



**Ormoc Technical Education and Skills Development Center
(OTESDC)
External Services**



Qualification and Standard Unit

External Services



1. Application for Scholarship and Enrollment

This service pertains to the inquiry of interested citizens to a certain available free training program offered by the training center.

Office Or Division:	Registrar's Office			
Classification:	Simple			
Type Of Transaction:	G2C – Government to Citizen			
Who May Avail:	<ul style="list-style-type: none"> - Must be a Filipino Citizen - 15 years old above - At least with 10 years Basic Education - Must not be a current beneficiary of other Government Educational Scholarship or subsidy programs <p><i>Note: Entry requirements may vary depending on the Scholarship availability</i></p>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Registration Form MIS 03_01 v.2020 (1 original)		Receiving Officer/Registrar		
2. Long Folder (1 pc)		Applicant		
3. PSA/NSO/Live Birth Certificate/ Marriage Certificate (for Married women) (2 copies)		Philippine Statistic Authority/ Local Civil Registry Office		
4. Passport size ID Pictures white background- Glossy type with collar, nametag and signature (4pcs)		Applicant		
5. 1x1 size ID Pictures white background- Glossy type with collar, nametag and signature (3 pcs)		Applicant		
6. Education diploma/ Form 137/ ALS Certification of Completion (2 photocopies)		Last School Attended or Graduated		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire on the scholarship grant, trainings and programs	1.1. Provides information on the available trainings and programs	None	10 Minutes	Receiving Officer / Registrar Registrar's Office



available for enrollment	1.2. Issues TESDA Enrollment Registration Form			
2. Accomplish Registration Form (MIS 03_01 v.2020) and receives list of required documents	2. Receives and evaluates the accomplished Registration Form (MIS 03_01 v.2020) as to completeness and correctness.	None	10 Minutes	<i>Receiving Officer / Registrar Registrar's Office</i>
3. Comply and submit required documents	3. Evaluates the submitted documents. 3.1 Encode Applicants information provided in the Registration Form to the TESDA Online T2MIS. 3.2 Issues Admission Slip with ULI number auto-generated from the T2MIS.	None	5 Minutes	<i>Receiving Officer / Registrar Registrar's Office</i>
4. Receive Admission Slip with ULI number	4. Inform the Applicant on the Training Dates. 4.1 Print T2MIS Form 03-02 list of enrolled learners in a batch.	None	5 Minutes	<i>Receiving Officer / Registrar Registrar's Office</i>
TOTAL		None	30 Minutes	



2. Application and Enrollment for Regular Applicants

This service pertains to the inquiry of Industry Workers to a certain available training program offered by the training center.

Office Or Division:	Registrar's Office			
Classification:	Simple			
Type Of Transaction:	G2C – Government to Citizen			
Who May Avail:	Industry Workers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Registration Form MIS 03_01 v.2020 (1 original)		Receiving Officer/Registrar		
2. Long Folder (1 pc)		Applicant		
3. PSA/NSO/Live Birth Certificate/ Marriage Certificate (for Married women) (2 copies)		Philippine Statistic Authority/ Local Civil Registry Office		
4. Passport size ID Pictures white background- Glossy type with collar, nametag and signature (4 pcs)		Applicant		
5. 1x1 size ID Pictures white background- Glossy type with collar, nametag and signature (3 pcs)		Applicant		
6. Education diploma/ Form 137/ ALS Certification of Completion (2 photocopies)		Last School Attended or Graduated		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiries on the trainings and programs available for enrolment	1.1. Provides information on the available trainings and programs 1.2. Issues TESDA Enrollment Registration Form	None	10 Minutes	<i>Receiving Officer / Registrar</i> Registrar's Office
2. Accomplishes registration form and	2. Receives and evaluates the	None	10 Minutes	<i>Receiving Officer / Registrar</i>



receives list of requirements	accomplished Registration Form (MIS 03_01 v.2020) as to completeness and correctness.			Registrar's Office
3. Pay Training Fee	3. Gives the applicant payment form and advise applicant for payment of fee at City Treasurer's Office	5,000.00	10 Minutes	Cashier City Treasurer's Office
4. Comply and submit required documents	4. Receives and photocopy payment made from City Treasurer's Office 4.1 Evaluates the submitted documents. 4.2 Encode Applicants information provided in the Registration Form to the TESDA Online T2MIS. 4.3 Issues Admission Slip with ULI number auto-generated from the T2MIS.	None	5 Minutes	Receiving Officer / Registrar Registrar's Office
5. Receive Admission Slip with ULI number	5. Inform the Applicant on the Training	None	5 Minutes	Receiving Officer / Registrar Registrar's Office



	Dates. 5.1 Print T2MIS Form 03-02 list of enrolled learners in a batch.			
TOTAL		5,000.00	40 minutes	

3. Conduct of Training

This is the conduct of the formal training of each qualification to obtain the necessary skills, knowledge and attitude to the enrolled applicants.

Office Or Division:	Instructional Services			
Classification:	Highly Technical			
Type Of Transaction:	G2C- Government to Citizen			
Who May Avail:	Enrolled applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Signed Registration Form as proof of enrollment		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Attend the training based on the training duration of each qualification	1. Provide the basic, common and core competencies as prescribed by the Technical Education and Skills Development Authority (TESDA)	None	26 Days (EIM NCII) 1 Month and 3 days (SMAW NC I, II and GTAW NCII)	<i>TESDC Accredited Trainer</i> Trainer's Room
TOTAL		None	Depends on the qualification	



4. Inquiry and Application for Supervised Industry Training

This program is designed to enhance the knowledge, skills and attitude of trainee through actual experience in the workplace to acquire the competencies.

Office Or Division:	Job Linkaging and Network Services (JoLNs)			
Classification:	Simple			
Type Of Transaction:	G2C- Government to Citizen			
Who May Avail:	Those trainees/learners who already finished the training from their respective qualifications.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Trainees RecordBook (TRB) (1 original)		JoLNs Office		
2. 1x1 size ID Pictures white background- Glossy type with collar, nametag and signature (1 pc)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply for the SIT/OJT Training Program	1.1 Inform the trainees/learners available industry partners.	None	3 Minutes	<i>JoLNs Staff</i> JoLNs Office
	1.2 Assists trainees/learners filling out the TRB	None	3 Minutes	<i>JoLNs Staff</i> JoLNs Office
	1.3 Endorse the trainees/learners to Industry Partners for proper turn over.	None	1 Day	<i>JoLNs Staff</i> JoLNs Office
2. Job Placement and Referrals	2.1 Interview the graduates/clients.	None	5 Minutes	<i>JoLNs Staff</i> JoLNs Office
	2.2 Inform the graduates/clients of possible job/employment matching.	None	5 Minutes	<i>JoLNs Staff</i> JoLNs Office



	2.3 Endorse to Public Employment Services Office (PESO) or to our industry partners	None	5 Minutes	JoLNs Staff JoLNs Office
TOTAL		None	1 day and 22 mins	

5. Issuance of Certificate of Training

Certificate of Training are issued/released to graduates after their completion of a TESDA registered training program.

Office Or Division:	Registrar's Office			
Classification:	Simple			
Type Of Transaction:	G2C- Government to Citizen			
Who May Avail:	Graduates of the training program offered by Training Center			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Request Form		Registrar's Office		
2. Clearance		Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplishes the request form and submits the requirements	1.1. Checks the authenticity and validity of the documents submitted	None	5 Minutes	<i>Registrar</i> Registrar's Office
	1.2. Verifies/ Checks the name of the graduate in the Master list		15 Minutes	<i>Registrar</i> Registrar's Office
2. Receives Certificate of Training and signs the Training Certificate Record Book	2. Releases Certificate of Training	None	5 Minutes	<i>Registrar</i> Registrar's Office
TOTAL		None	25 Minutes	



6. Issuance of Transcript of Records

This service pertains to the issuance of Transcript of Record to a graduate of a certain training program offered by the institution.

Office Or Division:	Registrar's Office			
Classification:	Simple			
Type Of Transaction:	G2C- Government to Citizen			
Who May Avail:	Graduates of the training program offered by Training Center			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Clearance		Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests for the release of Transcript of Records	1. Issues clearance request form and informs the graduate of the requirements for the release	None	5 Minutes	<i>Registrar</i> Registrar's Office
2. Accomplished the request form and submits together with clearance requirements to the registrar	2.1. Checks and verifies records 2.2. Checks authenticity and validity of submitted documents	None	3 days	<i>Registrar</i> Registrar's Office
3. Claims the Transcript of Records and signs on the TOR Record Book	3. Releases of Transcript of Records	None	5 Minutes	<i>Registrar</i> Registrar's Office
TOTAL		None	3 Days, 10 Minutes	



Qualifications and Standard Unit

Internal Services



1. Procurement of Supplies, Equipment and Services

This service provides for the supplies, equipment and services needed by TESDC in the implementation of their programs, projects, and activities.

Office Or Division:	Administration and Finance Unit			
Classification:	Highly Technical			
Type Of Transaction:	G2G- Government to Government			
Who May Avail:	OTESDC Procurement In-charge			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Purchase Request (1 original, 2 photocopy)		Procurement In-charge		
2. Request for Quotation (RFQ) with Price Quotation Form (PQF) (1 original)		LGU Ormoc – Bids and Awards Committee		
3. Abstract of Price Quotation (1 original, 1 photocopy)		LGU Ormoc – Bids and Awards Committee		
4. Purchase Order/Job Order (1 original, 3 photocopy)		LGU Ormoc – Bids and Awards Committee		
5. Inspection and Acceptance Report (IAR) (1 original, 2 photocopy)		LGU Ormoc – General Services Office		
6. Requisition and Issue Slip (RIS) (1 original, 2 photocopy)		Procurement In-charge		
7. Property Acknowledgement Receipt (PAR) (2 original)		LGU Ormoc – General Services Office		
8. Inventory Custodian Slip (ICS) (2 original)		LGU Ormoc – General Services Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits PR	1.1. Receives PR	None		City Budget Office City Budget Office
	1.2. Checks if the requested items	None		City Budget Officer City Budget Officer



	are included in the approved Annual Procurement Plan (APP)			
	1.3. Processes PR and checks completeness of specifications	None		<i>BAC Secretariat</i> Bids and Awards Committee
	1.4. Determines the Approved Budget for the Contract (ABC) through Price Monitoring	None		<i>BAC Secretariat</i> Bids and Awards Committee
	1.5. Prepares Request for Quotation (RFQ) with Price Quotation Form (PQF) once the ABC has been derived	None		<i>BAC Secretariat</i> Bids and Awards Committee
	1.6. Posts RFQ in the PhilGEPS, website of the Procuring Entity and at any conspicuous place in the premises if ABC is above Php50,000.00	None	Average minimum: 6 Days Average maximum: 18 Days	<i>BAC Secretariat</i> Bids and Awards Committee



	(Deadline for submission of quotations may be extended thrice, none or less than the required number of quotation is received (For Shopping – Sec. 52.1.b of the IRR of RA 9184))			
	1.7. Sends RFQ to at least three (3) suppliers	None	1 Day	<i>BAC Secretariat Bids and Awards Committee</i>
	1.8. Prepares Abstract of Price Quotations upon receipt of at least three (3) quotations within the prescribed deadline. For Small Value Procurement (SVP), receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof.	None	2 Days	<i>BAC Secretariat Bids and Awards Committee</i>
	1.9. Checks the	None		<i>BAC Secretariat</i>



	completeness and validity of the documentary requirements of the supplier with the Lowest Calculated and Responsive Quotation.			Bids and Awards Committee
	1.10. Prepares Purchase Order/Job Order (PO/JO)	None		<i>BAC Secretariat</i> Bids and Awards Committee
	1.11. Process the Obligation Request and Status (ORS)/ Purchase Order/Job Order	None	3 Days	<i>BAC Secretariat</i> Bids and Awards Committee
	1.12 Provide the winning supplier copy of the approved PO/JO for conformity. Supplier/Service provider delivers goods within 7 days or services	None	1 Day	<i>BAC Secretariat</i> Bids and Awards Committee



	within 15 to 30 days			
	1.13. Inspects and accepts deliveries	None	1 Day	<i>Inspector</i> General Services Office
	1.14 Prepares RIS/ICS/PAR for the issuance of delivered goods / services to end users / requesting offices	None		<i>Inspector</i> General Services Office
2. Receives goods/ services	2.1 Issues goods/ services to end users / requesting offices	None	10 Minutes	<i>Inspector</i> General Services Office
TOTAL		None	Average Minimum: 4 Days, 20Minutes Average Maximum: 26 Days, 20 Minutes	

Procurement of Supplies, Equipment and Services is covered under RA 9184 and its Revised IRR

Procurement of Supplies, Equipment and Services is qualified for Multi-Stage Processing



Competency Assessment and Certification Unit

External Services



1. Application for Assessment and Certification

Process where TVET graduates or workers apply for assessment to obtain National Certificate (NC) or Certificate of Competency (CoC).

Office Or Division:	Competency Assessment and Certification Unit			
Classification:	Simple			
Type Of Transaction:	G2C – Government to Citizen			
Who May Avail:	Those who are interested to take assessment in the available qualifications offered by OTESDC			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Fully filled up Application Form (1 original)		Applicant		
2. Self-Assessment Guide		CAC Processing Officer		
3. Picture, passport size, white background with collar and name tag (2 pieces)		Applicant		
4. Birth Certificate (1 photocopy)		Philippine Statistics Authority		
5. Employment Certificate (1 original); and/or		Company		
6. Training Certificate (1 photocopy/ each)		Training Center Attended		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquires on assessment schedule	1.1. Provides assessment schedule, application form and Self Assessment Guide (walk-in applicants) and list of requirements	None	5 Minutes	CAC Processing Officer Competency Assessment and Certification Unit
2. Submits application form with complete requirements	2.1. Verifies completeness of the application form and submitted	None	15 Minutes	CAC Processing Officer Competency Assessment and Certification Unit



	requirements			
	2.2. Contacts/ Calls available assessor two (2) weeks before the scheduled assessment if the number of applicants reach to 10 and above	None	15 Minutes	CAC Processing Officer Competency Assessment and Certification Unit
3. Secures Order of Payment (if not a beneficiary)	3. Issues Order of Payment	None	2 Minutes	CAC Processing Officer Competency Assessment and Certification Unit
4. Pays assessment fee (if not a beneficiary)	4. Advise applicant for payment at City Treasurer's Office	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 	2 Minutes	Cashier City Treasurer's Office
5. Submits Application Form in which Official Receipt Number is indicated (if not a beneficiary)	5. Receives application form and checks the Official Receipt Number	None	1 Minute	CAC Processing Officer Competency Assessment and Certification Unit
6. Receives Admission slip and assessment schedule	6.1. Provides tentative assessment schedule and issues Admission	None	1 Minute	CAC Processing Officer Competency Assessment and Certification Unit



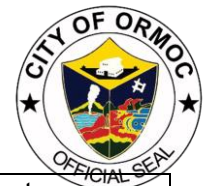
	Slip at the time of Application 6.2. Provides tentative date of assessment 5 days before assessment. In case of cancellation, informs candidate 1 day before the assessment		3 Minutes	
TOTAL		Fee depends on the qualification	41 Minutes	



2. Request of National Certificate / Certificate of Competency

The National Certificate and Certificate of Competency are issued to OTESDC graduates that are passers of National Competency Assessment who requested for issuance.

Office Or Division:	Assessment Center			
Classification:	Simple			
Type Of Transaction:	G2C – Government to Citizen			
Who May Avail:	OTESDC Trainees / Learners <ul style="list-style-type: none"> • Scholars • Regular 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Competency Assessment Result Summary (CARS) (1 original)		Assessment Center		
2. Picture, colored, passport size, white background, with collar and with name written at the back (1 piece)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the Competency Assessment Result Summary (CARS)	1.1. Verifies in the T2MIS the name of the certified worker and the corresponding certificate number from the RWAC 1.2. Checks completeness and validity of documents	None	5 Minutes	<i>CAC Processing Officer</i> Competency Assessment and Certification Unit
2. Wait for the availability of	2. Send requirements to	None	1 day	<i>CAC Liaison Officer</i>



certificate	TESDA Provincial Office for Issuance of National Certificate			Competency Assessment and Certification Unit
3. Receives the NC/CoC, signs the NC/CoC Record Book	3. Issue the NC/Coc to Applicant	None	2 Minutes	<i>CAC Processing Officer</i> Competency Assessment and Certification Unit
TOTAL		None	1 Day and 7 Minutes	

*Does not include the 14-day transmittal of documents from OTESDC to TESDA Provincial Office and vice versa, processing and printing of NC's



Competency Assessment and Certification Unit

Internal Services



1. Procurement of Supplies, Equipment and Services

This service provides for the supplies, equipment and services needed by TESDC in the implementation of their programs, projects, and activities.

Office Or Division:	Administration and Finance Unit			
Classification:	Highly Technical			
Type Of Transaction:	G2G - Government to Government			
Who May Avail:	OTESDC Procurement In-charge			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Purchase Request (1 original, 2 photocopy)		Procurement In-charge		
2. Request for Quotation (RFQ) with Price Quotation Form (PQF) (1 original)		LGU Ormoc – Bids and Awards Committee		
3. Abstract of Price Quotation (1 original, 1 photocopy)		LGU Ormoc – Bids and Awards Committee		
4. Purchase Order/Job Order (1 original, 3 photocopy)		LGU Ormoc – Bids and Awards Committee		
5. Inspection and Acceptance Report (IAR) (1 original, 2 photocopy)		LGU Ormoc – General Services Office		
6. Requisition and Issue Slip (RIS) (1 original, 2 photocopy)		Procurement In-charge		
7. Property Acknowledgement Receipt (PAR) (2 original)		LGU Ormoc – General Services Office		
8. Inventory Custodian Slip (ICS)(2 original)		LGU Ormoc – General Services Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits PR	1.1. Receives PR	None		<i>City Budget Officer</i> City Budget Office
	1.2. Checks if the requested items are included in the approved Annual Procurement Plan(APP)			<i>City Budget Officer</i> City Budget Office
	1.3. Processes PR and checks completeness of			<i>BAC Secretariat</i> Bids and Awards Committee



	specifications			
	1.4. Determines the Approved Budget for the Contract (ABC) through Price Monitoring			<i>BAC Secretariat Bids and Awards Committee</i>
	1.5. Prepares Request for Quotation (RFQ) with Price Quotation Form (PQF) once the ABC has been derived			<i>BAC Secretariat Bids and Awards Committee</i>
	1.6. Posts RFQ in the PhilGEPS, website of the Procuring Entity and at any conspicuous place in the premises if ABC is above Php50,000.00 (Deadline for submission of quotations may be extended thrice, in one or less than the required number of quotation is received (For Shopping – Sec. 52.1.b of the IRR of RA 9184))	None	Average minimum: 6 Days Average maximum: 18 Days	<i>BAC Secretariat Bids and Awards Committee</i>



	1.7. Sends RFQ to at least three (3) suppliers	None	1 Day	<i>BAC Secretariat Bids and Awards Committee</i>
	1.8. Prepares Abstract of Price Quotations upon receipt of at least three (3) quotations within the prescribed deadline. For Small Value Procurement (SVP), receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof.	None	2 Days	<i>BAC Secretariat Bids and Awards Committee</i>
	1.9. Checks the completeness and validity of the documentary requirements of the supplier with the Lowest Calculated and Responsive Quotation.	None		<i>BAC Secretariat Bids and Awards Committee</i>
	1.10. Prepares Purchase Order/Job Order (PO/JO)	None		<i>BAC Secretariat Bids and Awards Committee</i>
	1.11. Process the Obligation	None	3 Days	<i>BAC Secretariat Bids and Awards Committee</i>



	Request and Status (ORS)/ Purchase Order/Job Order			
	1.12 Provide the winning supplier copy of the approved PO/JO for conformity. Supplier/Service provider delivers goods within 7 days or services within 15 to 30 days	None	1 Day	<i>BAC Secretariat</i> Bids and Awards Committee
	1.13. Inspects and accepts deliveries	None	1 Day	<i>Inspector</i> General Services Office
	1.14 Prepares RIS/ICS/PAR for the issuance of delivered goods / services to end users / requesting offices	None		<i>Inspector</i> General Services Office
2. Receives goods/ services	2.1 Issues goods/ services to end users / requesting offices	None	10 Minutes	<i>Inspector</i> General Services Office
TOTAL		None	Average Minimum: 4 Days, 20Minutes	



		Average Maximum: 26 Days, 20 Minutes	
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Procurement of Supplies, Equipment and Services is covered under RA 9184 and its Revised IRR.
Procurement of Supplies, Equipment and Services is qualified for Multi-Stage Processing