

CHECKLIST OF REQUIREMENTS
COMPETENCY ASSESSMENT CENTER

1.	Letter of Intent
2.	Copy of SEC Registration or equivalent (CDA- registered, R.A., except Sole Proprietorship)
3.	Financial Statement (Latest audited) <ul style="list-style-type: none">• For New Company: Paid up capital required by the SEC• For Existing: Latest Audited by a third party
4.	Business Permit (Current and valid)
5.	Fire Safety Certificate (Current and valid)
6.	BIR Registration (Valid)
7.	Company Profile
8.	Organizational Structure
9.	Staff Complement and Profile
10.	Building lay-out/floor plan/shop lay-out
11.	Self-Assessment Checklist(TESDA-OP-CO-03-F03)
12.	List of complete facilities, tools, equipment, and materials appropriate to the qualification/ applied for (identified in the CATs)
13.	Location map
14.	Lease Contract/Proof of Ownership of the location/premises of the Assessment Center
15.	Checklist of tools, equipment, supplies and materials, and facilities (TESDA-OP-CO-03-F04)

TESDA Circular No. 064-2020 Accreditation AC and CA

SECTION 5. Accreditation of Competency Assessment Centers

5.1 The TESDA Regional Director shall approve the accreditation of Competency Assessment Centers upon compliance with the following requirements:

- a. SEC Registration/CDA Registered, R.A. (Law creating the institution)/other enabling regulations;

The SEC registration of an applicant assessment center shall include the conduct of competency assessment as one of the primary purpose of incorporation.

- b. Business Permit;
- c. Financial Statement;
- d. Fire Safety Certificate;
- e. BIR Registration
- f. Building Layout/Floor Plan/Shop Layout;
- g. Company and Staff Profile;
- h. Location Map;
- i. Complete facilities, tools, equipment and materials appropriate to the Qualification/s applied for, specified in the CATs;
- j. Lease of Contract/Proof of Ownership of the location/premises of the Assessment Center;
- k. CCTV camera (functional and according to specifications);
- l. Computer System with Internet Access; and
- m. Organizational Structure to support the following activities:
- Processing of data regarding the conduct of Assessment
 - Collecting assessment fees
 - Submitting assessment results