

**[ TESDA RESOLUTION NO. 2003-17, September 04, 2003 ]**

**APPROVING AND ADOPTING THE UNIFIED TECHNICAL  
VOCATIONAL EDUCATION AND TRAINING PROGRAM  
REGISTRATION AND ACCREDITATION SYSTEM (UTPRAS)  
GUIDELINES ON SANCTIONS AND PENALTIES**

WHEREAS, Republic Act No. 7796 otherwise known as TESDA Act of 1994 empowers TESDA to establish and maintain a system of accrediting, coordinating, integrating, monitoring and evaluating formal and non-formal technical education and training;

WHEREAS, Republic Act No. 7796 defines technical education as the education process designed at post-secondary and lower tertiary levels, officially recognized as non-degree programs aimed at preparing technicians, para-professionals and other categories of middle-level workers by providing them with a broad range of general education, theoretical, scientific and technological studies, and related job skills training;

WHEREAS, Board Resolution No. 98-03 establishes A Unified TVET Program Registration and Accreditation System;

WHEREAS, Board Resolution No. 2000-03 Approved the Adoption of the Omnibus Amendatory Guidelines in the Establishment of the Unified TVET Program Registration and Accreditation System identifying the coverage of UTPRAS to include all TVET programs offered by enterprise-based training centers, provided that programs offered in industrial trades and crafts, agriculture, fishery, services and home industries among others; TVET programs with permit and recognition certificates granted by the Secretary of Education which shall be reviewed and registered under UTPRAS within the prescribed period: and including a module of employable competency or a set of modules may be registered as a TVET program under UTPRAS:

WHEREAS, the Omnibus Amendatory Guidelines in UTPRAS mentioned of Sanctions for TVET institutions which are found to have run TVET programs without complying with the registration requirements in UTPRAS. NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the Board approves the adoption of the Unified TVET Program Registration and Accreditation System Guidelines on Sanctions and Penalties to operationalize the Sanctions contained in the Omnibus Amendatory Guidelines which is attached herewith and made an integral part of this Resolution;

BE IT RESOLVED FURTHER, that the Board directs the Secretariat to issue the corresponding circular to disseminate the guidelines and have the guidelines published in accordance with the requirements of EO 200 series of 1987 for the information of all concerned.

Adopted: 4 Sept. 2003

(SGD.) MA. ADORINDA DE JESUS-FORRO  
*Board Secretary VI*

Attested by:

(SGD.) PATRICIA A. STO. TOMAS  
*Secretary, DOLE*  
*Chair, TESDA Board*

## **UNIFIED TVET PROGRAM REGISTRATION AND ACCREDITATION SYSTEM (UTPRAS)**

### **Guidelines on Sanctions and Penalties**

#### **Legal Basis**

Republic Act No. 7796, otherwise known as TESDA Act of 1994, empowers TESDA to establish and maintain a system of accrediting, coordinating, integrating, monitoring and evaluating formal and non-formal technical education and training.

TESDA Board Resolution 98-03 formally established the Unified TVET Program Registration and Accreditation System (UTPRAS). To operationalize the implementation of the Sanctions contained in UTPRAS Omnibus Amendatory Guidelines under TESDA Circular 017 s. 2000, the following guidelines on sanctions and penalties shall hereby apply.

#### **Definition of Terms**

- a. **Auditor** - a TESDA personnel/representative qualified and authorized to conduct an audit of program registration requirements to check whether the institution is continuously complying with the registration standards - the basis by which the program was registered.
- b. **Compliance Audit** - a process of verification carried out by TESDA to determine whether an institution with registered program is continuously complying with the registration standards set forth for the program(s).
- c. **Corrective Action** - a statement of immediate remedial action(s) to the finding(s) found in the compliance audit to meet the program standards requirements.
- d. **Non-compliance/Non-conformity** - a discrepancy between what is specified in the program standards and what is actually observed by the TESDA auditor(s).
- e. **Technical Vocational Education and Training or TVET** - refers to the education and training process when it involves, in addition to general education, the study of technologies and related sciences and the acquisition of practical skills and knowledge relating to occupations in various sectors of economic and social life.
- f. **Unified TVET Program Registration and Accreditation System** or UTPRAS - a two-stage process of quality assurance the first stage involves the registration (mandatory) of programs with TESDA to ensure that they meet the minimum requirements and the monitoring of the registered programs to ensure that the institutions continuously comply with the registration requirements. The second

stage involves accreditation (voluntary), which deals with institutionalization of quality management systems in the institution utilizing the Philippine TVET Quality Award as its framework which is anchored on the Philippine Quality Award.

**g. Unregistered program** - a program offered by an institution that is not registered under the Unified TVET Program Registration and Accreditation System or UTPRAS.

### **SANCTION PROCEDURES FOR UNREGISTERED OFFERING OF TVET PROGRAMS**

*SECTION 1. TVET Institutions Offering Unregistered Programs* - These are institutions, which offer programs without the UTPRAS program registration certificates. As specified in the registration procedure, the applicant Training Institution files a letter of application with the TESDA District/Provincial Office in whose area of jurisdiction the institution operates at least six (6) months before the institution will offer the program.

*SECTION 2. Steps in the Implementation of Sanctions and Penalties in UTPRAS* - Imposition of penalties and sanctions can be classified in 3 steps:

1st Written warning of violation for offering unregistered step program giving sufficient time to explain and comply with - the registration requirements.

2nd Issuance of Notice of Unregistered Offering of the step Program(s) to the institution and publication of such Notice - in a local newspaper, TESDA Website and announcement in a government radio station.

3rd Notice of Unregistered Offering of the Program(s) furnished step to the Mayor with a letter requesting for the cancellation of - Mayor's permit to operate shall be filed for non-registration of program.

*SECTION 3. Institutions that are found offering unregistered programs shall be covered by the following procedural guidelines:*

a. TESDA Provincial/District Director sends Official Notice to the institution to explain in writing why the institution is operating TVET program(s) not registered with TESDA.

b. Within 5 working days from the receipt of Official Notice, institution sends Letter of Explanation indicating the underlying cause(s) for not being able to register the TVET program(s) with TESDA.

c. Within 5 working days from the receipt of Letter of Explanation, TESDA Provincial/District Director sends Letter of Compliance to register the program(s). A 30-day grace period shall be provided.

d. Within 5 working days from the receipt of Letter of Compliance, the institution sends a Letter of Intent to Conform within the deadline set in registering the program(s).

e. If the deadline for registering the program(s) will not be met, the institution can request in writing for extension. Depending on the merits of the request, the Provincial/District Director may grant extension provided that this should not be more than 10 working days.

f. Institution(s) that failed to execute a Letter of Intent to Conform shall not be eligible for the grant of extension. g. Upon expiration of the due date to register the program(s), the Provincial/District Director shall forward the Notice of Unregistered Offering of Program(s) to the institution concerned.

h. The Provincial/District Office shall publish the Notice of Unregistered Offering of program(s) in a newspaper of local circulation, TESDA Website and announcement in a government station for failure to register the program(s) on the due date so as to inform the public.

i. A copy of the Notice of Unregistered Offering of Program(s) shall be forwarded to the Mayor's Office with a transmittal letter requesting for the cancellation of Mayor's Permit to operate for non-registration of program.

j. Coordination shall be made with local authorities to institutionalize the appropriate action on the matter.

### **SANCTION PROCEDURES FOR INSTITUTIONS GRANTED PROGRAM REGISTRATION BUT FAILED TO MAINTAIN REGISTRATION STANDARDS**

*SECTION 1. Institutions Granted Program Registration But Failed to Maintain Registration Standards.* These are schools or centers with registered program(s), which failed to maintain the registration standards.

*SECTION 2. Program Registration is granted full compliance upon completion of the following requirements:*

#### **1. CORPORATE AND ADMINISTRATIVE Requirements:**

- a. Certified Board Resolution to offer a program
- b. SEC Registration Certificate
- c. Articles of Incorporation - purpose of Institution must mention technical-vocational education and training.
- d. Certificate of Ownership of building/contract of lease
- e. Fire Safety Certificate

#### **2. CURRICULUM AND PROGRAM DELIVERY**

- a. Course design and syllabus comply with the training regulation utilizing the format prescribed by the agency.
- b. List of physical facilities, equipment, consumables, and instructional materials (e.g. reference materials, slides, videotapes, and cassette tapes, etc.)

#### **3. FACULTY AND PROGRAM DELIVERY**

List of officials, trainers and non-teaching staff with their qualifications, areas of expertise and courses/seminars attended (supporting documents available such as copies of certificates and contracts of employment)

#### **4. ACADEMIC RULES**