



Technical Education and Skills Development Authority  
**BUYABOD SCHOOL OF ARTS AND TRADES**  
 Brgy. Buyabod, Santa Cruz, Mariduque  
 Cell No.: (0961) 333-9911; Email Address: bsat@tesda.gov.ph

## CITIZEN'S CHARTER

### LIST OF TESDA EXTERNAL SERVICES

#### VISION

The transformational leader in the technical education and skills development of the Filipino workforce.

#### MISSION

TESDA sets direction, promulgates relevant standards, and implements programs geared towards a quality-assured and inclusive technical education and skills development and certification system.

#### VALUES STATEMENT

We believe in demonstrated competence, institutional integrity, personal commitment, culture of innovativeness, and a deep sense of nationalism.

#### Application for Scholarship and Enrolment Procedures

This service pertains to the enrolment and registration of a client to a certain training program offered by the institution covering all modes of delivery.

#### Application for Training (Diploma Program)

This service pertains to the injury of a client to a certain training program of his interest and the conduct of qualifying examination.

<b>Office or Division:</b>	Office of the Administrator/Center Chief
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	. High School Graduates; . Working Age population; . Any citizen who are qualified for a given Training Program

<b>Office or Division:</b>	Office of the Administrator
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	. K12 Graduates; . ALS Secondary Completers; . College Undergraduates

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Registration Form/Enrolment Form (1 original) MIS 03-01, ver 2020)	Office of the Administrator / Information Office
2. Form 137/ALS Certificate/Transcript of Records/Diploma / High School Diploma/ equivalent (1 certified true photocopy)	Last School Graduated or Attended / Applicant
3. NSO/PSA Birth Certificate (1 photocopy)	Philippine Statistic Authority
4. Marriage Certificate (for married woman only) (1 photocopy)	
5. Pictures a. Passport size, white background with name tag (4 pieces) w/ Collar and non - digital) b. 1x1, (5 pieces)	Applicant
6. Medical Certificate (1 original)	Government Hospital
7. Barangay Clearance (optional) (1 original) 8. Personal Accident Insurance 9. Sketch of residence 10. Police / NBI Clearance 11. Drug Test 12. Duly accomplished POWERTEST thru gnomio.com 13. Certificate of Completion for OJT/SIL for qualifications that require OJT/SIL or Certificate of Employment for those direct employed.	Office of the Barangay Captain

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Transcript of Records (TOR) (1 photocopy)	Last School Attended
2. Form 138 (1 photocopy)	Last School Attended
3. Certificate of Good Moral Character (1 original)	Last School Attended
4. Medical Certificate (RHU) (1 original)	RHU
5. Birth certificate (1 photocopy)	PSA
6. Police Clearance (1 original) / Brgy. Clearance	Local Municipal Office / City Hall / City Municipal Police Station
7. Marriage Contract (if married) 8. Certificate Transfer Credential (if Transferee) 9. Certificate of Indigency . Certificate of Non-filing of Income Tax (for High School Grad and College undergrad) 10. Certificate of Residency ( for High School Grad and College undergrad)	Applicant
11. Picture a. 1x1 (1 piece) b. Passport-size pictures, white background, with name tag (1 piece) 2 pcs	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiries on the trainings available for enrolment	1.1. Provides information on the available trainings and programs 1.2. Issues Applicant's Information Sheet and Interview Sheet	None	5 Minutes	Front Desk Officer Administrator Office of the Administrator / Center Chief
2. Fills out and submits Applicant's Information Sheet and Interview Sheet	2. Check completeness of Applicant's Interview Sheet	None	15 Minutes	Trainer Administrator Office of the Administrator
3. a. Attends Interview	3.1. a. Interview and assesses applicant; or	None	20 Minutes	Trainer Supervisor Administrator Office of the Administrator
3. b. Takes Qualifying Exams	3.2. b. Administers qualifying examination		Or	
	3.2. Issues registration form and list of requirements	None	1 Hour, 15 Minutes	Testing Officer Center Chief Office of the Center Chief
4. Accomplishes registration form and receives list of requirements (MIS 03-01, ver 2020)	4. Evaluates requirements as to completeness and Correctness	None	20 Minutes	Registrar Administrator Office of the Administrator / Center Chief
5. Receives admission slip	5. Encodes student's registration to T2MIS and issues admission slip	None	15 Minutes	Registrar Administrator Office of the Administrator / Center Chief
	<b>TOTAL:</b>	None	1 Hour, 15 Minutes Or 2 Hours, 10 Minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquires on the training program offered by the Institution	1. Provides information on the Training program and corresponding requirements	None	5 Minutes	Front Desk Officer Administrator Office of the Administrator
2. Accomplishes the attendance sheet for the qualifying exam and submits Form 138 or Transcript of Records if college undergraduate	2. Checks authenticity and validity of required documents	None	Minutes	Guidance Counselor Administrator Office of the Administrator
3. Takes the qualifying examination	3.1 Administers the qualifying examination	None	1 Hour	Guidance Counselor Administrator Office of the Administrator
	3.2 Processes the examination	None	10 Minutes	Guidance Counselor Administrator Office of the Administrator
	3.3 Provides feedback to client	None	10 Minutes	Guidance Counselor Administrator Office of the Administrator
4. Receives the list of requirements for enrollment	4. Informs the client of the registration process and Requirements	None	5 Minutes	Registrar Administrator Office of the Administrator
	<b>TOTAL:</b>	None	1 Hour, 35 Minutes	



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#### Conduct of Assessment and Certification

Process where TVET graduates or workers undergo assessment to obtain National Certificate (NC) or Certificate of Competency (CoC).

<b>Office or Division:</b>	Office of the Administrator
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	Those who are interested to take the assessment in the different qualifications offered by the TESDA Administered School

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Order of Payment	1. Issues Order of Payment	None	2 Minutes	CAC Processing Officer Administrator Office of the Administrator
2. Pays Assessment fee (for walk-in) applicants)	2. Accepts payment and issues Official Receipt	Fee depends on the qualification	2 Minutes	Cashier Administrator Office of the Administrator
3. Submits Official Receipt Number is indicated	3. Receives and checks the Official Receipt Number	None	1 Minute	CAC Processing Officer AC Manager Administrator Office of the Administrator
4. Receives Admission Slip	4. Issues Admission Slip	None	1 Minute	CAC Processing Officer
5. Undergoes Assessment			1 Day	AC Manager Administrator Office of the Administrator
	<b>TOTAL:</b>	Fee depends on the qualification	1 Day and 6 Minutes	

#### Issuance of Certificate of Training

This service pertains to the issuance of training certificate to a graduate of a certain training program offered by the institution.

<b>Office or Division:</b>	Office of the Administrator/Center Chief
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	Graduates of the training program offered by the Training Center

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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1. Duly accomplished Request Form		Registrar's Office		
2. Clearance		Registrar's Office		
3. Certificate of Completion for OJT/SIL for qualifications that require OJT/SIL or Certificate of Employment for those directly employed.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplishes the request form and submits the requirements	1.1. Checks the authenticity and validity of the documents submitted	None	5 Minutes	Registrar Administrator / Center Chief Office of the Administrator/ Center Chief
	1.2. Verifies / Checks the name of the graduate in the Master list	None	20 Minutes	Registrar Administrator / Center Chief Office of the Administrator/ Center Chief
	1.3 Trainer / VIS checks the authenticity and validity of the documents submitted			
2. Receives Certificate of Training and signs the Training Certificate Record Book	2. Releases Certificate of Training	None	5 Minutes	Registrar Administrator Office of the Administrator
	<b>TOTAL:</b>	None	30 Minutes or 10 Minutes	

#### Issuance of Transcript of Records

This service pertains to the issuance of Transcript of Record to a graduate of a certain training program offered by the institution.

<b>Office or Division:</b>	Office of the Administrator
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	Graduates of TESDA Administered Schools

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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1. Clearance		Registrar's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests for the release of Transcript of Records	1. Issues clearance request form and informs the graduate of the requirements for the release	None	5 Minutes	Registrar Administrator Office of the Administrator
2. Accomplished the request form and submits together with clearance requirements to the registrar	2.1. Checks and verifies records 2.2. Checks authenticity and validity of submitted documents	None	3 Days	Registrar Administrator Office of the Administrator

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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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1. Clearance		Registrar's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pays required fee for the Transcript of Records release	3. Issues Official Receipt	Php25	5 Minutes	Cashier Administrator Office of the Administrator
4. Claims the Transcript of Records and signs on the TOR Record Book	4. Releases of Transcript of Records	None	5 Minutes	Registrar Administrator Office of the Administrator
	<b>TOTAL:</b>	Php25	3 Days, 15 Minutes	