

**COMPETENCY ASSESSORS' ACCREDITATION**  
**CHECKLIST OF REQUIREMENTS**

**Requirements**

- a. Letter of Intent;
- b. Accomplished Application Form (with picture, passport size);
- c. Picture, one (1) piece, 2" x 2", white background;
- d. Certificate of Employment indicating compliance to the requirements of number of years of work/industry experience or teaching experience as specified in the promulgated Training Regulations;
- e. National Certificate Level 2 or higher;
- f. Trainers Methodology Certificate (TMC) or Certificate of Competency on Conduct Competency Assessment (TMI-COC2);
- g. Certification on Loading (TESDA-OP-CO-04-F24) attested by the AC Manager, **Lead Assessor**, and the TESDA Representative that the applicant has assisted in the assessment to **at least ten (10) candidates** under the supervision of the Lead Assessor;
- h. For re-accreditation, Certificate of Attendance on Assessment Calibration for the relevant Qualification; and
- i. For re-accreditation, Results of Annual Performance Evaluation (TESDA-OP-CO-05-F37) and Report on Assessment Proceedings (TESDA-OP-CO-05-F34).

**CERTIFICATE OF CONCURENCE**

I \_\_\_\_\_(Name)\_\_\_\_\_, \_\_\_\_\_(Designation/Position)\_\_\_\_\_ of  
\_\_\_\_\_(Name)\_\_\_\_\_ of  
\_\_\_\_\_(Employer/Company)\_\_\_\_\_

Located at \_\_\_\_\_(Address of Establishment)\_\_\_\_\_ hereby  
certify that I have fully understood and will abide by the requirements and  
procedures under the Accreditation of Competency Assessor outlined as follows:

- a. Accreditation Procedures
- b. Requirements for Accreditation
- c. Accreditation Fee

Done this \_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

Noted by:

\_\_\_\_\_  
Provincial Director

\_\_\_\_\_  
Date



**TESDA-OP-CO-04-F16**  
**Rev.No.00-03/08/17**

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**

Address \_\_\_\_\_  
 Tel. No. \_\_\_\_\_

Picture  
 (Passport size  
 white  
 background)

**APPLICATION FORM  
 COMPETENCY ASSESSOR'S ACCREDITATION**

<b>SECTOR</b>		<b>TITLE OF QUALIFICATION</b>															
<b>Last Name</b>																	
<b>First Name</b>															MI		
<b>Complete Address</b>																	
<b>Date of Birth(mm/dd/yyyy)</b>						<b>Place of Birth</b>								<b>Email add</b>			
<b>Employer / Company</b>												<b>Tel. No</b>					
<b>Address</b>																	
<b>Position/ Designation</b>						<b>No. of years in the position</b>						<b>No. of years in industry</b>					
<b>Sex</b>	<b>Civil Status</b>	<b>Contact Number(s)</b>				<b>Highest Educational Attainment</b>				<b>Employment Status</b>							
<input type="checkbox"/> Male	<input type="checkbox"/> Single	Tel: _____				<input type="checkbox"/> TVET graduate				<input type="checkbox"/> Casual		<input type="checkbox"/> Permanent					
<input type="checkbox"/> Female	<input type="checkbox"/> Married	Mobile phone: _____				<input type="checkbox"/> College level				<input type="checkbox"/> Contractual		<input type="checkbox"/> Self-employed					
	<input type="checkbox"/> Window/er	e-mail : _____				<input type="checkbox"/> College graduate				<input type="checkbox"/> Others, pls. specify _____							
	<input type="checkbox"/> Separated	Fax: _____				<input type="checkbox"/> Post graduate											
		Others: _____				<input type="checkbox"/> Others: _____											
<b>Work Experience</b>																	
<b>Name of Company/Employer</b>				<b>Position</b>				<b>Inclusive Dates</b>				<b>Nature of Job</b>		<b>Length of Service</b>			
<small>(For more information, please use separate sheet)</small>																	
<b>Education and Training</b>																	
<b>Title</b>				<b>Course</b>				<b>Inclusive Dates</b>				<b>Institution</b>					
<small>(For more information, please use separate sheet)</small>																	
<b>Certification Record</b>																	
<b>Title</b>				<b>Qualification Level</b>				<b>Industry Sector</b>				<b>Certificate Number</b>		<b>Date of Certification</b>		<b>Expiration Date</b>	
<small>(For more information, please use separate sheet)</small>																	
<b>Endorsed by: (for industry practitioner)</b>		<b>Name of Association</b>								<b>Date of endorsement</b>							
		NAME & SIGNATURE / POSITION/ DESIGNATION															
<b>Specimen Signatures:</b>														<b>Right Thumb mark</b>			
1. _____				2. _____													

**Performance Evaluation Instrument**

Assessor's Name					
Qualification					
Name of Respondent		Date Accomplished			
[Pls. Tick (✓) where applicable]					
<input type="checkbox"/> AC Manager <input type="checkbox"/> Candidate					
INSTRUCTIONS: Put a tick (✓) mark in the appropriate column					
SCALE GUIDE	5– Very Satisfactory 4 – Satisfactory	3 – Good 2 – Fair	1 – Poor		
ITEM	RATING				
	5	4	3	2	1
1. Physical appearance and composure <i>(Pangkalahatang anyong pisikal at kung paano magdala sa sarili)</i>					
2. Ability to pace instruction <i>(Kakayahang magpaliwanag ng malumanay at mahusay kung ano ang mga dapat gawin)</i>					
3. Ability to establish good rapport with candidates <i>(Kakayahang magpadaloy ng komunikasyon sa pagitan niya at ng mga kukuha ng pagsusulit)</i>					
4. Ability to ensure that the candidate understands the instruction <i>(Kakayahang siguraduhing ang lahat ng instruksyon ay naiintindihan ng mga kukuha ng pagsusulit)</i>					
5. Ability to answer queries, comments, etc. <i>(Kakayahang magbigay ng karapat dapat na sagot o tugon sa mga tanong, puna o mga paglilinaw)</i>					
1. Ability to establish the assessment context and purpose of assessment <i>(Kakayahang magpaliwanag tungkol sa layunin ng pagsusulit)</i>					
2. Ability to plan and prepare the evidence gathering process <i>(Kakayahang paghandaan at iayos ang mga pangangailangan sa pagsusulit)</i>					
3. Ability to provide allowable/reasonable adjustments in the assessment procedure <i>(Kakayahang magbigay ng makabuluhang konsiderasyon sa may mga pangangailangan sa pagsusulit)</i>					
4. Ability to conduct assessment in accordance with the methodologies <i>(Kakayahang ipatupad ang pagsusulit ayon sa mga itinakdang panuntunan)</i>					
5. Ability to collect appropriate evidence during the conduct of assessment <i>(Kakayahang mangalap at sumuri ng mga tamang ebidensya habang nagbibigay ng pagsusulit)</i>					
6. Ability to provide clear and constructive feedback on the assessment decision <i>(Kakayahang magbigay ng malinaw at tamang kaukulang opinyon sa resulta ng pagsusulit)</i>					

7. Ability to provide fair, reliable and valid assessment decision (Kakayahang magbigay ng pantay, ugma at tamang desisyon sa resulta ng pagsusulit)					
Sub - score					
<b>FINAL RATING</b>					
<b>Signature of Respondent</b>					

FOR TESDA USE ONLY
EVALUATOR'S REMARKS:
RECOMMENDATION:
For re-accreditation <input type="checkbox"/> YES <input type="checkbox"/> For further review <input type="checkbox"/> NO

\*Frequency

For AC Manager – once a month

For Candidate - at least 2 candidates per assessment schedule

**LETTER OF NOTIFICATION**  
(Assessor)

\_\_\_\_\_  
Date  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Mr. /Ms. \_\_\_\_\_:

In connection with your application as competency assessor for (indicate title of qualification), we would like to inform you that:

- all your documents are in order
- the following documents are lacking  
(List document (s) to be submitted/completed) \_\_\_\_\_  
\_\_\_\_\_

Please visit our office on (indicate date and time) for the completion of the other requirements for accreditation. Failure to submit required documents within 48 hours shall imply disinterest.

Thank you very much.

Very truly yours,

\_\_\_\_\_  
Provincial Director



**REPORT ON ASSESSMENT PROCEEDINGS**

Name of Competency Assessment Center				
Accreditation Number				
Title of Qualification				
Date of Assessment		No. of Candidates		
Name of Competency Assessor(s)				
Findings and Observations:				
Items		Yes	No	Areas for Improvement
1. Competency Assessor has a signed Letter of Appointment				
2. Attendance of the candidates is checked and Admission Slips are verified and collected				
3. Supplies and materials are available during the conduct of assessment				
4. Tools and equipment are available and in good working conditions				
5. Assessment starts on time				
6. Conduct of assessment is in accordance with the methods identified in the CATs				
7. Projects produced by the candidates are in accordance with the requirements in the CATs.				
8. Candidates are provided with clear and constructive feedback on the assessment decision (one-on-one)				
9. Assessor has the ability to manage the competency assessment proceedings				
10. Complaints of candidates are properly addressed and handled by the Assessor & the AC, when applicable				
11. Assessment Packages issued to the Assessor are completely returned upon completion of assessment				
12. Assessment-related documents are accurately accomplished and submitted promptly after assessment				
<ul style="list-style-type: none"> <li>• Rating Sheets</li> <li>• CARS</li> <li>• Attendance Sheet</li> <li>• RWAC</li> <li>• Applications Forms with SAGs</li> <li>• Assessor's Guide &amp; Specific Instruction to Candidate</li> </ul>				
Narrative: <i>(Recommended areas for improvement of items which are not covered or listed above)</i>				
Prepared by:		Date:		
<hr style="width: 80%; margin-left: auto; margin-right: auto;"/> <p style="text-align: center;">Signature over Printed Name (TESDA Rep)</p>		<hr style="width: 80%; margin-left: auto; margin-right: auto;"/>		



## *CERTIFICATION*

This is to certify that \_\_\_\_\_ has assisted in the assessment to at least \_\_\_\_\_ candidates in \_\_\_\_\_ under the supervision of the Accredited Competency Assessor on \_\_\_\_\_ at \_\_\_\_\_.

This Certification is being issued in compliance to the requirements for accreditation as competency assessor in accordance with the provisions of the Quality Procedures Manual on Accreditation of Competency Assessor.

Given this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Competency Assessor

\_\_\_\_\_  
Assessment Center Manager

\_\_\_\_\_  
TESDA Representative

**NATIONAL LEAD ASSESSORS' ACCREDITATION**  
**CHECKLIST OF REQUIREMENTS**

**Requirements**

- a. Resume / Curriculum Vitae;
- b. *Certification* issued by QSO that the Expert Panel Member served as expert in the development of Competency Standards / Competency Assessment Tools;
- c. Letter of endorsement from Industry Association or Partner Government Agency; and
- d. Certificate of Employment indicating compliance to the requirements of number of years of industry experience as prescribed in the promulgated Training Regulations.