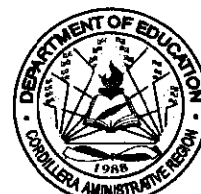




Republic of the Philippines  
 Department of Education  
 CORDILLERA ADMINISTRATIVE REGION  
 Wangal, La Trinidad, Benguet

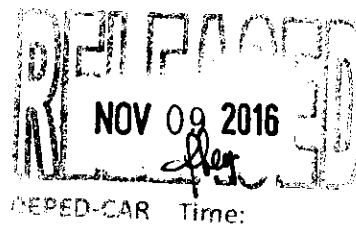


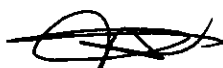
**REGIONAL MEMORANDUM**

No. 329 . 2016, 2016

**To** : Schools Division Superintendents  
 All Divisions

**Attention:** Senior High School Heads



**From** :   
 SORAYA T. FACULO  
 Chief-HRDD  
 Officer-In-Charge  
 OIC-Office of the Assistant Regional Director

**Subject** : SENIOR HIGH SCHOOL APPLICATION AS COMPETENCY ASSESSMENT  
 CENTER

**Date** : November 8, 2016

- Relative to the goals of the K to 12 program to provide opportunity for our graduates for middle level workers, TESDA National Competency assessment is being encouraged for students who completed the training requirements of the qualification. An estimated number of 5,280 students in Technical Vocational Livelihood tracks in different specialization will be graduating in SY 2017-2018. In this regard, Senior High Schools are encouraged to apply as **COMPETENCY ASSESSMENT CENTER** to cater to this graduating student to qualify them to the world of work or to entrepreneurial endeavour.
- Interested Senior High Schools in the different divisions are requested to prepare the **REQUIREMENTS** and submit to the TESDA Provincial Office for validation.  
 Checklist:

1.	Letter of Intent
2.	Copy of SEC Registration or equivalent (CDA-registered, R.A., except Sole Proprietorship)
3.	Financial Statement
4.	Business Permit
5.	Fire Safety Certificate
6.	BIR Registration
7.	Company and Staff Profile
8.	Organizational Structure
9.	Staff Complement and Profile

**Telephone Numbers:**

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-422-7434

10.	Building lay-out/floor plan/shop lay-out
11.	Self-assessment checklist
12.	List of complete facilities, tools, equipment, and materials appropriate to qualification.
13.	Location map
14.	Lease Contract/Proof of Ownership of the location/premises of the Assessment Center

4. It is advised that each Schools Division Office will have to identify possible applicant Assessment Centers based on their specialization offerings.

5. Immediate and widest dissemination of this Memorandum is desired.