A
Issuance of Transcript of Records	Ordinance No. 002, series of 2019 “Ormoc Technical Education and Skills Development Center or Ormoc TESDC Ordinance”	Section 4 of Ormoc TESDC Ordinance: <i>“b. To conduct vocational and technological trainings on TESDA accredited courses with NC I, II and other levels of certifications;”</i>		September 25, 2019	N/A
Procurement of Supplies, Equipment	Ordinance No. 002, series of 2019	Section 4 of Ormoc TESDC Ordinance:		September 25, 2019	N/A



and Services	“Ormoc Technical Education and Skills Development Center or Ormoc TESDC Ordinance”	“b. To conduct vocational and technological trainings on TESDA accredited courses with NC I, II and other levels of certifications;”			
Application for Assessment and Certification	Ordinance No. 002, series of 2019 “Ormoc Technical Education and Skills Development Center or Ormoc TESDC Ordinance”	Section 4 of Ormoc TESDC Ordinance: “d. To serve as an Assessment Center for Tech-Voc programs;”		September 25, 2019	N/A
Request of National Certificate / Certificate of Competency	Ordinance No. 002, series of 2019 “Ormoc Technical Education and Skills Development Center or Ormoc TESDC Ordinance”	Section 4 of Ormoc TESDC Ordinance: “d. To serve as an Assessment Center for Tech-Voc programs;”		September 25, 2019	N/A



SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: APPLICATION AND ENROLLMENT FOR SCHOLARSHIP APPLICANTS

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Duly accomplished Registration Form MIS 03_01 v.2020 (1 original)	To have a complete information of the applicant	Inquires on the trainings available for enrolment		10 Minutes	None
Long Folder (1 pc)	To compile all requirements submitted per applicant	Accomplishes registration form and receives list of requirements		20 Minutes	None
PSA/NSO/Live Birth Certificate (2 photocopies)	For proper identification of applicant	Comply and submit required list of requirements for scholarship	To assess if applicant is qualified	15 Minutes	None
Passport size ID Pictures white background- Glossy type with collar, nametag and signature (4 pcs)	For proper identification of applicant	Wait for advise on the start of training	This is due to OTESDC is dependent on the number of scholarship to be given by TESDA	15 Minutes	None
1x1 size ID Pictures white background- Glossy type with collar, nametag and signature (3 pcs)	For proper identification of applicant				
Education diploma/ Form 137/ ALS Certification of Completion (2 photocopies)	To determine if applicant is qualified for the scholarship				
TOTAL				1 Hour	None



GOVERNMENT SERVICE: APPLICATION AND ENROLLMENT FOR REGULAR APPLICANTS

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Duly accomplished Registration Form MIS 03_01 v.2020 (1 original)	To have a complete information of the applicant	Inquires on the trainings available for enrolment		10 Minutes	None
Long Folder (1 pc)	To compile all requirements submitted per applicant	Accomplishes registration form and receives list of requirements		20 Minutes	None
PSA/NSO/Live Birth Certificate (2 photocopies)	For proper identification of applicant	Pay Training Fee	This is for applicants that cannot avail the scholarship programs (Industry Workers)	15 Minutes	Fee depends on the Qualification: <ul style="list-style-type: none"> • SMAW NC I - PHP14,354 • SMAW NC II – PHP15,213 • GTAW NC II – PHP10,000 • EIM NC II – PHP6,022
Passport size ID Pictures white background- Glossy type with collar, nametag and signature (4 pcs)	For proper identification of applicant	Comply and submit required list of requirements for scholarship	To assess if applicant is qualified	15 Minutes	None
1x1 size ID Pictures white background- Glossy type with collar, nametag and signature (3 pcs)	For proper identification of applicant	Wait for advise on the start of training	No. of Regular Applicants must reached to 10 to start regular training	15 Minutes	None



Education diploma/ Form 137/ ALS Certification of Completion (2 photocopies)	To determine if applicant is qualified for the scholarship				
TOTAL				1 Hour 15 Minutes	None

GOVERNMENT SERVICE: CONDUCT OF TRAINING					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Signed Registration Form as proof of enrollment	Proof of Enrollment	Attend the training based on the training duration of each qualification		26 Days (EIM NCII) 1 Month and 3 days (SMAW NC I, II and GTAW NCII)	None
TOTAL				Depends on the qualification	None

GOVERNMENT SERVICE: INQUIRY AND APPLICATION FOR SUPERVISED INDUSTRY TRAINING					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Duly accomplished Trainees Record Book (TRB) (1 original)	Serve as Record Book during trainee's SIT	Apply for the SIT/OJT Training Program	To enhance the knowledge, skills and attitude of trainee	1 Day 6 Minutes	None
1x1 size ID Pictures white background- Glossy type with collar, nametag and	For TRB Book	Job Placement and Referrals	To generate employment opportunities for	15 Minutes	None



signature (1 pc)			the graduates of the programs		
TOTAL				1 Day 21 Minutes	None

GOVERNMENT SERVICE: <u>ISSUANCE OF CERTIFICATE OF TRAINING</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Duly accomplished Request Form	To verify and check authenticity of graduate in masterlist	Accomplishes the request form and submits the requirements	To verify and check authenticity of graduate in master list	20 Minutes	None
Clearance	To verify if graduate is cleared from training	Receives Certificate of Training and signs the Training Certificate Record Book		5 Minutes	None
TOTAL				25 Minutes	None



GOVERNMENT SERVICE: ISSUANCE OF TRANSCRIPT OF RECORDS

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Clearance	To verify if graduate is cleared from training	Requests for the release of Transcript of Records		5 Minutes	None
		Accomplished the request form and submits together with clearance requirements to the registrar		3 days	None
		Claims the Transcript of Records and signs on the TOR Record Book		5 Minutes	None
TOTAL				3 Days 15 Minutes	



GOVERNMENT SERVICE: <u>APPLICATION FOR ASSESSMENT AND CERTIFICATION</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Fully filled up Application Form (1 original)	To get information from applicant	Inquires on assessment schedule		5 Minutes	
Self-Assessment Guide	To identify the candidate's skills and knowledge	Submits application form with complete requirements		15 Minutes	
Picture, passport size, white background with collar and name tag (2 pieces)	To identify the applicant	Secures Order of Payment (if not a beneficiary)		15 Minutes	
Birth Certificate (1 photocopy)	For proper identification of applicant	Pays assessment fee (if not a beneficiary)	This is for applicants that are not a graduate of TESDC programs (Industry Workers)	2 Minutes	Fee depends on the Qualification: <ul style="list-style-type: none"> • SMAW NC I - PHP 1,775 • SMAW NC II – PHP 2,175 • GTAW NC II – PHP 1,760
Employment Certificate for Industry Workers (1 original);	To certify if applicant is an industry worker	Submits Application Form in which Official Receipt Number is indicated (if not a beneficiary)		2 Minutes	
Training Certificate (1 photocopy/ each)	To certify if applicant is a graduate of a certain training	Receives Admission slip and assessment schedule		4 Minutes	
TOTAL				41 Minutes	Fee depends on the qualification



GOVERNMENT SERVICE: REQUEST OF NATIONAL CERTIFICATE / CERTIFICATE OF COMPETENCY

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Competency Assessment Result Summary (CARS) (1 original)	To verify if requestor has undergone Assessment	Presents the Competency Assessment Result Summary (CARS)		5 Minutes	None
Picture, colored, passport size, white background, with collar and with name written at the back (1 piece)	To be attached on the NC	Wait for the availability of certificate		1 day <i>(*Does not include the 14-day transmittal of documents from OTESDC to TESDA Provincial Office and vice versa, processing and printing of NC's.)</i>	None
		Receives the NC/CoC, signs the NC/CoC Record Book		2 Minutes	None
TOTAL				1 Day 7 Minutes	Fee depends on the qualification