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

			a competence, i	insinununun integniy, perso		
Process where TVET gra	Conduct of Asses aduates, workers, or individuals appl Certificate of			National Certificate (NC) or		
Office or Division:	Office or Division: Office of the Administrator					
Classification:	Simple					
Type of Transaction:						
Who may avail:	Those who are interested TESDA Administered Scho		nent in the differer	nt qualifications offered by the		
CHECKLIST O	F REQUIREMENTS		WHERE TO S	SECURE		
 Birth Certificate (1 certified Passport ID picture white backet Duly Accomplished Applicate Accomplished Self-Assess 	ackground (2 pcs) tion Form (1 copy)	 Philippine Statistic Applicant Assessment Center Assessment Center 	er Office			
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		
 Pays Assessment fee (for walk-in) applicants) 	2. Accepts payment and issues Official Receipt	Please see Table below	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	None	None	8 Hours	AC Manager Administrator Office of the Administrator		
	TOTAL	Please see Table below	1 Day and 6 Minutes			

Table. Assessment Fee per Qualification

No.	*SOC Code	Qualification Title	Assessment Fee (Php)
		CFSP	
1	AFFAGENC2	Agroentrepreneurship NC II	854.00
2	AFFOAPNC2-E	Organic Agriculture Production NC II	979.00
3	AFFOAPNC2-F	Organic Agriculture Production NC II	979.00
4	OAP212CC1	Raise Organic Chicken (Leading to Organic Agriculture Production NC II)	808.00
5	OAP212CC2	Produce Organic Vegetables (Leading to Organic Agriculture Production NC II)	814.00
6	OAP212CC3	Produce Organic Fertilizer (Leading to Organic Agriculture Production NC II)	810.00
7	OAP212CC4	Produce Organic Concoctions and Extracts (Leading to Organic Agriculture Production NC II)	816.00
8	OAP212CC5	Raise Organic Hogs (Leading to Organic Agriculture Production NC II)	815.00
9	OAP212CC6	Raise Organic Small Ruminants (Leading to Organic Agriculture	803.00
Note:			

E - Inclusive of Electives F - Exclusive of Electives



Technical Education and Skills Development Authority BUYABOD SCHOOL OF ARTS AND TRADE

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CITIZEN'S CHARTER

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VALUES STATEMENT

LIST OF TESDA EXTERNAL SERVICES

VISION

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

MISSION

Table. Assessment Fe

No.	*SOC Code	Qualification Title	Assessment Fee (Php)
		STEP	
1	OAP212CC3	Produce Organic Fertilizer (Leading to Organic Agriculture Production NC II)	810.00
2	OAP212CC4	Produce Organic Concoctions and Extracts (Leading to Organic Agriculture Production NC II)	816.00
3	OAP212CC5	Raise Organic Hogs (Leading to Organic Agriculture Production NC II)	815.00
4	OAP212CC6	Raise Organic Small Ruminants (Leading to Organic Agriculture Production NC II)	803.00
5	ALTDRVNC2-A	Driving NC II	1,034.00
6	ALTDRVNC2-B	Driving NC II	819.00
7	CONPVINC2	PV Systems Installation NC II	927.00
8	ELCEIMNC2	Electrical Installation and Maintenance NC II	1,849.00
9	EPA213CC1	Assemble Electronic Products (Leading to EPAS NC II)	917.00
10	EPA213CC2	Service Consumer Electronic Products and Systems (Leading to EPAS NC II)	881.00
11	MEEEAWNC1S	Shielded Metal Arc Welding (SMAW) NC I (Superseded)	2,234.00
12	MEEEAWNC2S	Shielded Metal Arc Welding (SMAW) NC II (Superseded)	2,697.00
13	FOP215CC2	Process Food by Fermentation and Pickling (Leading to Food Processing NC II)	1,180.00
14	TRSBPPNC2S	Bread and Pastry Production NC II (Superseded)	1,720.00
No.	*SOC Code	Qualification Title	Assessment Fee (Php)
		TWSP-PAFSE	
1	AFFOAPNC2-E	Organic Agriculture Production NC II	979.00
2	AFFOAPNC2-F	Organic Agriculture Production NC II	979.00
2 3	AFFOAPNC2-F OAP212CC1	Raise Organic Agriculture Production NC II Raise Organic Chicken (Leading to Organic Agriculture Production NC II)	979.00 808.00
		Raise Organic Chicken (Leading to Organic Agriculture Production	
3	OAP212CC1	Raise Organic Chicken (Leading to Organic Agriculture Production NC II) Produce Organic Vegetables (Leading to Organic Agriculture	808.00
3	OAP212CC1 OAP212CC2	 Raise Organic Chicken (Leading to Organic Agriculture Production NC II) Produce Organic Vegetables (Leading to Organic Agriculture Production NC II) Produce Organic Fertilizer (Leading to Organic Agriculture Production 	808.00 814.00
3 4 5	OAP212CC1 OAP212CC2 OAP212CC3	 Raise Organic Chicken (Leading to Organic Agriculture Production NC II) Produce Organic Vegetables (Leading to Organic Agriculture Production NC II) Produce Organic Fertilizer (Leading to Organic Agriculture Production NC II) Produce Organic Concoctions and Extracts (Leading to Organic 	808.00 814.00 810.00

F - *Exclusive of Electives*

F - Exclusive of Electives

No.	*SOC Code	Qualification Title	Assessment Fee (Php)			
	RESP					
1	AFFAGENC2	Agroentrepreneurship NC II	854.00			
*Note: E - Inclusive						

-ee	per	Qua	lificat	tion

No.	*SOC Code	Qualification Title	Assessment Fee (Php)
		TWSP, TTSP, BKSTP, PESFA, and Tsuper Iskolar	
1	AFFAGENC2	Agroentrepreneurship NC II	854.0
2	AFFOAPNC2-E	Organic Agriculture Production NC II	979.0
3	AFFOAPNC2-F	Organic Agriculture Production NC II	979.0
4	ALTDRBNC3-A	Driving (Passenger Bus/Straight Truck) NC III	2,164.0
5	ALTDRBNC3-B	Driving (Passenger Bus/Straight Truck) NC III	1,163.0
6	ALTDRVNC2-A	Driving NC II	1,034.0
7	ALTDRVNC2-B	Driving NC II	819.0
8	CONROHNC2-A	Heavy Equipment Operation (Rigid On-Highway Dump Truck) NC II	2,013.0
9	CONROHNC2-B	Heavy Equipment Operation (Rigid On-Highway Dump Truck) NC II	760.0
10	CONHEONC2M-A	Heavy Equipment Operation (Hydraulic Excavator) NC II	3,392.0
11	CONHEONC2M-B	Heavy Equipment Operation (Hydraulic Excavator) NC II	760.0
12	CONRRONC2-A	Heavy Equipment Operation (Road Roller) NC II	3,154.0
13	CONRRONC2-B	Heavy Equipment Operation (Road Roller) NC II	760.0
14	CONWLONC2-A	Heavy Equipment Operation (Wheel Loader) NC II	3,511.0
15	CONWLONC2-B	Heavy Equipment Operation (Wheel Loader) NC II	760.0
16	CONPVINC2	PV Systems Installation NC II	927.0
17			927.0
		PV Systems Servicing NC III	
18	CONTECNC2	Technical Drafting NC II	1,046.0
19	ELCCSSNC2	Computer Systems Servicing NC II	1,049.0
20	ELCEIMNC2	Electrical Installation and Maintenance NC II	1,849.0
21	ELCEIMNC3	Electrical Installation and Maintenance NC III	1,896.0
22	ELCEPANC2	Electronic Products Assembly and Servicing NC II	1,089.0
23	ELCMECNC2	Mechatronics Servicing NC II	1,301.0
24	HHCBHSNC2	Barangay Health Services NC II	935.0
25	MEETIGNC2	Gas Tungsten Arc Welding (GTAW) NC II	2,126.0
26	MEEEAWNC1S	Shielded Metal Arc Welding (SMAW) NC I (Superseded)	2,234.0
27	MEEEAWNC2S	Shielded Metal Arc Welding (SMAW) NC II (Superseded)	2,697.0
28	MEEEAWNC3S	Shielded Metal Arc Welding (SMAW) NC III (Superseded)	3,723.0
29	MEEEAWNC4S	Shielded Metal Arc Welding (SMAW) NC IV (Superseded)	5,129.0
30	PFBFOPNC2	Food Processing NC II	1,850.0
31	SOCBKPNC3	Bookkeeping NC III	841.0
32	TRSBPPNC2S	Bread and Pastry Production NC II (Superseded)	1,720.0

C - Corn is being used during the assessment D - Rice is being used during the assessment E - Inclusive of Electives

F - Exclusive of Electives



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CITIZEN'S CHARTER

VISION

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LIST OF TESDA EXTERNAL SERVICES

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

MISSION

Table. Assessment Fee per Qualification

No.	*SOC Code	Qualification Title	Assessment Fee (Php)
		EBET (TWSP and TTSP)	
1	AFFAGENC2	Agroentrepreneurship NC II	854.0
2	AFFOAPNC2-E	Organic Agriculture Production NC II	979.0
3	AFFOAPNC2-F	Organic Agriculture Production NC II	979.0
4	ALTDRBNC3-A	Driving (Passenger Bus/Straight Truck) NC III	2,164.0
5	ALTDRBNC3-B	Driving (Passenger Bus/Straight Truck) NC III	1,163.0
6	ALTDRVNC2-A	Driving NC II	1,034.0
7	ALTDRVNC2-B	Driving NC II	819.0
8	CONROHNC2-A	Heavy Equipment Operation (Rigid On-Highway Dump Truck) NC II	2,013.0
9	CONROHNC2-B	Heavy Equipment Operation (Rigid On-Highway Dump Truck) NC II	760.0
10	CONHEONC2M-A	Heavy Equipment Operation (Hydraulic Excavator) NC II	3,392.0
11	CONHEONC2M-B		760.0
		Heavy Equipment Operation (Hydraulic Excavator) NC II	
12	CONRRONC2-A	Heavy Equipment Operation (Road Roller) NC II	3,154.0
13	CONRRONC2-B	Heavy Equipment Operation (Road Roller) NC II	760.0
14	CONWLONC2-A	Heavy Equipment Operation (Wheel Loader) NC II	3,511.0
15	CONWLONC2-B	Heavy Equipment Operation (Wheel Loader) NC II	760.0
16	CONPVINC2	PV Systems Installation NC II	927.0
17	CONPVSNC3	PV Systems Servicing NC III	927.0
18	CONTECNC2	Technical Drafting NC II	1,046.0
19	ELCCSSNC2	Computer Systems Servicing NC II	1,049.0
20	ELCEIMNC2	Electrical Installation and Maintenance NC II	1,849.0
21	ELCEIMNC3	Electrical Installation and Maintenance NC III	1,896.0
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30	PFBFOPNC2	Food Processing NC II	1,850.0
31	SOCBKPNC3	Bookkeeping NC III	841.0
32	TRSBPPNC2S	Bread and Pastry Production NC II (Superseded)	1,720.0

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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.

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

CHECKLIST OF REQUIREMENTS

1. Duly accomplished Registration Form/Enrolment Form (1 origin ver 2020)

2. Form 137/Form 1378/ALS Certificate/Transcript of Records/Dip High School Diploma/ equivalent (1 certified true photocopy)

- 3. NSO/PSA Birth Certificate (1 photocopy)
- 4. Marriage Certificate (for married woman only) (1 photocopy) 5. Pictures
- a. Passport size, white background with name tag (4 pieces) w/ non - digital)
- b. 1x1, (5 pieces)

6. Medical Certificate (1 original)

7. Barangay Clearance (optional) (1 Original)

8. Personal Accident Insurance (1 Original Copy)

- 9. Sketch of residence (1 Original Copy)
- 10. Police / NBI Clearance (1 Original Copy) 11. Drug Test (1 Original Copy)
- 12. Duly accomplished POWERTEST thru gnomio.com
- 13. Certificate of Completion for OJT/SIL for qualifications that req
- Certificate of Employment for those direct employed. (1 Original Copy)

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
 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. Interviews and assesses applicant; or	None	20 Minutes	Trainer Supervisor Administrator Office of the Administrator
3. b. Takes Qualifying Exams	3.1.b. Administers qualifying examination3.2. Issues registration form and list of requirements	None	1 Hour, 15 Minutes	Testing Officer Center Chief Office of the Center Chief
 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	 Encodes student's registration to T2MIS and issues admission slip 	None	15 Minutes	Registrar Administrator Office of the Administrator / Center Chief
	TOTAL:	None	1 Hour, 15 Minutes	



Technical Education and Skills Development Authority

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CITIZEN'S CHARTER

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VALUES STATEMENT

r a given Training Program

	WHERE TO SECURE
nal) MIS 03-01,	Office of the Registrar
ploma /	Last School Graduated or Attended / Applicant
	Philippine Statistic Authority
v/ Collar and	Applicant
	Government Hospital
equire OJT/SIL or nal Copy)	Office of the Barangay Captain

LIST OF TESDA EXTERNAL SERVICES

VISION

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

MISSION

This service pertains to the injury o	Application for Train of a client to a certain training
ice or Division:	Office of the Administrato
assification:	Simple
be of Transaction:	G2C - Government to Cit
o may avail:	. K12 Graduates; . ALS Secondary Comple . College Undergraduates
	. K12 Graduates; . ALS Secondary Compl

CHECKLIST OF REQUIREMENTS

. Transcript of Records (TOR) (1 photocopy)

2. From 138 (1 photocopy)

3. Certificate of Good Moral Character (1 original)

4. Medical Certificate (RHU) (1 original)

5. Birth certificate (1 photocopy)

6. Police Clearance (1 original) / Brgy. Clearance

7. Marriage Contract (if married) (1 photocopy)

8. Certificate Transfer Credential (if Transferee) (1 original copy)

- 9. Certificate of Indigency .Certificate of Non-filing of Income Tax (for High School Grad and College undergrad) (1 original copy)
- 10. Certificate of Residency
- (for High School Grad and College undergrad) (1 original copy)

11. Picture

- a. 1x1 (1 piece)
- b. Passport-size pictures, white background, with name tag (1 nioco) 2 ncc

(1 piece) 2 pcs				
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	5 Minutes	Guidance Counselor Administrator Office of the Administrator
	3.1 Administers the qualifying examination	None	1 Hour	Guidance Counselor Administrator Office of the Administrator
3. Takes the qualifying examination	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	 Informs the client of the registration process and Requirements 	None	5 Minutes	Registrar Administrator Office of the Administrator
	TOTAL:	None	1 Hour, 35 Minutes	

ining (Diploma Program)

ng program of his interest and the conduct of qualifying examination.

itizen

leters;

Applicant

	WHERE TO SECURE
	Last School Attended
	Last School Attended
	Last School Attended
	RHU
	PSA
	Local Municipal Office / City Hall / City Municipal Police Sta- tion
/) y)	Applicant

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

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.

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

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Request Form (1 Original Copy)		Registrar's Office		
 Clearance (1 Original Copy) Certificate of Completion for OJT/SIL for qualifications that require OJT/SIL or Certificate of Employment for those directly employed. (1 Original Copy) 		Registrar's Of	fice	
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 1.3 Trainer / VIS checks the authenticity and validity of the documents submitted 	None	20 Minutes	Registrar Administrator / Center Chief Office of the Administrator/ Center Chief
2. Receives Certificate of Training and signs the Training Certificate Record Book	2. Releases Certificate of Training	None	5 Minutes	Registrar Administrator / Center Chief Office of the Administrator / Center Chief
	TOTAL	None	30 Minutes	



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LIST OF TESDA EXTERNAL SERVICES

VISION

MISSION

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.

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

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Clearance (1 Original Copy)	Registrar's Office	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 records2.2. Checks authenticity and va- lidity of submitted documents	None	3 Days	Registrar Administrator Office of the Administrator
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 Rec- ords	None	5 Minutes	Registrar Administrator Office of the Administrator
	TOTAL:	Php25	3 Days, 15 Minutes	

ed Schools