Program Registration Requirement Checklist
(For Institution-based Programs)

Name of TVI				
Address	Tel/Fax No.:			
Program Applied	Duration: (in hrs.)			
Training Capacity	No. of trainees per batch:			
	No. of batches per year:			
Program Registration Requirements				
	Compliant		**Remarks**	
	Yes	**No**		
1. CORPORATE AND ADMINISTRATIVE DOCUMENTS				
a) Letter of Application/Intent (TESDA-OP-CO-F03)				
b) Board Resolution/Academic Council Resolution to offer the program signed by the Board Secretary and attested by the Chairperson (SUCs, LCUs, and private institutions) Board Resolution/Academic Council Resolution must specifically cover the training delivery site)				
c) Special law creating the institution (for public institution) e.g. Republic Act, Executive Order, Sanggunian Resolutions)				
d) Securities and Exchange Commission (SEC) Registration for *private institutions*				
e) Articles of Incorporation (indicate main address)				
f) Proof of building Ownership or contract of lease (covering at least two years) upon application for new program. For succeeding application a valid contract of lease				
g) Current Fire Safety Certificate (training site)				
h) For Institutions that will branch out				

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Program Applied		Duration: (in hrs.)		
Training Capacity	No. of trainees per batch:			
	No. of batches per year:			
Program Registration Requirements				
		Compliant		**Remarks**
The Articles of Incorporation & Bylaws must state reasons for opening of the branch. The Articles of Incorporation signed by majority of the Incorporators must be notarized and received by SEC				
2. CURRICULAR REQUIREMENTS				
a) Competency-based Curriculum (TESDA-OP-CO-01-F11) indicating the qualification being addressed and the competencies to be developed a.1 Course Design a.2 Modules of Instruction				
b) List of Equipment (TESDA-OP-CO-01-F13), Tools (TESDA-OP-CO-01-F14) and Consumables/Materials (TESDA-OP-CO-01-F15) necessary to deliver the program				
c) List of instructional materials (TESDA-OP-CO-01-F16) (such as reference materials, slides, video tapes, internet access and library resource necessary to deliver the program				
d) List of Physical Facilities (TESDA-OP-CO-01-F17) and List of Off-Campus Physical Facilities TESDA-OP-CO-01-F18)				
e) Shop layout of training facilities indicating the floor area				
f) Institutional Assessment Note: Actual Assessment Tools should be shown during inspection				
3. FACULTY AND PERSONNEL				
a) List of Officials (TESDA-OP-CO-01-F19)				

Name of TVI			
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Program Applied		Duration: (in hrs.)	
Training Capacity	No. of trainees per batch:		
	No. of batches per year:		
Program Registration Requirements			
		Compliant	**Remarks**
b) List of Trainers (TESDA-OP-CO-01-F20) with their qualifications, areas of expertise, and courses/seminars attended with supporting evidence available, such as relevant NTTC/trainer qualification certificates and certification of employment. For NTR programs, copy of Training Certificate on Trainers Methodology I or other Trainer Methodology Certificates, and evidence of specialization of the trainer of the program. A certified true copy of notarized contract of employment by the applicant TVI is required.			
c) List of Non-Teaching Staff (TESDA-OP-CO-01-F21) with their qualifications with supporting evidences available, such as copies of certificates/contracts of employment, etc.			
4. PROGRAM GUIDELINES			
a) Program fees, with breakdown of tuition and other fees and schedule of fee payment duly signed by the school head indicating the effectivity of school year			
b) Documented grading system, details of which are provided to students/ trainees at the start of their program			
c) Entry requirements for the program comply with the relevant training regulations if applicable			

Name of TVI			
Address		Tel/Fax No.:	
Program Applied		Duration: (in hrs.)	
Training Capacity	No. of trainees per batch:		
	No. of batches per year:		

Program Registration Requirements			
	Compliant		**Remarks**
d) Rules on attendance			
5. SUPPORT SERVICES			
a) Health services are available to the students/trainees. If these services are contracted out or out-sourced, the contract or MOA or similar documents must be submitted.			
b) Job Linkaging and Networking Services (JLNS) which include Career Services and Employment Facilitation available to students/trainees/TVET graduates (reference: Section IV, letter A – Delivery Platforms of JLNS Nos. 1-4 of the TESDA Circular No. 38, series of 2016)			
c) Community outreach program – optional			
d) Research program, activities that will support continuing development of the program of the school – optional			
6. Additional Requirements for DTS/DTP Applicants			
a) Application Letter of the TVI and the Establishment			
b) Accomplished Application form for TVI and for Establishment			
c) Photocopy of TVI's CTPR			
d) Photocopy of Establishment SEC Registration			
e) Memorandum of Agreement with partner Establishment/s			
f) Training Plan (DTS Form 5)			
g) Certification issued by the TVI designating the Industrial Coordinator			

Name of TVI				
Address		Tel/Fax No.:		
Program Applied		Duration: (in hrs.)		
Training Capacity	No. of trainees per batch:			
	No. of batches per year:			
Program Registration Requirements				
		Compliant		**Remarks**
h) Certification issued by the company designating the In-plant Trainer				
Forms – refer to TESDA Circular No. 31 Series 2012 - Guidelines in Implementing the Dual Training System (DTS) Programs and Dualized Training Programs (DTP)				
7. Requirements for Mobile Training Application				
a) Copy of CTPR of the registered institution-based program				
b) Copy of the approved program registration documents				
c) LTO Registration of the prime mover of the MBC (for delivered in a self contained van)				
d) Design/lay-out of the MBC				
Reference: TESDA Circular No. 27 Series of 2009 Operational Polices in the Registration of Mobile Training Classrooms, Park and Training Programs (MBC-MTP) and TESDA Order 28 Series in 2012 – Addendum and Amendments to the Guidelines and Registration of Mobile Training Program (MTP)				

(Note: Erasure is not allowed on the submitted checklist of requirements)

General Comments/Remarks:	
Prepared by: PO UTPRAS Focal Person Date:	Noted by: Provincial Director Date:

Program Registration Requirement Checklist
(Company/Enterprise-based Programs)

Name of Company			
Address		Tel/Fax No.:	
Program Applied		Duration: (in hrs.)	
Training Capacity	No. of Trainees per batch:		
	No. of Batches per year:		

Program Registration Requirements

Program Registration Requirements	Compliant		Remarks
	Yes	**No**	
1. **CORPORATE AND ADMINISTRATIVE DOCUMENTS**			
a) Letter of Application/Intent (TESDA-OP-CO-F01)			
b) Securities and Exchange Commission (SEC) Registration for Corporation. For sole proprietorship, a DTI Registration is required.			
c) Proof of building ownership or contract of lease (covering at least two years) upon application for new program. For succeeding application a valid contract of lease)			
d) Current Fire Safety Certificate (training site)			
2. **CURRICULAR REQUIREMENTS**			
a) Competency-based Curriculum (TESDA-OP- CO-01-F08) indicating the qualification being addressed and the competencies to be developed a.1 Course Design a.2 Modules of Instruction			
b) List of Equipment (TESDA-OP-CO-01-F13), Tools (TESDA-OP-CO-01-F14), and Consumables (TESDA-OP-CO-01-F15) necessary to deliver the program			

Name of Company			
Address		Tel/Fax No.:	
Program Applied		Duration: (in hrs.)	
Training Capacity	No. of Trainees per batch:		
	No. of Batches per year:		
Program Registration Requirements			
Program Registration Requirements	**Compliant**		**Remarks**
c) List of Physical Facilities (TESDA-OP-CO-01-F17) and List of Off-Campus Physical Facilities TESDA-OP-CO-01-F18) indicating floor area			
d) Shop layout of training facilities indicating the floor area			
3. **Trainer/HRD Personnel**			
a) List of Trainers (TESDA-OP-CO-01-F20) with their qualifications, areas of expertise, and courses/seminars attended with supporting evidence available, such as relevant NTTC/trainer qualification certificates and certification of employment.)			

(Note: Erasure is not allowed on the submitted checklist of requirements)

General Comments/Remarks:	

Prepared by:
 	
    PO UTPRAS Focal Person
    Date:
	Noted by:
	
	    Provincial Director
	    Date: