



TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

Caraga Region XIII
Province of Agusan del Norte

ISO 9001 : 2008 CERTIFIED



November 5, 2015

MR. ALAN L. ATEGA, MBA

School Director

ACLC College of Butuan City, Inc.

HDS Bldg., J.C. Aquino Avenue, Butuan City

Dear **Mr. Atega**:

Warm Greetings!

This is to furnish your office a copy of the Audit Plan relative to the conduct of the Regional Compliance Audit on your programs registered under the Unified TVET Program Registration and Accreditation System (UTPRAS) this coming **November 26, 2015** for your reference.

Please make available the personnel involved as well as the registration documents on the said date.

Thank you very much for your usual support and cooperation.

Very truly yours,

EMMA R. DE VILLA
OIC-Provincial Director

COMPLIANCE AUDIT PLAN

Objective : To determine the continuous compliance or non-compliance of the training institution to TESDA's requirements for program registration.

Institution : AMA Computer Learning Center of Butuan City, Inc.

School Director : Mr. Alan L. Atega, MBA

Address : HDS Bldg., J. C. Aquino Avenue, Butuan City

Date : November 26, 2015

PROGRAM/S TO BE AUDITED	TIME	AREA & PERSON (S) CONCERNED	REMARKS
240-hour Career Entry Course for Software Developer-Java.Net NC IV 240-hour Career Entry Course for Software Developer-Microsoft.Net NC IV 356-hour Computer Hardware Servicing NC II 252-hour Programming NC IV	01:30 P.M. to 02:00 P.M.	Opening Meeting <i>Audit Team/ Auditees/ Head of Institution</i>	
	02:01 P.M. to 03:45 P.M.	<ul style="list-style-type: none"> Corporate & Administrative Documents <i>Maria Cristina V. Soberano/Auditee</i> 	
	02:01 P.M. to 03:45 P.M.	<ul style="list-style-type: none"> Curricular Requirements <ul style="list-style-type: none"> > Career Entry Course for SD-Java.Net NC IV > Career Entry Course for SD-Microsoft.Net NC IV <i>Consuelo T. Destacamento/Auditee</i> > Computer Hardware Servicing NC II > Programming NC IV <i>Buanafe G. Enaya/Auditee</i> 	
	02:01 P.M. to 03:45 P.M.	<ul style="list-style-type: none"> Faculty and Personnel <i>Novielita A. Dispa/Auditee</i> 	
	02:01 P.M. to 03:45 P.M.	<ul style="list-style-type: none"> Academic Rules Support Services <i>Chiselo Joiada R. Bernaldez/Auditee</i> 	
	03:46 P.M. to 04:00 P.M.	Wrap-Up <i>Auditors</i>	
	04:01 P.M. to 04:30 P.M.	Closing Meeting <i>Audit Team/ Auditees/ Head of Institution</i>	

Note: Completed forms and/or other information submitted by institution during the program registration process should be made available for inspection by the audit team.

Prepared/Submitted by:

Approved by:

IRENEA A. DELA VICTORIA
UTPRAS Focal

FLORENCIO F. SUNICO, JR., CESO III
Regional Director/RQM Representative