

Summary of Services

Annex A

Office: TESDA Region 02 – Regional Operations Division

Service (2)	Classification (3)	Total Fees to be Paid (4)	Total Processing Time (5)	Documents Required (6)
UTPRAS -Mobile Training Program	Complex Transaction	P2,000.00	7 days	<ul style="list-style-type: none"> <li>• Program Registration Application Documents</li> <li>• Certified true copy of CTPR of the Registered Institution-based Program</li> <li>• Mobile Vehicle current/updated Official Receipt (OR) and Certificate of Registration (CR)</li> <li>• Copy of the approved program registration documents</li> <li>• MOA between the MTP provider and its training partner for non-mobile training venue; and</li> <li>• Design/layout of the training mobile vehicle or non-movable training venue</li> </ul>
National TVET Trainers Certification (NTTC)	Simple Transaction	None	2days	<ul style="list-style-type: none"> <li>• Trainers Profile</li> <li>• Copy of TMC</li> <li>• Copy of NC</li> <li>• Certificate of Experience</li> </ul>

SERVICE SPECIFICATION

ANNEX C

SERVICE NAME (1): Unified TVET Program Registration System

Description of the Service: (2) Mobile Training Program

Office or Division:	(3) Regional Operations Division
Classification:	(4) Complex Transaction
Type of Transaction	(5) Training Program Registration (Mobile Training Program)
Who may avail:	(6) TVIs with Registered Institution-based Programs

CHECKLIST OF REQUIREMENTS (7)	WHERE TO SECURE (7)
<ul style="list-style-type: none"> <li>• Program Registration Application Documents</li> <li>• Certified true copy of CTPR of the Registered Institution-based Program</li> <li>• Mobile Vehicle current/updated Official Receipt (OR) and Certificate of Registration (CR)</li> <li>• Copy of the approved program registration documents</li> <li>• MOA between the MTP provider and its training partner for non-mobile training venue; and</li> <li>• Design/layout of the training mobile vehicle or non-movable training venue</li> </ul>	<ul style="list-style-type: none"> <li>• TESDA</li> <li>• LTO</li> <li>• Partner Industries</li> </ul>

CLIENT STEPS (8)	AGENCY ACTION (9)	FEES TO BE PAID (10)	PROCESSING TIME (11)	PERSON RESPONSIBLE (12)
<ul style="list-style-type: none"> <li>• Submit complete and updated documents to Regional Office</li> </ul>	<ul style="list-style-type: none"> <li>• Review of application documents submitted</li> <li>• Inspection of Facilities</li> <li>• Issue Approved CTPR</li> </ul>	P 2,000.00	7 working days	Regional UTPRAS Focal Person
TOTAL		P 2,000.00	7 working days	

SERVICE SPECIFICATION

ANNEX C

SERVICE NAME (1): National TVET Trainers Certificate (NTTC) and Provisional NTTC

Description of the Service: (2) Issuance of National TVET Trainers Certificate and Provisional NTTC

Office or Division (3)	Regional Operations Division
Classification (4)	Simple Transaction
Type of Transaction (5)	<u>Issuance of National TVET Trainers Certificate and Provisional NTTC</u>
Who may avail (6)	TVET Trainers

CHECKLIST OF REQUIREMENTS (7)			WHERE TO SECURE (7)	
<ul style="list-style-type: none"> <li>Trainers Profile</li> <li>Copy of TMC</li> <li>Copy of NC</li> <li>Certificate of Experience</li> </ul>			<ul style="list-style-type: none"> <li>Assessment Center</li> <li>TVI</li> <li>Partner Industries</li> </ul>	
CLIENT STEPS (8)	AGENCY ACTION (9)	FEES TO BE PAID (10)	PROCESSING TIME (11)	PERSON RESPONSIBLE (12)
<ul style="list-style-type: none"> <li>PO to Submit complete and updated documents to Regional Office</li> </ul>	<ul style="list-style-type: none"> <li>Review of application documents submitted</li> <li>Verifu Authenticity of submitted documents</li> <li>Prepare/Issue NTTC</li> </ul>	none	2 working days	Regional CACS Focal Person
TOTAL		none	2 working days	