

TESDA CIRCULAR

SUBJECT: Revised Implementing Guidelines on the Issuance of Special Order (SO) and Certification, Authentication and Verification (CAV)		Page <u>1</u> of <u>5</u> pages Number <u>059</u> , series of 2019
Date issued: June 21, 2019	Effectivity: Immediately	Supersedes: TESDA Circular No. 05 s. 2012

In the interest of the service and in line with the following developments, TESDA Circular No. 5 series of 2012 is hereby revised:

I. Background and Rationale

1. The entry of the Philippine Government into the International Convention "Hague Convention of 5 October 1961" allows the country to issue a security certificate called "Apostille" which simplifies the authentication of public documents to be used abroad.

An Apostille is a certificate that authenticates the origin of a public document. It is issued by a country that is a party to the Apostille Convention to be used in another country which is also a party to the Convention. Authentication is still required for all Philippine documents to be use abroad, but this time with an Apostille instead of an Authentication Certificate ("red ribbon") as a proof of authentication. The adoption of the Apostille Convention by the DFA took effect last May 14, 2019.

2. DFA new procedure in the issuance and processing of Certificates/Certification, Authentication and Verification (CAV) requires instead of sending the Certifications/CAV directly to DFA partner government agencies like TESDA to issue/release them to the applicants, who in turn will go to any DFA offices with authentication services at their preferred schedules.
3. TESDA Circular No. 7 series of 2016 specifically Section 4 – General Policies, item No. 7 and Section XIII - Bundled Qualification, item no. 7 state that the Special Order Number and Certification, Authentication and Verification (CAV), shall be issued by the concerned TESDA Provincial Office to graduates of all registered programs whether WTR or NTR; and whether full qualification or in cluster of units of competency; and that the title for the bundled program and the qualifications that were bundled shall be indicated/reflected in the SO Form and Application for CAV Issuance.

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II. Procedures in the Issuance of Special Order and CAV

A. Special Order (SO) Number

1. To request for SO number, the TVET Institution submits the letter request, the list of graduates and the required documents to the TESDA Provincial Office (PO).
2. The TESDA PO checks/verifies the name of TVIs and its registered program/s with the Compendium of Registered Programs and the list of graduates in the Enrollment/Employment Report (MIS 03-02) in the TESDA Training Management Information System (T2MIS);
3. If the documents are in order, the TESDA PO issues appropriate SO numbers to the TVET institution. SO numbers shall be issued within a period of three (3) working days from receipt thereof.
4. The TVET Institution stamps the SO number on the Training Certificates of students. It also releases the Training Certificate with the SO number to the student.
5. In the case of a bundled program, each Training Certificate of the bundled qualification shall be issued with corresponding SO number.

B. Certification, Authentication and Verification (CAV)

1. To request for CAV, the applicant submits documentary requirements and pays the processing fee of P30.00 to the TESDA Provincial Office (PO) which has jurisdiction of the TVET institution where he/she completed the program.
2. The TESDA PO Staff checks/verifies the documents, and if found to be complete and valid, the TESDA Provincial Office (PO) prepares Certificate/CAV. The Certificate/CAV together with the documents shall be placed in a plain brown envelope.
3. Prior to sealing of the envelope, the following shall be affixed to the application form for CAV:
 - Stamp of the dry seal of the agency; and
 - Signature of the authorized signatory (please see CAV Form 2).
4. The TESDA PO issues/releases the stated enveloped directly to the applicant. The Applicant has the option to go to DFA for authentication at his/her preferred schedule.
5. **As provided in the letter of DFA to TESDA dated May 6, 2019, the present use of courier services to pick-up Certification/CAV and**

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<p>similar documents from TESDA to be sent to DFA shall be discontinued or shall no longer be adopted. TESDA shall no longer issue DFA claim stub.</p> <p>6. The DFA authentication fee shall be paid by the applicant upon claiming the documents at DFA-Authentication Office.</p> <p>III. Documentary Requirements</p> <p>A. Special Order (SO) Number</p> <p>The following documents shall be submitted to the TESDA Provincial Office, to request for SO Number:</p> <ol style="list-style-type: none"> 1. Letter request for the issuance of SO Number of the graduates (with attached list of names of graduates); 2. Original copy of Form 9 or Records of Candidates for Graduation; 3. Certified true copies of the following: <ol style="list-style-type: none"> a) Form 138/137, if the candidate's previous education is high school; b) Transcript of Records or Certificate of Training, if the candidate has already completed the program; c) On-the-Job Training Certificate, if required by the employer; d) Enrollment Report (MIS 03-02) or screenshot of T2MIS report officially received/acknowledged by TESDA; and e) Marriage Contract, if candidate or graduate got married prior to his/her request for the issuance of SO Number from the institution. <p>B. Certification , Authentication and Verification (CAV)</p> <p>The Philippine Apostille will apply to the same types of documents that are subject to authentication by the Department of Foreign Affairs (DFA) prior to the effectivity of the Apostille Convention in the Philippines.</p> <p>The following documents shall be submitted to the TESDA Provincial Office to request for CAV:</p> <ol style="list-style-type: none"> 1. Original and certified true copies of: <ol style="list-style-type: none"> a) Certificate of Training or Certificate of Completion or Certification from the Registrar (Government Institution only) or Diploma 		

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<p>or National Certificate (NC) or Certificate of Competency (CoC) or Transcript of Records (ToR) or Special Order (SO);</p> <p>If under graduate student:</p> <ul style="list-style-type: none"> b) Certification from the School Director/Administrator; c) Accomplished Special Order Form; d) Two copies of 2 x 2 photos taken within the last six (6) months with white background and neutral expression. The photos must be printed on a chemical-based photo paper; <p>2. The following documents are required in case of Authorized Representative applying for CAV:</p> <ul style="list-style-type: none"> • Authorization Letter from the Applicant; and • Valid Identification Card of the applicant and the representative (Original and photocopy) <p>IV. Coding System</p> <p>A. Special Order (SO) Number</p> <p>To ensure uniformity in the issuance of the SO number, the numbering system shall be as follows:</p> <ol style="list-style-type: none"> 1. For the Regional and Provincial Codes – refer to Sections 3.3.2 Region Code and 3.3.3 Province Code of the Unified Accounts Structure system (UACS) manual issued by DBM, COA and DOF under Joint Circular No. 2013-1; 2. For the Qualification Codes – refer to the Qualification Coding System released by the Qualifications and Standards Office through T2MIS; and 3. The number series will change on the onset of the New Year and the series will go back to 0001. <p>e.g. Province of Aklan of Region VI issued a Special Order on Animal Production (Ruminants) NC II under the Agri-Fishery Sector to student number 1 in 2018. The SO number will be:</p>		

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RO/PO CODE (xxxx)	Qualification code (if the program is NTR, indicate the initial NTR) (xxxxxxxxxx)	Number Series (xxxx)	Year Issued (xxxx)
0604	AFFAPR213	0001	2018

Example: For WTR SO Number 0604-AFFAPR213-001-2018
For NTR SO Number 0604-NTR-001-2018

B. Certification, Authentication and Validation (CAV)

CAV	Regional Office/ Provincial Office (xxxx)	Number Series (xxxxx)	Year Issued (xxxx)
CAV	0604	0001	series 2018

Example: CAV RO604-0001series 2018

In case of bundled program, the TVI shall indicate the Title of the Bundled Program approved by TESDA and the corresponding bundled qualifications in the Application for CAV Issuance Form and in the Letter Request for Special Order.

Graduates of Recognized Diploma Training Programs/Courses shall likewise be issued with Special Order and Certificates/Certification, Authentication and Verification.

This Circular shall take effect as indicated.

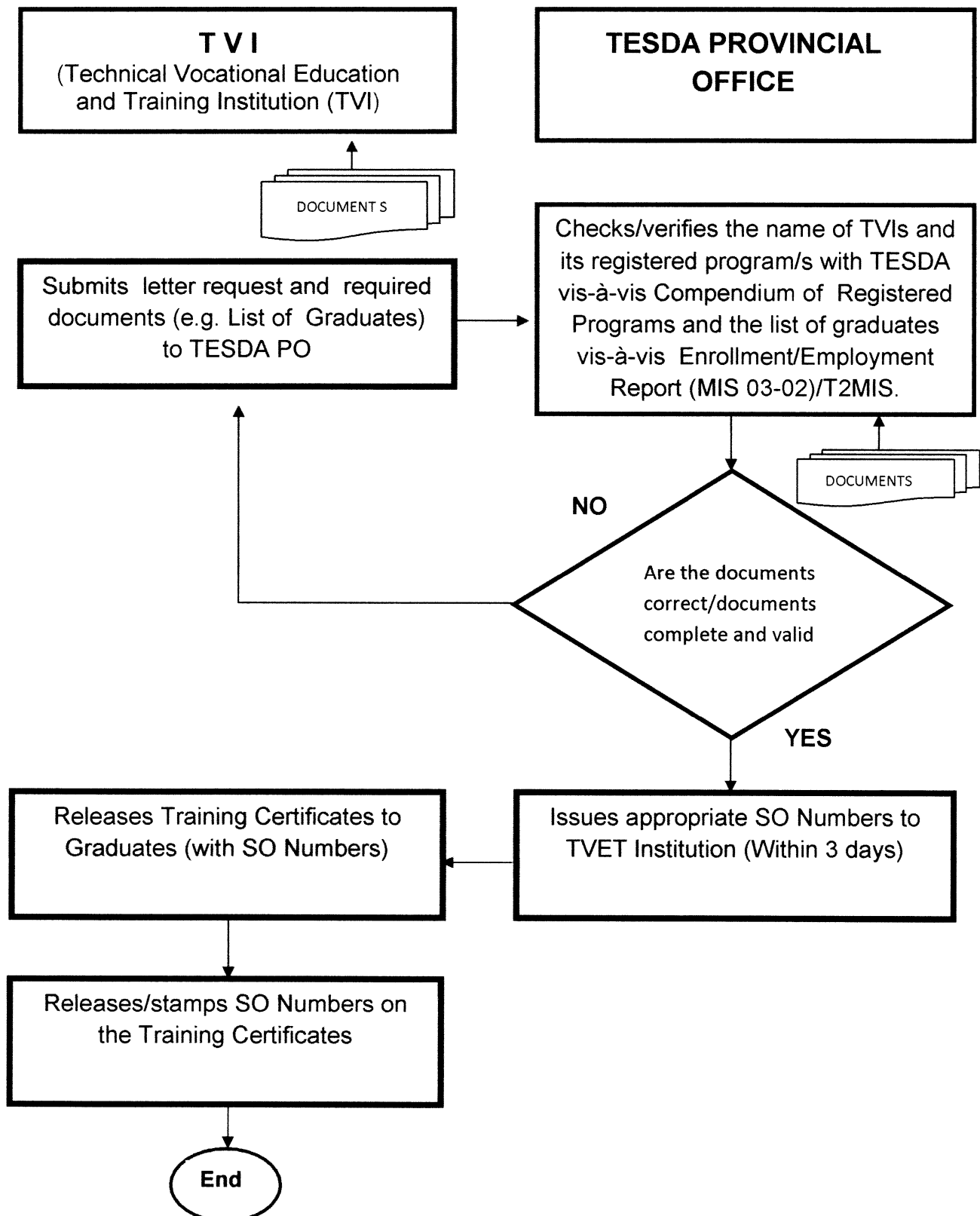

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Director General

Attachments:

1. Procedures Flow Chart in the Issuance of Special Order Number (Annex A)
2. Procedures Flow in Applying for CAV (Annex B)
3. Application for CAV Issuance CAV Form 1 (Annex C)
4. Special Order Number Form (Annex D)
5. CAV Form 2 (Annex E)
6. CAV for NC (Annex F)

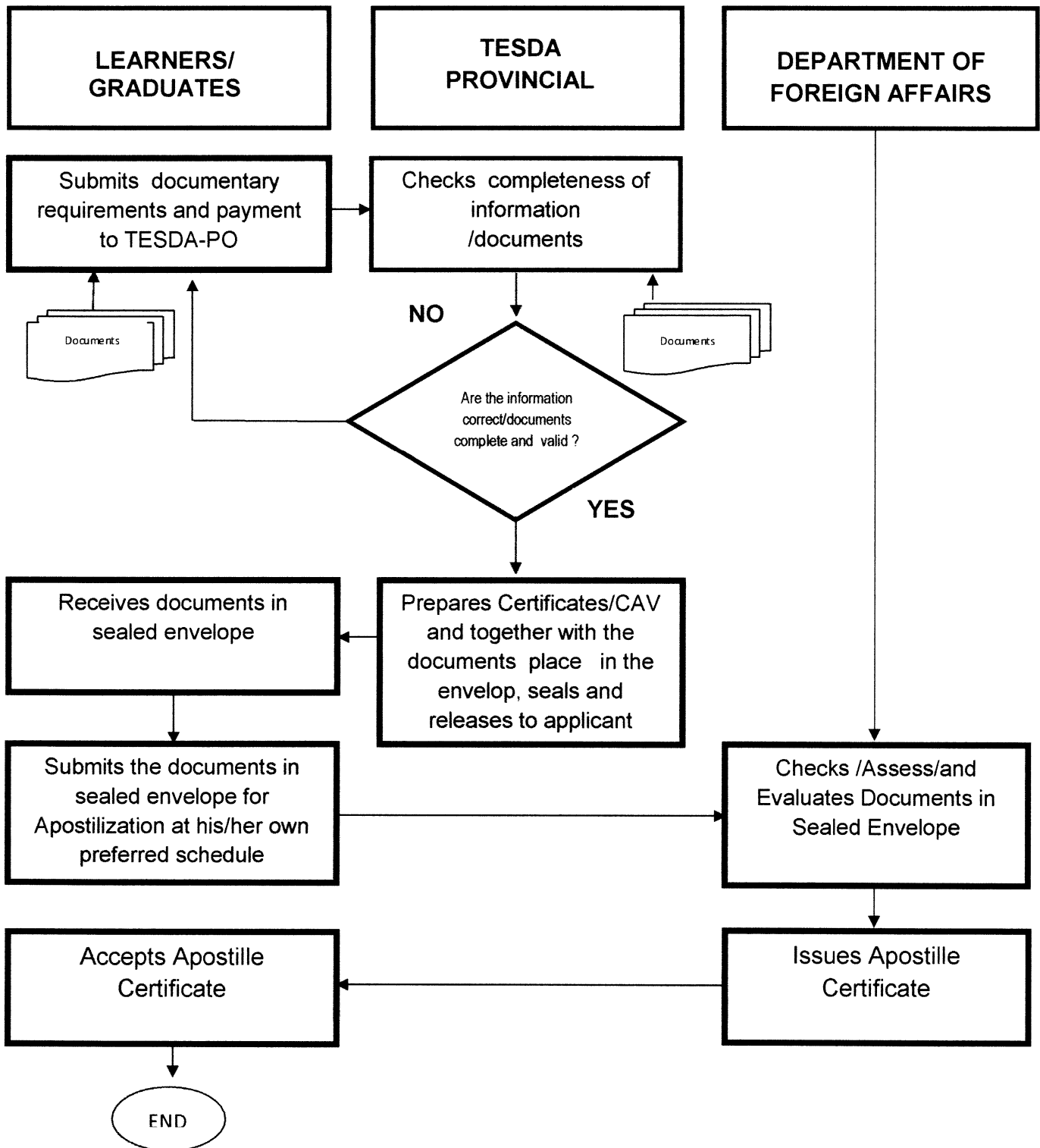
ANNEX A

FLOWCHART IN THE ISSUANCE OF SO NUMBERS



ANNEX B

FLOWCHART IN APPLYING FOR CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV) AND ISSUANCE (Within One (1) Day Processing of Request for Issuance CAV)





ANNEX C
CAV Form 1

APPLICATION FOR CAV ISSUANCE

(Date)

The Provincial Director
TESDA _____

Sir/Madam:

This is to request for the issuance of Certification, Authentication and Verification (CAV) for the following learners/trainees records:

- | | |
|--|---|
| <input type="checkbox"/> CERTIFICATE OF TRAINING | <input type="checkbox"/> SPECIAL ORDER |
| <input type="checkbox"/> CERTIFICATE OF COMPLETION | <input type="checkbox"/> TRANSCRIPT OF RECORDS |
| <input type="checkbox"/> CERTIFICATION FROM THE REGISTRAR
(Government Institution Only) | <input type="checkbox"/> NATIONAL CERTIFICATE (NC) |
| <input type="checkbox"/> DIPLOMA | <input type="checkbox"/> CERTIFICATE OF COMPETENCY
(COC) |

Name of Applicant: _____ (Please **PRINT NAME**)

Course/Program: _____

(If bundled program, please indicate the Title of the Bundled Program approved by TESDA and the specific bundled qualifications)

Name of Institution issuing the learners/trainees records: _____

Purpose: _____

(Please specify if, for employment abroad, for issuance of seaman's book, study abroad, etc.)

Date of Birth _____ Age: _____ Tel. No.: _____

Address of Applicant: _____

(If to be filled out by an Authorized Representative)

Very truly yours,

Signature over printed name of
Authorized representative

(Applicant Signature over Printed Name)

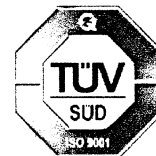
S.O. No. _____, series _____ Date issued: _____ OR Number: _____ Date issued: _____

ENCLOSED REQUIREMENTS:

1. Transcript of Records or Diploma or Certificate of Training (original and one (1) certified photo copy)
If undergraduate student, a Certification from the School Director/Administrator is required.
2. Copy of the Accomplished Special Order Form (certified by the School Registrar).
3. Certification from the Registrar (original and one (1) certified photo copy).
4. If to be filed by the Authorized Representative, an Authorization Letter from the Applicant, and Identification Card of applicant and representative (original and photocopy).



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ANNEX D

Special Order Form

Regional/Provincial/District Office

(Date)

SPECIAL ORDER
No. _____

On the basis of the records submitted by **(INSTITUTION NAME)** pertaining to the eligibility for graduation of the following learners, as of **(DATE OF GRADUATION)**, and upon satisfactory completion of the **(PROGRAM/QUALIFICATION (In case of Bundled Program, please indicate the title of the bundled program approved by TESDA and the specific qualifications))**, This Special Order is hereby given and made a matter of record:

(LEARNERS NAME)

(Valid for **(No. of Learners)** only)

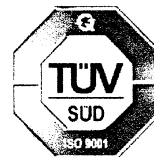
The approval of any candidate for graduation is automatically cancelled if/he/she does not complete the requirements of the program upon the date specified and is subject to revocation if the records upon which the approval is based are later found not correct.

The approval is valid for **(DATE OF GRADUATION)**

**NOT VALID WITHOUT SEAL OR
WITH ERASURE OR ALTERATION)**

Program Status Verified by: _____
Enrolment Verified by: _____
Evaluated by: _____
Reviewed by: _____

Provincial/District Director



ANNEX E

CAV FORM 2

**CERTIFICATION
FOR AUTHENTICATION AND VERIFICATION**

____ (Date) _____

CAV (RO/PO) No.: _____
Series (Year)

To Whom It May Concern:

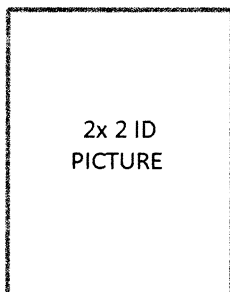
This is to certify that the presented attached certified photocopies of the document/s (please check the appropriate documents) is/are authentic copies.

- | | |
|---|---|
| <input type="checkbox"/> Certificate of Training | <input type="checkbox"/> Diploma |
| <input type="checkbox"/> Certificate of Completion | <input type="checkbox"/> Transcript of Records |
| <input type="checkbox"/> Certification from the Registrar
(Government In | <input type="checkbox"/> Special Order |
| | <input type="checkbox"/> National Certificate (NC) |
| | <input type="checkbox"/> Certificate of Competency(COC) |

The signature/s appearing thereon are those of:

of the said institution which is duly recognized by the Government of the
Republic of the Philippines.

Issued upon the request of (Name of Student/Worker) whose picture
appear below in connection with his/her application for _____.



BY THE AUTHORITY OF THE DIRECTOR GENERAL:

Provincial Director

(NOT VALID WITHOUT SEAL,
WITH ERASURE OR ALTERATION)

Processed by: _____
(Name and Designation)

Reviewed by: _____
(Name and Designation)

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ANNEX F

CERTIFICATION
FOR AUTHENTICATION AND VERIFICATION
(For National Certificate (NC)/Certificate of Competency (CoC))

_____ (Date) _____

CAV (CO/RO/PO) No.: _____
Series: _____

To Whom It May Concern:

This is to certify that the signature appearing on the attached certified photocopies of the **National Certificate(NC)/Certificate of Competency(CoC)** **(Indicate NC/CoC Number)** with **Control No. (Indicate Control No.)** issued on **(Indicate date of Issuance)**:

Name of Learner/Worker

is that of DIRECTOR GENERAL **(Indicate the name of the Director General)** of the Technical Education and Skills Development Authority, Philippines.

Name and Signature
Executive Director/Provincial Director

(NOT VALID WITHOUT SEAL,
WITH ERASURE OR ALTERATION)

Processed by: _____
Name and Signature

Reviewed by: _____
Name and Signature